



CoVid-19 Response: Health Management Plan Stage 3 10 July 2020

➤ **Organisation completing the Plan:**

Camp Cooby – Reflections, 239 Loveday Road, Geham 4352

Contact for questions: Tanya Hall, info@campcooby.com.au 0746 966244

➤ **Summary of service type and activity provision:**

Group based Outdoor Education program. Short stay accommodation in dorms or tent style accommodation. We provided fully catered meals from a licensed commercial kitchen.

➤ **Site Description**

Camp Cooby is an Outdoor education Centre that has accommodation onsite a mixture of bunk beds and tent camping. We are based on 50 acres of bushland on the edge of Lake Cooby. Onsite we have numerous buildings including soon be added accommodation buildings, ablutions x 2, catering facilities, dining room, function space, aquaponics/environmental building, barn, office space, luxury tents, camping tents, house and facility buildings. The site would usually operate with only one group onsite at a time (with a possible crossover period) with a maximum capacity to run two groups at a time. If we have two groups onsite at one time we have the capacity to assign individual accommodation, dining and ablution space.

Camp Cooby offers customized programs for each group that attend our site. When we have two groups onsite the programs are developed to keep distance between the two groups, which will continue. We will ensure that there is only one group in an allocated activity area at one time (if we have more than one group onsite).

Camp Cooby is a member of QORF and we have been supportive of their work to develop collaborative industry plans for Outdoor Education Providers (specific to return to School Camps) and Activity Providers. Both plans have now been approved by the Chief Health Officer and you can find links to the plans below. We agree to adhere to these plans and we have completed Statement of COVID-19 Compliance (attached at the end)

Links:

https://www.covid19.qld.gov.au/_data/assets/pdf_file/0009/131040/industry-covid-safe-plan-recreation-activity-providers.pdf



<https://qorf.org.au/industry/covid-19/covid-safe-plans/>

➤ **Communication and notification to group organisers and screening precautions for incoming groups:**

All guests are part of a group booked by a third party, such as domestic school groups. Where school-aged children are guests there are additional Child Safety and Privacy expectations which means group organisers need to be pro-active to work with Camp Cooby for the minors in their care.

Our *advice* to group organisers for all groups is as follows:

- Group organisers are responsible to ensure they obtain a written declaration (which is included in our medical form) that is completed by anyone who attends their group booking at Camp Cooby confirming that they:
 - a. Are NOT experiencing cold or flu like symptoms
 - b. Do NOT have a temperature
 - c. Have NOT been in contact with someone that is confirmed to have CoVID-19
 - d. Have NOT returned from overseas in the past 14 days

This information is collected at the Group organiser discretion and will be held by the group. It is suggested that this information can be collect as part of the permission for attendance process. It is suggested at a health check is conducted prior to participants leaving on transport on the day of the camp.

- In information sent to participants it must be clear that if they, or a minor they are responsible for, are sick or exhibiting symptoms of illness, they should not attend camp.
- If a participant arrives at camp and are exhibiting CoVid-19 like symptoms (that cannot be explained by other medical conditions outlined in their medical form) they will be quarantined on arrival and required to be picked up by a care giver
- Group organisers must monitor the health and may choose to confirm the temperature of camp attendees prior to boarding transport to the venue.
- All visiting group staff (eg: school principal/visit school staff member coming to camp for the day), those coming for the day or arriving during the program, must sign in at the office on arrival and sign the groups disclaimer and CoVID-19 declaration before visiting participants



- All group staff and Camp Cooby staff will complete an online or form declaration (a link will be provided with Ipad/phone completion: <https://www.surveymonkey.com/r/coviddeccampcooby>) of the following 4 statements on arrival to the site at the beginning of each program, confirming that they;
 - a. Are NOT experiencing cold or flu like symptoms
 - b. Do NOT have a temperature
 - c. Have NOT been in contact with someone that is confirmed to have CoVID-19
 - d. Have NOT returned from overseas in the past 14 days

All visitors and contractors to the property are required to immediately report to the office and record their name and contact details before they are allowed access to the property. All deliveries must come to assigned delivery areas and delivery personnel are required to record their name and contact details with Camp Cooby.

Measures to reduce the Impact of CoVID-19 at Camp Cooby - Reflections:

➤ **Record keeping & accommodating participants:**

Group organisers will be required to maintain an up to date participant roll. Accommodation buildings will be allocated by the group coordinator. Prior to arrival dorm/tent allocations will be discussed and recorded between the Camp Cooby Coordinator and the Group organiser. These allocations will be re-checked with the group leader when onsite. In the case of an infection on site, the room register will be used to inform stakeholders so it is important that it is accurate. These lists will be kept with Camp Cooby Administration until further health directions and lifting of CoVID-19 Restrictions take place.

➤ **Health & Hygiene:**

Camp Cooby has a facilities department responsible for effective routine cleaning, with a focus on increased frequency of cleaning of high contact surfaces and communal facilities. A best-practice CoVID-19 specific cleaning regime has been developed. Prior to the arrival of any new group, and during their stay, Camp Cooby staff will ensure the venue is cleaned following the guidance provided by: <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>



Ablutions Blocks

- Ablutions will NOT be shared with other groups onsite. Ablutions will only be shared between participants from the same group whilst onsite.
- Participants will be required to stagger shower times to adhere to physical distancing measures. Staggering of groups will most likely be by cabin/tent group.
- Group staff will be required to monitor the use of abluion blocks. Managing the entry exit points to ensure appropriate numbers of participants at any one time
- All shower spaces will have a spray disinfectant available to spray between each group use (eg each cabin group). This will be managed by an adult/supervisor. The disinfectant will be locked after shower use but can be accessible when required eg : if a teacher has a shower.
- Participants will be briefed on appropriate sanitising method in abluion blocks
- Camp Cooby staff will clean and sanitise all amenities twice daily, following above guidance from QLD Health
- Hand washing measures and guidance around COVID compliance are placed in the Ablutions to remind participants of appropriate hand cleaning measures
- Camp Cooby will continue to manage all amenities with our current cleaning and sanitizing practices
- Any amenities that are used by a participant who may present with CoVID like symptoms will be closed for use until a thorough clean and sanitise has been completed and checked by Camp Cooby Facility Management

General Cleaning

- Our staff will clean the ablutions and all high traffic touch points daily as per guidelines.
-

➤ **Space and social isolation management:**

Capacity for each indoor space will be clarified by Camp Cooby staff at point of entry. It is the responsibility of both Camp Cooby staff, group coordinators and staff to ensure group numbers do not exceed capacity. Due to the nature of the Camp Cooby program, accommodation use will be limited to sleeping and ablutions. Participants will be discouraged from socializing inside accommodation buildings.

The Camp Cooby venue can be separated into distinct and self-contained zones



and outdoor spaces. Depending on the size of the groups the zones will be marked out and designated to groups.

Participants will be directed to proactively engage in and promote physical distancing practices as outlined by Queensland Health including Maintaining a minimum of 1.5m from each other.

Where required, it is proposed to observe, as much as is practically possible, 1.5m spacing and/or separation in accommodation rooms (or tents where applicable), where a top bunk provides physical separation from a bottom bunk and adopting the "Pillow to Pillow"/"top-to-toe" approach to maximise distance between participants' heads. Signage to describe this approach will be placed in each applicable bunk room.

Our tents are three room tents with 3x3m rooms. We will only place 2 children (top to toe) in each tent with room dividers up between each group of two. So there will be only 6 people per tent, with only 2 in each of the three rooms. Each room into the tents has their own doors which we will ask participants to use instead of going through the tents.

Our tents and dorm accommodation will be cleaned between each group and left to rest for a minimum of 30 minutes.

The Australian Health Protection Principal Committee (AHPPC) has provided guidance that physical distancing (i.e. 4sqm per person in an enclosed space) is not required for school-aged students. Therefore, to maintain capacity for school-aged groups the current 2.5m squared ratio required for fire regulations will be maintained in bedrooms and common areas.

Accommodation and room capacity for adults (including teachers accompanying school groups) will be adjusted to meet the 4m² requirement for them.

Once allocated to a Tent or Bunk participants and staff will only use that resource for the entirety of the program. We ask that all students and staff (unless the allocated group lead) do not access individual bunk rooms unless approved by the Group Lead or Camp Cooby staff.

At the conclusion of each camp the accommodation will be appropriately cleaned between change-over of guests (refer to health and hygiene above). A minimum of half an hour will be observed between a group departing a zone and another entering following cleaning.

➤ **Food preparation and service:**

Physical Distancing and food preparation procedures will be consistent with the requirements of the relevant local government agency and augmented by the following CoVID-19 related additions:

- Tables and chairs will be set up to ensure 1.5m separation and 2m² per diner, where required for adults. The Australian Health Protection Principal Committee (AHPPC) has provided guidance that physical distancing (i.e. 4sqm per person in an enclosed space) is not necessary for school-aged students. Currently we have set up our dining room for the children 1.5m with one or two teachers for supervision. If your group is bigger, you have the choice to stagger your dining (if you want all inside) or we can have combined dining but will need to use the outside area for dining
- Group supervisors will be responsible to sequence service groups by table. Service areas will be marked with 1.5m distances to ensure separation.
- Hand washing will be required from all participants and staff before entering food service area (as per normal practice)
- Hand sanitizer is available prior to entry at each food service area.
- All food will be served by dedicated servers to ensure there is no cross-contamination from shared use of utensils and serving implements.
- Participants will be told to bring their own labelled water bottle to camp and all communal cups removed and bubblers de-commissioned, leaving only water service taps. All water bottles will be filled from onsite water stations. These stations will be manned by staff to refill bottles.
- All re-usable cutlery and crockery will be washed using our onsite commercial dishwasher. Cutlery could also be single-use and/or menu items will be eaten by hand.
- As many meals as possible will be packed meals which can be eaten remotely and outdoors if required to minimise site movement for meals (eg: morning tea, lunch and afternoon tea)
- Condiments should be single-serve packets unless served by dedicated server.



- A full clean of each food service area and dining space at the conclusion of each meal.
- We will still meet dietary needs. As per our usual practice the food will be labeled and provided to the participant with diet needs.
- Tables will be labelled and we ask that participants line up with spacing and entre the tables in order (eg: table 1, 2, 3 and exit in the same order).
- Cleaning after meals – we will clean the dining room between each allocated dining group. Each table group will have two people who will be allocated to wipe down the tables and chairs between each meal. Each meal we will have new clean warm water tubs of detergent and chux cloth. We ask that groups stay in their cabin groups for dining to minimize exposure.
- There is an entry and exit door to assist with the flow of traffic. We will show the participants our room flow expectations and ask that the group leaders support us with managing the traffic flow. When exiting the room the participants will place their dirty dishes in tubs which our staff will take to the kitchen to minimize numbers in the kitchen area.

➤ **Outdoor Education Activities, The Challenge and The Adventure:**

A CoVID-19 audit of all Outdoor Education activities has been conducted and Operating Procedures (OPs) adjusted to account for CoVID Safe requirements. Measures include:

- Where identified that the risk of CoVID-19 infection is high and difficult to be controlled, the activity has been removed from activity selection until it is able to be run within future CoVID induced restrictions easing advice.
- Where the risk of infection can be managed with the provision of an appropriate sanitising process (adhering to equipment manufacturer guidelines and/or industry best practice guidance) and a modification to OP's, then updated changes must be documented appropriately.
- Camp Cooby facilitators have completed COVID safety training and have been reviewed how to do CoVID Safe OP's for activities and assessment of compliance included in the normal observation and inspection processes for staff.



- Camp Cooby facilitators have received training on the adjustments required for CoVID safe practices whilst running the program
- Outdoor Education activities will observe and operate within the prevailing protocols and distancing required under the Industry COVID Safe Plan for Outdoor Recreation Activity Providers.
- Sanitising of point of contact (e.g. hands, feet etc.) both before and after contact with activity equipment where appropriate.
- We will use air dry sanitisation products on our equipment (or soapy warm water) at the end of the day after use from the group.
- Onsite Group activities will be in group rotations of less than 20 participants per group. It is requested, if possible, that the group provide the same supervisor with the same group for the duration of the Camp. Camp Cooby will also aim to provide the same allocation of staff to the program to minimize additional staff exposures. Camp Cooby will maintain records of activities operated and Camp Cooby staff who were in contact with each group at any point in time.
- As of Stage 2, the participants are permitted to have touch within their activity areas "game of play" areas. As such some of our activities can now include physical touching, just when on the activities. When returning to accommodation or dining we return to distancing measures as required (currently 1.5m for children and 2m for adults in our dining room and 4sqm outdoors).

➤ **Transport & Arrivals:**

Transport arrangements are not made by Camp Cooby. Camp Cooby's obligations commence when groups arrive at the venue. However, we remind guest groups of their social distancing obligations to ensure they are guided by the expectations. Adult groups generally arrive in their own transport. Current advice for school groups is physical distancing requirements are exempt for public transport (including buses).

It is the Group coordinators responsibility to ensure that Transport operators will follow their industry's CoVID Safe plan.

Group coordinators are responsible to ensure that buses and surface touch points are cleaned according to CoVID-19 cleaning and disinfection recommendations.



Onsite physical distancing guidelines will be followed at drop off and off locations, pick-ups and drop-offs. This will be achieved by a combination of the following actions:

- For their arrival, we ask that participants are placed on the buses with their luggage in their cabins/tent groups. This will help us with unloading and keeping distancing when they arrive. When you arrive we will unload the participants in cabin groups (whilst sanitising their hands when getting off the bus). When the cabin groups disembark from the buses they will be asked to collect their OWN bags (or those from their cabin groups). Depending on the weather they will be asked to place their bags in their accommodation (or on the decks) or in an allocated bag drop area.
- If the bus drivers can please stay with their allocated bus and not leave the bus unloading area.
- If you have more than one bus, we suggest you stagger the arrival and departure time of each bus so each bus can be met by Camp Cooby Staff and unloaded before the arrival of the next bus.
- Camp Cooby requests that the school group conducts all wellness checks prior to guests entering the buses. We will observe the wellbeing of participants whilst onsite and will discuss any children who are identified as having symptoms with the allocated group leaders.

➤ **Guest Isolation and illness:**

Where a guest shows symptoms of CoVID-19, or general sickness:

- Camp Cooby staff will discuss any observations of symptoms with the group leaders/group staff. If the symptom is not explained by another medical condition or is known to the staff, then the participants will be asked to return home and attend their GP/medical professional for a review.
- Camp Cooby will work with the group organiser to facilitate the pick-up of the guest as soon as practically possible.
- The guest house onsite will be established as a quarantine and isolation area for guests if they do show signs of illness. The onsite house has been selected as it has its own bathroom and amenities. It is also a fully fenced yard that can provide distance between the participants and guests who are sick.

➤ **Workplace health and safety for Employees:**

The following measures and guidelines have been implemented:



- Staff have been provided with Training of CoVIDSafe practice and signed their understanding and commitment of compliance.
- Posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace.
- Signs at building entrances and workspaces to ensure the maximum safe capacity is not exceeded. Office furniture and rosters reconfigured to ensure social distancing of employees.
- Staff instructed to advise management and stay home if they are sick, and if they are displaying symptoms of CoVID-19 ask them to call the National Coronavirus hotline (1800 020 080).
- Staff instructed to inform management if they are displaying symptoms of CoVID-19, have been in close contact with a person who has CoVID-19 or have been tested for CoVID-19
- Staff requested to eat outside or maintain distance when eating lunch

➤ **CoVID-19 Suspected and/or confirmed cases:**

It is the responsibility of groups to inform Camp Cooby if they have a confirmed case of CoVid-19 infection within their group.

If there is an on-site confirmed case, or we are informed of a case from a client group, QLD Health will be advised, and Camp Cooby will follow the guidance of QLD Health. If informed whilst the group is onsite. Programming will be stopped and guests will be asked to return home. Transport arrangements will be organised with the school.

Onsite we will have a CoVID emergency box with masks, gloves, sanitisers, protective clothing if needed, for immediate staff that may have been in contact with the person who has been confirmed to have CoVID-19.



CoVID-19 Response: Health Management Plan

➤ Declaration

I _____ (insert name) have read and understand the Camp Cooby Management plan. I understand my responsibilities as a:
(circle)

- Camp Cooby Staff member
 - Will not attend work with CoVID-19 like symptoms
 - Will uphold the health and hygiene practices
 - Ensure we follow COVID safe practices onsite

- Group coordinator
 - Ensured pre- program information has been sent to participants caregivers prior to arrival at Camp Cooby
 - No person presenting with CoVID-19 like symptoms attends Camp Cooby program
 - Maintains up to date records or participants in attendance
 - In collaboration with Camp Cooby staff complete and maintains a room register once attending camp
 - Uphold the health and hygiene practices for all participants and group staff
 - Reports to Camp Cooby staff if a participant presents with CoVID-19 like symptoms
 - Understand and agrees that any participant with CoVID-19 like symptoms will be quarantined and required to be collected by a parent/caregiver as soon as possible
 - Ensure that all participating staff and visitors complete an individual declaration on attending Camp Cooby

- Other - Supplier, contractor, _____

Signature

Date



CoVID-19 Response: Health Management Plan

Individual declaration for adults attending Camp Cooby Adventure

Completed at the beginning of each program

(or online at: <https://www.surveymonkey.com/r/coviddeccampcooby>)

I _____ (insert name)

- a. Am NOT experiencing cold or flu like symptoms
- b. Do NOT have a temperature
- c. Have NOT been in contact with someone that is confirmed to have CoVID-19
- d. Have NOT returned from overseas in the past 14 days

- Camp Cooby member (circle one)
- Group coordinator
- Group staff
- Supplier
- Other _____

Signature

Date

Coronavirus
(COVID-19)

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**



Coronavirus
(COVID-19)

KEEP THAT COUGH UNDER COVER.

Always cough or sneeze into your arm or a tissue and put the tissue in the bin straight away. Wash your hands with soap and water for at least 20 seconds afterwards.

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus
(COVID-19)** visit [health.gov.au](https://www.health.gov.au)



Australian Government

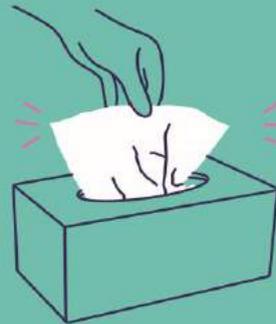
Coronavirus
(COVID-19)

SIMPLE STEPS TO HELP STOP THE SPREAD.

Cough or sneeze into your arm



Use a tissue



Bin the tissue



Wash your hands



TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit **health.gov.au**



Australian Government

reflections

CAMP COOBY

Coronavirus
(COVID-19)

GOOD HYGIENE IS IN YOUR HANDS.

Wash your hands thoroughly with soap and water for at least 20 seconds to prevent passing on germs. Dry your hands.

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**



Australian Government

Authorised by the Australian Government, Canberra

HEALTH WARNING CORONAVIRUS (COVID-19)

INFORMATION FOR TRAVELLERS

Developed a fever or cough?



FEVER



COUGH



SORE THROAT



**SHORTNESS
OF BREATH**

[KNOW THE SIGNS]



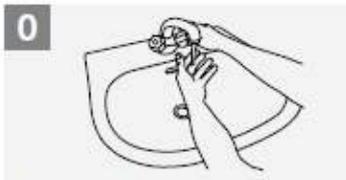
Australian Government
Department of Health

www.health.gov.au

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



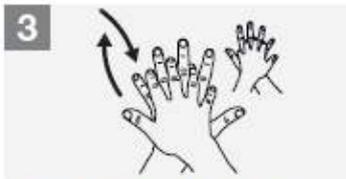
Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



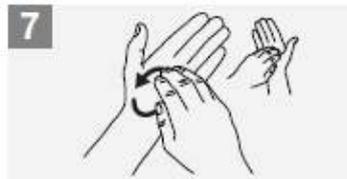
Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



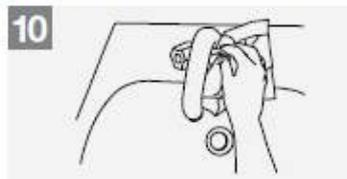
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



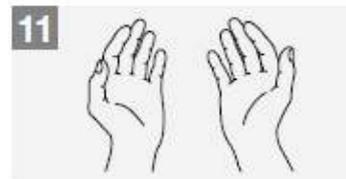
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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May 2009

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

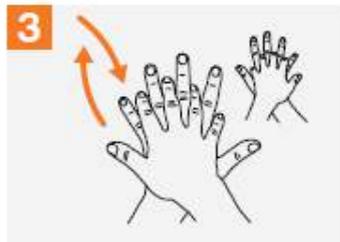
🕒 Duration of the entire procedure: 20-30 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.


World Health Organization

Patient Safety
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SAVE LIVES
 Clean Your Hands

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Unite against COVID-19



STATEMENT OF COMPLIANCE

**This site is operating in compliance
with an Industry COVID SAFE Plan**

A copy of the Industry COVID SAFE Plan may be found at:
www.covid19.qld.gov.au/government-actions/covid-safe-businesses

- Follow the rules and keep us all safe
- Practice social distancing
- Wash your hands regularly
- Be prepared to leave your contact details for tracing purposes
- This is a COVID SAFE site

Signed by:



(authorised business)

Date:

28/6/2020