

CoVid-19 Response: Health Management Plan Stage 3 September 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 programs
- Short stay accommodation in dorms or tent style accommodation
- Catering from a licensed commercial kitchen

Site Description

Camp Cooby is an Outdoor Education Centre based on 50 acres of bushland on the edge of Lake Cooby. Our centre provides onsite camping & luxury tent accommodation, with dorm-style accommodation soon to be added to the campus. Other onsite buildings include 2 x ablution blocks, environmental toilets, catering facilities, dining room, function space, aquaponics/environmental building, barn, office space, our Cooby Lake House, and facility sheds. While our site generally operates with only one group at a time (with a possible crossover period), we do have the capacity to run two groups at a time. In the event that we do have two groups onsite at a time, each group will be based in a separate 'Zone' with individual accommodation, dining and ablution spaces.

Camp Cooby offers customized programs for all groups that attend our site (including our Holiday Program). In the instance that we have more than one independent group onsite the programs are developed to keep distance between those groups. Camp Cooby's Holiday Programs (i.e. Junior, Senior, and Mindware Adventure Camps) are all considered to be part of one group. If other groups (outside of our Holiday Program) are to attend site while Holiday Program is operating, they will be allocated to a different property 'Zone' to avoid group crossovers.

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 care providers and screening precautions for incoming groups

All Holiday Program participants are to be booked by their parents/carers via our online booking system OR through contact with our office. All participants will be of school age. In some circumstances a child may attend with a support worker. In this instance, the support worker will need to present their Blue Card details and will be included as part of our Camp Cooby to participant ratios. Where school-aged children are guests there are additional Child Safety and Privacy expectations which means there is a responsibility for the parents/carers to ensure they are supporting minors in their care to be COVID compliant.

Our *advice* to the parents/carers is as follows:

- It is your responsibility to complete our Holiday Program Booking Forms and Medication Administration Forms in their entirety and with as much accuracy as possible. Your child's booking will not be confirmed until we receive this information
- Prior to your arrival at camp, it is your responsibility to make sure that your children:
 - 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 or in contact with someone who has been traced and found to be in listed area with someone who has COVID-19.
 - d) Have NOT returned from overseas, or hotspot areas in the past 14 days
- Upon your arrival at camp our staff will complete a symptom check with the children and yourself via a QR code system
- Camp Cooby reserves the right to refuse entry/send home any participants and/or parents/carers presenting with any of the points mentioned above

This information will be collected on our medical forms and again on check in of camp. Camp Cooby will hold this information for a minimum of 56 days for possible contact tracing.

What will happen if you send your child to camp with possible CoVID-19 Symptoms

- If a participant arrives at camp exhibiting CoVid-19 like symptoms upon registration, we will not accept their registration unless the symptom can be medically explained by documented medical conditions outlined in their medical form. The participant will be asked not to leave the car and not to attend camp until medical clearance is provided (by GP or COVID testing) for the protection of our other campers and staff
- A refund will not be provided, however, a credit will be provided if there is a medical explanation (as per our usual terms and conditions)
- Other than by approval, we will be limiting all visitors onsite, including parents/carers. If you want to attend the camp outside of the drop off/pick up times, you must seek

approval from our team. You will also be required to complete contact tracing via our QR code system questionnaire

- All visitors and contractors to the property are required to immediately report to the office and record their contact tracing details via our QR code questionnaire 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.
- For the protection of your children all group staff and Camp Cooby staff will complete our QR code questionnaire (<https://www.surveymonkey.com/r/coviddeccampcooby>) 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

Arrivals & Departures

OUR TRANSPORT SERVICE IS CURRENTLY SUSPENDED

Unfortunately, we have had to cancel our transportation service to and from Camp due to current restrictions and guidelines surrounding COVID-19. As a result of this, we have extended our drop off and pick up times to support you. If our extended times do not suit, please contact our office and we may be able to make personal arrangements within business hours.

Our amended drop off and pick up times are as follows:

- DROP OFF: 7:45am – 8:30am
- PICK UP: 3:00pm – 4:45pm

ARRIVALS

Social distancing of 1.5m must be maintained by all parents/carers/participants when arriving and checking in at camp.

Dropping off and picking up your children will look a bit different to our usual drop off and pick up. Here are a few changes:

- Drop off is from 7:45am – 8:30am
- All drop off and pick ups will occur at our Camp Cooby campus which is based at 239 Loveday Road, Geham, near our Function Centre (or nominated area if this changes)
- Please DO NOT LEAVE your car upon arrival until a Camp Cooby Staff member visits your car to start the check in process
- Prior to leaving your car, our staff will require you to complete our COVID Health Check Questionnaire via our QR code system. Any other parents/caregivers intending on exiting the car at drop off will also need to complete the questionnaire. No one will be permitted to exit your car until this Questionnaire has been completed
- If you have children or other people travelling with you (who are not attending camp) they WILL NOT be permitted to use our bathroom facilities or run around the

site

- Parent/Caregiver access to our site will be limited. Upon drop off you are welcome to exit your car (after completing our QR code questionnaire) to assist your child to unpack and drop their belongings at our check in desk and say goodbye, but you WILL NOT be permitted to walk around the site. After unpacking your child's belongings, you must depart
- If you have any additional questions you can contact our office or our office will give you a call after check in has finished. So please ensure all of your documentation is completed prior to camp.

MEDICATIONS

- Please make sure your child's medications are in a clear plastic bag, that all medications are labeled, and that you have clear guidelines from your treating practitioner. Please ensure medication administration forms are completed prior to camp (if your child is having medication)
- If your child does not have clearly labeled medication with instructions from your practitioner we will not accept the medication

DEPARTURES

- Pick up is from 3:00pm – 4:45pm
- Parents/Caregivers cannot access our site outside of pick up time unless you have otherwise arranged an alternative time with our office. Your child will need to be picked up by 4:45pm at the latest
- As with the drop offs, please DO NOT exit your car until one of our staff members can attend your car to complete our COVID Health Check Questionnaire via our QR code system. You will have your own personal check out process at your car. If you cannot see one of our staff members you can call our office on 07 46 966 244 as the children might be out on program.
- We need to limit movement and numbers. As with arrivals, if you have any children or people in your car with you (that are not involved in our Holiday Program) they WILL NOT be permitted to use our bathroom facilities or run around the site

DAILY TICKETS

- If your child has a daily ticket, where they are going home each night, you will need to go through the drop off/pick up process each day. We will need to do a daily COVID health check each day given they have exited our site.

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

Contact Tracing & Accommodation Allocations

Up to date contact tracing details (i.e. full name, contact number, email address, and address) will be collected for each Holiday Program participant via our online booking system. These details can be produced within an hour and will be kept on record for a

minimum of 56 days for contact tracing requirements.

Prior to their arrival, Camp Cooby staff will allocate dorm rooms/tents to each Holiday Program participant. These allocations will be re-checked upon arrival. In the case of an infection onsite, 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>

GENERAL HYGEINE & CLEANING

- Handwashing facilities have been made readily available at areas across the venue
- Hand sanitisers will be made freely available in every facility across the venue for staff, guest, and contractor use. Signs displaying the effective use of hand rub will also be displayed around the venue where sanitiser is available
- While hand sanitizer will be provided throughout the venue, Holiday Program participants will also be asked to pack their own hand sanitizer
- Participants will be required to wash/sanitise their hands prior to every meal and activity – potentially up to 10 times per day. We strongly advise that prior to your child attending camp, you talk to them about this to prepare them for lots of handwashing and sanitizing
- Appropriate cleaning & disinfecting of frequently touched surfaces, company vehicles, personal items, and workplace amenities has been increased in accordance with current COVID guidelines
- Reflections – Lake Cooby will provide receptables for the appropriate and timely disposal of potentially contaminated products (such as wipes and tissues). Receptacles will be disposed of daily (at a minimum), and industrial waste bin will be emptied weekly

ABLUTION 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.
- Camp Cooby staff will monitor the use of ablution blocks by 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 (e.g. 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 e.g. if a teacher has a shower.

- Participants will be briefed on appropriate sanitising method in ablution 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 measure
- Camp Cooby will continue to manage all amenities with our current cleaning and sanitising 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

Venue & Accommodation Capacities

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

In the event that two separate groups are onsite at the same time, the Camp Cooby campus can be separated into distinct and self-contained zones and outdoor spaces. Zones will be designated depending on the size of each of the groups onsite.

Outside of participating in our facilitated activities, campers 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. This is particularly the case when eating, during down time, in their rooms or ablutions.

In our accommodation facilities (i.e. dorms and tents) where practical, we will be observing 1.5m spacing and /or separation. In our dorms where bunk beds are being used, the top bunk provides physical separation from a bottom bunk. Adopting the “top-to-toe” approach will also help to maximise distance between participants’ heads. Signage to describe this approach will be placed in each applicable bunk room.

Our camping tents are designed with three 3x3m rooms per tent. Dividers can be zipped up to isolate each room, with each of these rooms having their own entry/exit doors. A maximum of 2 campers (slept in a top-to-toe configuration) will be allocated to each room within the tent – giving each tent a maximum capacity of 6 campers.

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 be permitted to use that resource for the entirety of the program. We ask that all students and staff 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:

- 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. With this in mind, tables and chairs will be set up to ensure 1.5m separation for school-aged children, and 2m² for adults. If the group is bigger than our dining room permits, we can also use our function verandah, conference room, or the BBQ/Outside areas. We can also stagger dining if required
- Hand washing/Sanitizing 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 qualified Camp Cooby staff 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 Camp Cooby Staff member
- 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 (observing 1.5m social

distancing) take their seats at the tables in order (e.g. table 1, 2, 3 and exit in the same order).

- Cleaning after meals – a full clean of the dining and service area will be performed between each 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 Camp Cooby staff will assist 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).

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 child's primary contact person. If the symptom is not explained by another medical condition, the participant will be isolated and their primary contact person will be asked to collect the participant and attend their GP/medical professional for a review.
- Camp Cooby will work with the parent/carer 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 participants 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

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

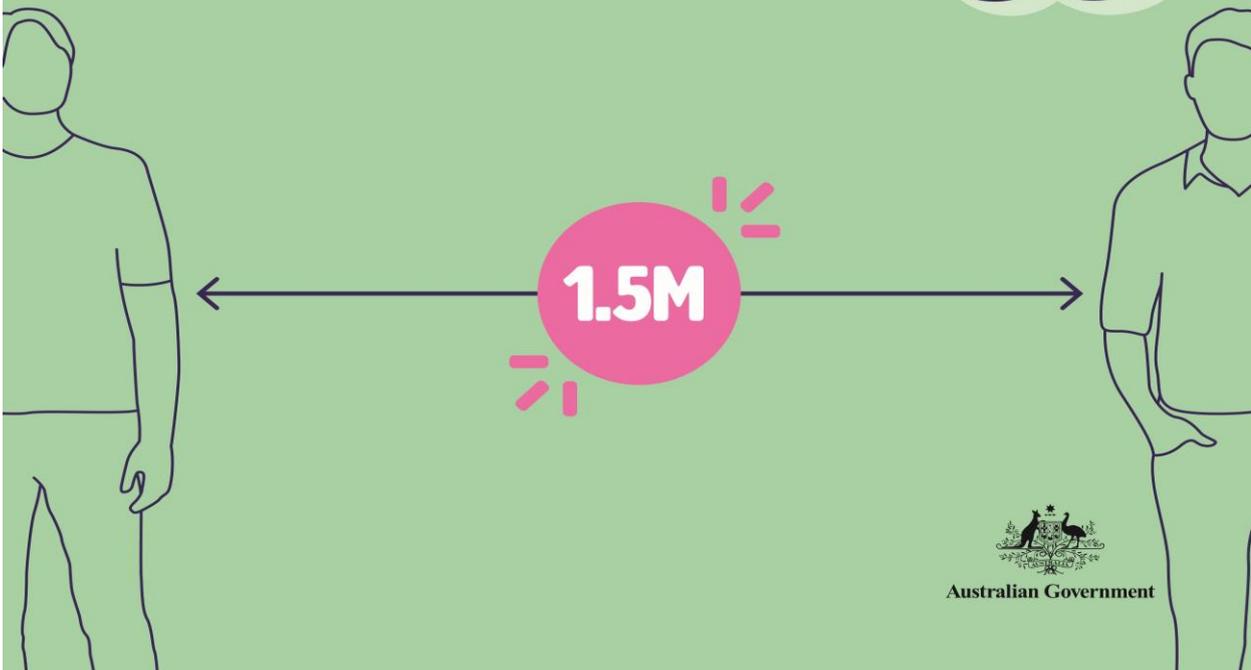
Coronavirus
(COVID-19)

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



HELP STOP THE SPREAD AND STAY HEALTHY

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

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



Australian Government

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]



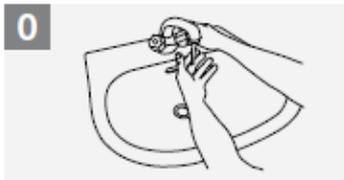
Australian Government
Department of Health

www.health.gov.au

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



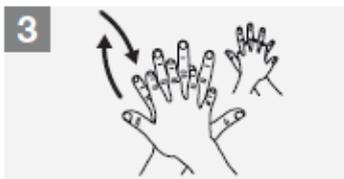
Wet hands with water;



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;



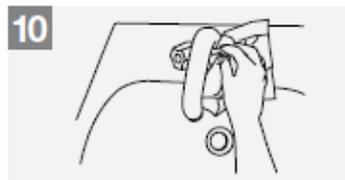
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



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

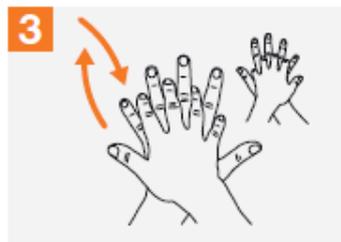
⌚ Duration of the entire procedure: 20-30 seconds



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.


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 Patient Safety
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 SAVE LIVES
Clean Your Hands

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May 2009



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