

Kosciusko Snow Revellers' Club Ski Lodge

77 Burramys Road, Perisher Valley, NSW 2624

Kosciusko Snow Revellers' Club

Lodge COVID Safe Plan – Summer 2020/21

[Prepared with effect from 1 November 2020 and will apply until updated]

Lodge COVID Safe Plan – Summer 2020/21

The COVID Safe Plan for the Summer 2020/21 (**Summer Safe Plan**) is the Plan for the 2020 ski season (**Winter Safe Plan**) but with the following adaptations. The adaptations are to address the fact that, as there will be no managers, there will be member use of the kitchen area and the requirement to use and clean your own linen. It is expected that users of the Lodge will comply with both the letter and the spirit of the Club's Rules which incorporate the Summer Safe Plan.

The Plan may be updated from time to time having regard to changes in COVID safe requirements and the needs of members. The objective is to be as flexible as possible to accommodate members' wishes within the scope of what is safe and permitted by regulations.

To the extent of any inconsistency between the Summer Safe Plan and the Winter Safe Plan, the Summer Safe Plan prevails during Summer 2020/21. Similarly, those parts of the Winter Safe Plan which are clearly inapplicable for summer usage will also not apply.

In summary, the main changes are:

1. **Numbers using the Lodge** - a maximum of two separate groups can be at the lodge at any one time. The main reason for this is difficulty in maintaining separation of user groups' use of the kitchen (see below). Whilst there is an absolute cap on occupants of 12, the booking officer has the discretion to adjust that cap at any time. Numbers will only be increased where this is considered permissible under the regulations and can be managed safely.
2. **Lodge cleaning** – members are responsible ensuring the Lodge is clean throughout their stay and that they conduct a 'COVID-clean' on their departure. The attached document provides a guide as to what needs to be done to effect a 'COVID-clean'. It is not planned to have any commercial cleaning.
3. **Linen** – members are required to bring their own sheets, blankets, pillows and tea towels. Please do not use those in the Lodge.
4. **Use of the kitchen area** – access to and usage of the kitchen will be restricted to two nominees from the one household throughout their stay who will do the cooking and cleaning for their group. If the nominees have more than two who live in the same household then they may also access the kitchen. In other words, they will need to do all the cooking, serving and cleaning. No one else is permitted access, even just to get food or a drink.

If there are two groups then the two groups will need to agree a roster for their respective use of the kitchen. The kitchen must be thoroughly cleaned by the first using group before the two nominees of the next group use it.

5. **Use of Rooms** – when you leave you must leave a note on the noticeboard near the entrance to the common room indicating what room/s you have used. The reason for this is that we are trying to maintain a minimum of 72 hours between usage of rooms by different occupiers. You should not use a room which has been occupied within the last 72 hours if there is another room available.
6. **Booking process** – the normal booking procedure will apply.

Notice to all occupiers of the Lodge

The Government and the NPWS require all Lodges to have a COVID Safe Plan for them to operate during the 2020 ski season. This is the Safe Plan for KSRC.

The Plan sets out the arrangements for the use and occupation of the Lodge and incorporates:

- a Risk Management Response and Action Plan (appendix A);
- cleaning guidelines to help prevent the spread of COVID-19 based on Federal/State Guidelines, 2020 (appendix B);
- Room allocations and temperature testing chart (appendix C); and
- the Club's COVID Rules (appendix D).

The Plan has been prepared by authority of the Directors. You are asked to familiarise yourself with the Plan and abide by it and the spirit of it to the extent it impacts you as an occupier in the Lodge. It is a condition of your stay at the Lodge that you abide by the Club's COVID Rules.

The Lodge Managers and the Lodge Captain have the delegated authority of the Board to enforce any requirement of the Plan which impacts on members and their guests.

1. Use and Occupation of Lodge

1.1 General requirements

There are numerous resources issued by government in relation to the COVID pandemic including general hygiene and individual protection. In this regard:

- Practice Good hygiene (see websites below)
- Cover your mouth when coughing and sneezing
- Wash your hands with soap and water
- Wash down surfaces
- Use alcohol-based hand sanitisers
- If you are sick stay home (Self isolate)
- Social distancing - stay home, avoid large gatherings if they are not essential
- Minimise physical contact keep 1.5 m away from others

There are sanitising stations installed strategically around the Lodge to assist members and their guests comply with these requirements as well as advice in relation to cleaning requirements. There are also appropriate cleaning products located in the stores. Appendix B outlines a general cleaning list for the Lodge. This is not exhaustive and is a guide only.

The Club wishes to direct members to the following resources for more information:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

1.2 Restrictions on attendance the Lodge

A member or their guest/s will not be permitted to attend the lodge if:

- They are or have been infected with COVID19 and have not recovered and are clear of the infection (ie COVID negative).
- They have been or have returned from overseas immediately prior to visiting the Lodge and have not been through the required quarantine/isolation period and have not tested negative for COVID19.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They have or may have been in contact with a known infected person and have not tested negative for COVID19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing symptoms of COVID19 and have not tested negative or those test results are not yet available.

1.3 Occupation of Lodge

Due to various government restrictions and guidelines, the use of the Lodge during the COVID pandemic will change in the following ways:

- There will be a restriction in the number of people using the Lodge at any one time.
- There will be restrictions as to how internal spaces can be used.
- There will be a greater focus on continuous cleaning and hygiene.
- There will be requirements in the event that a member or guest is infected by COVID previously or whilst at the Lodge, or if they display COVID like symptoms.

The Club's response to each of these is set out below.

1.4 Numbers using the Lodge

The government has advised that, within accommodation and other similar facilities, a minimum of 4 square metres is required for each person (typically in dining areas but this figure can also be used for other communal areas).

The Club is licensed to accommodate no more than 24 persons at any one time. In conformity with current restrictions (subject to certain limited exceptions where one additional person may be permitted) numbers at the Lodge are limited to 12 made up of two Lodge Managers and up to 10 members and guests.

1.5 Lodge cleaning

All reasonable efforts are to be made to ensure the Lodge is cleaned to a high standard as this is an important strategy to minimise transmission risk.

The checklist in Appendix A provides some guidance on the cleaning approach (this is not exhaustive). Members and guests may be asked by the Lodge Managers from time to time for specific limited assistance.

1.6 Actions in the event of a COVID contamination in the Lodge

If a person staying in or visiting the Lodge has or contracts COVID19, the following process will be undertaken:

- The infected person will immediately be isolated and then transferred to suitable premises/accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- The Lodge will be shut down as rapidly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- The Department of Health will be advised of the infection and the Club will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by the Club Manager without delay.
- The NPWS will be advised of the infection and the Club will follow any direction issued by the Service or their delegate.
- The Club Manager will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete.
- All members of the Club will be advised of the infection.

If a person has symptoms of COVID but the infection is not yet confirmed, the following process will be undertaken:

- The person who has the symptoms will be required to have a COVID test without delay.
- The person will be asked to isolate in their bedroom until such time as the COVID test is confirmed or to leave. If that person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be isolated.
- The Club will inform all members and guests staying in the Lodge of the potential risk of infection. Additional cleaning may be required in the areas the person has accessed.
- The person may choose to vacate the Lodge prior to the outcome of a COVID19 test. In this instance, the member or guest will be required to inform the Club of the results of the COVID test.
- The Club will monitor the COVID test status or be informed of the departure of the member or guest. The name and contact details of that member or guest will be supplied without delay to the Club.
- The Club will follow up the member or guest to confirm the results of the COVID test. If that test is positive, the Club will immediately inform all other persons that have occupied the Lodge in that week of that status and commence the process set out above for a COVID infection.

1.7 Specific issues

- 1.7.1 (*Room allocations*) - members and their guests will be allocated a bedroom, a bathroom and a 'fallow' bedroom for drying their ski gear (but not their ski boots) for their use during their stay at the lodge. They must not use a non-allocated rooms.
- 1.7.2 (*Temperature testing*) - It is a condition of members and guests staying at the lodge that they submit to temperature checks on arrival and each day during their stay and they agree to the recording of that information and for it to be shared with any authority the Lodge Manager considers it is appropriate to receive the information having regard to the purpose of carrying out temperature testing. The checks will be carried out by the Lodge Managers or otherwise at the direction of the Lodge Captain and be recorded. A chart is set out in Appendix C to assist Lodge Captains for the recording of this information.
- 1.7.3 (*Boot storage*) – boots should be left outside the drying room. The Lodge Managers will put them into the drying room after skiing and place them out in the mornings.

- 1.7.4 (*Kettle*) – a kettle for boiling water is to be placed next to the sink in the alcove to the common room for tea and coffee. Gloves, wipes and a sanitiser will also be placed there. Members should not touch the kettle with their skin and should use what has been made available.
- 1.7.5 (*Blankets*) – if a member or guest wants a blanket they can ask the Lodge Managers and they will be provided with one.

1.8 Lodge Rules

The Lodge Rules have been amended to incorporate requirements and practices to deal with the changed circumstances brought about by COVID-19. They are set out in Appendix D and are incorporated into this COVID Safety Plan. They may be updated to address changing requirements. If they are updated, the applicable version will be the version available on the Club's website and Appendix D will be deemed to incorporate them.

Appendix A

Risk Management Response and Action Plan

COVID19 Pandemic Risk

COVID19 is a very specific risk to the operation of the Lodge. While there are numerous components of the risk (eg risk to health and safety, economic risk, legal risk, regulatory risk, etc) it is the key health and safety risks that is the focus of this analysis.

COVID19 Action Plan

Strategy	What are the risks/issue	What actions to take
Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.		
Ski room/entry	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, security lock 	<ul style="list-style-type: none"> Provide hand sanitizer station Daily cleaning/sanitizing COVID safe signs displayed Ensure social spacing & restriction of numbers
Kitchen	<ul style="list-style-type: none"> High risk infection area due to communal cooking situation Contamination when persons enter and touch surfaces, door handles, garbage receptacles, dishwashers, ovens, sinks, shared cutlery, shared pots/pans, microwaves, ovens, Contamination from food preparation Social distancing constraints 	<ul style="list-style-type: none"> Managers only to be allowed in the kitchen. Daily cleaning/sanitizing COVID safe signs displayed Provide hand sanitizer station All plates, cups, glasses, utensils, etc are removed from communal storage and communal cupboards are closed off. Each room to have a dedicated supply of cups for each room until washing required. All condiments to be removed. Only salt, pepper and sugar provided, in disposable sachets Provide boxes of disposable gloves.
Restaurant/common room	<ul style="list-style-type: none"> High risk infection area due to communal eating situation Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs Social distancing constraints 	<ul style="list-style-type: none"> Sanitation stations Ensure social spacing & restriction of numbers No self-service, managers to serve all food and drink; Hand washing notices required Cleaning/sanitizing after every meal COVID safe signs displayed
Bedrooms	<ul style="list-style-type: none"> Infection transfer by pillows, linen doonas, blankets, heaters, windows 	<ul style="list-style-type: none"> Cleaning/sanitizing after use As more than half the pillows will be unused, guests can use lodge pillows following which

		<p>they will be unused for a minimum of 72 hours. Guests may bring own pillow. Same for doonas.</p> <ul style="list-style-type: none"> • Doonas, blankets, pillow cases and sheets to be washed at an appropriate high temperature • COVID safe signs displayed
Bathrooms	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, sinks, 	<ul style="list-style-type: none"> • Only household sharing of allocated bathroom facilities • Cleaning/sanitizing after use • Hand washing notices required • COVID safe signs displayed
General use areas	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, heaters, windows • Door handles, railings 	<ul style="list-style-type: none"> • Cleaning/sanitizing after use • Sanitation stations • Hand washing notices required • COVID safe signs displayed
Laundry	<ul style="list-style-type: none"> • Not to be used by members in 2020 season 	<ul style="list-style-type: none"> • This area is high risk and is proposed to be closed save for access to and egress from the ground floor toilet and use the sink to wash their hands.
Drying room	<ul style="list-style-type: none"> • High risk infection area due to communal storage 	<ul style="list-style-type: none"> • This area is high risk and is to be closed to members and guests. • For managers' use only (drying bed linen where required, etc).
Games room	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, heaters, windows, equipment • Social distancing constraints 	<ul style="list-style-type: none"> • This area will only be opened with the approval of the Lodge Captain after consultation with the Lodge Managers. • Cleaning/sanitizing after use • Sanitation stations • Hand washing notices required • COVID safe signs displayed
General	<ul style="list-style-type: none"> • Provide tools for people to use to self-check and sanitize. 	<ul style="list-style-type: none"> • Forehead thermometer in lodge for testing of all guests daily by managers. • Facemasks will be provided if suspected COVID Case • Hand sanitiser will be provided for members at multiple locations throughout the lodge.
Managing numbers within the Lodge at any one time to achieve social distancing guidelines		
Total number	Up to 13 people	2 managers, up to 11 guests
Kitchen 2 managers only	High risk area	Only managers to use Kitchen. Food and drink will be served to guests
Restaurant/common area Maximum - 11 guests	High traffic area	Maintain social distancing as able when in this room

Bedrooms Maximum 2 people per room	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs Social distancing constraints 	Only assigned same household guests to be using assigned rooms, no visiting other guest's rooms.
Ski boot room Maximum 4 people at a time	High traffic area	Ensure social distancing for non-household members when putting on ski boots. Use only allocated areas for which there will be signage. If room is busy come back later.
Drying rooms Maximum 2 people per room (Allocated from unused bedrooms)	<ul style="list-style-type: none"> High risk infection area due to communal storage of ski clothes exposed to resort facilities that may be contaminated 	Only assigned guests to be using assigned bedroom for drying.
Specific		
		2 managers, up to 11 guests
Kitchen 2 managers only	High risk area	Only managers to use Kitchen. Food and drink will be served to guests
Restaurant/common area Maximum - 11 guests	High traffic area	Maintain social distancing as able when in this room

Appendix B

Kosciusko Snow Revellers' Club Lodge

Cleaning guidelines to help prevent the spread of COVID-19 based on Federal/State Guidelines, 2020

Method/Approach	Actions
Ventilate rooms before you clean.	Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
Wash your hands thoroughly before and after each cleaning.	Use soap and water, and scrub for at least 20 seconds. If that's not possible, use a hand sanitizer with at least 70% alcohol.
Wear disposable gloves while you clean.	Gloves should be thrown out after each cleaning. Make sure to wash your hands immediately after gloves are removed
Clean, then disinfect.	Cleaning is when you use soap or detergent and water to remove dirt, germs and impurities. Disinfecting refers to the use of chemicals like bleach or alcohol to kill germs. Doing both is the best way to reduce the spread of infection.
Use the right disinfectant.	Diluted household bleach solutions, cleaning products with at least 70% alcohol, and most common disinfectants are believed to be effective against the coronavirus. Bleach is a strong chemical and care should be taken when using it.
Focus on frequently touched surfaces.	Light switches, doorknobs, and tap handles are just a few of the areas you'll need to disinfect. Take care cleaning electrical switches with fluids, to avoid electrocution.
Lounges and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's instructions. Antibacterial spray to be used on lounges as high use area.
Wash all linen at the highest heat setting recommended by the manufacturer	That includes mattress covers, kitchen towels, and blankets. Wear gloves and mask when handling dirty laundry.
Consider vacuum risks	Change vacuum filters to the extent practical every vacuum cycle.

General Cleaning Checklist for Lodge Areas

Area	Items to clean/disinfect	
General	Doorknobs/surfaces Cleaning appliances: Fans and lamp chains Garbage and recycling bins Hairdryers Hanging space Keys/keypads	Laundry – sinks, washers, storage Light switches/pulls Railings Tabletops Thermostats/heaters Window sills and window handles Vacuum cleaners Washer/dryer units
Kitchen	All utensils, appliances, pots/pans, etc Cabinet handles and pulls Doorknobs Dishwashers Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc. will not be available to members and guests	Kitchenware that isn't dishwasher safe Sinks, benchtops Ovens/microwaves Fridges – handles, internal areas Window sills and window handles
Bathrooms	Shower doors Showers and tubs Sinks, wooden seats	Tap handles and spouts Toilets Window sills and window handles
Restaurant/common	Doorknobs Railings Lamp switches Light switches	Tabletops/seats Window sills and window handles Lounges especially arm rests
Bedrooms	Hangers and luggage racks Bedheads/foot Nightstands/side tables	Cupboards/dressers Bedding – doonas, pillows, linen Window sills and window handles

Appendix C – Room allocations and temperature testing

Lodge Captain Notes

Room Allocations and temperature monitoring. <i>[Guide in allocating: The whole bathroom in the north wing, but in the south wing, we should be allocating toilets, showers and sinks. This is so two households can use one bathroom.]</i>								
A temperature above 37.5°C will be required to isolate and follow manager's directions. National Coronavirus Health Information Line: 1800 020 080								
	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Initial
Room No								
Bathroom No								
Name								
Name								
Room No								
Bathroom No								
Name								
Name								
Room No								
Bathroom No								
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Room No								
Bathroom No								
Name								
Name								

Appendix D

Kosciusko Snow Revellers' Club Lodge – COVID-19 RULES

Kosciusko Snow Revellers' Club Ltd
ABN: 93 000 092 026

LODGE RULES

10 June 2020

These rules are to be read in conjunction with the [booking rules](#).

- i. This LODGE RULES document has two sets of rules
 - a. COVID RULES
 - b. OLD LODGE RULES
- ii. The COVID Rules override the OLD LODGE rules where there is any inconsistencies

Key Principles

- i. These COVID rules are in place to ensure the lodge is able to operate.
- ii. Non-compliance with these rules risks the lodge being shut.
- iii. Decreasing the risk of spread of virus is the purpose these rules.
- iv. Social distancing and minimising contact is the essence of these rules.
- v. Given the limited number of people allowed in the lodge, compliance with these rules is not unreasonable.
- vi. Breach of these rules may result in the party being asked to immediately vacate the lodge.
- vii. The Board is aware these rules are prescriptive or black and white, and in some circumstances will be inconvenient. Unfortunately, this is unavoidable if the lodge is to operate.

Section 1: COVID Rules

1. Bathroom Facilities

- a. Each household will be assigned a bathroom facility
- b. That is for their EXCLUSIVE USE
- c. No household may use another household's bathroom facilities.

i.e. there are NO shared bathroom facilities

2. Rooms

- a. Assigned room allocations must be adhered to.
- b. No-one from one household may enter a room of a ***different*** household

i.e. NO VISITING another's rooms

3. Ski Clothes

- a. Drying room is to be used ONLY by managers
- b. Households will be assigned an EXCLUSIVE room to dry their ski clothes and boots in
- c. Ski Clothes are **NOT** to be worn in the common room - including at LUNCH time

i.e. Immediately upon returning from skiing ski clothes and boots are to be taken to the households assigned room

4. Kitchen

- a. **NO ACCESS at all under any circumstances**
- b. Glasses and cups will be allocated to a room and changed for clean ones with Julie (no self service)

i.e. Only Managers are allowed in kitchen

5. Meals

- a. NO self-service
- b. Managers serve all food and drink

6. Games room - closed for season

i.e. NO access at all

7. Laundry - closed for guests

8. Common room

- a. No use of sink or bar fridge

9. Friday Departure Day

- a. Vacate rooms and upstairs of lodge **by 9am**
- b. **No access to upstairs of lodge after 9am**
- c. Bags to be stored downstairs as directed (not games room)

10. Saturday Arrival Day

On Saturday the lodge is being cleaned. It is critical that there is no-one in the lodge during this time

- a. Arrival: NOT before 4pm under any circumstance
- b. NO EARLY bag drop off

11. NO Guests / Visitors to lodge

- a. Under no circumstances can someone not staying at lodge enter lodge

i.e. NO guest meals even if lodge not full

i.e. NO drop ins, even if lodge not full

12. Access to skis if NOT staying at lodge

- a. IF a member needs to access their skis and they are NOT staying at lodge - only to be done with an written agreed time to meet Managers

13. Requirement to follow directions

- a. Guests are required to follow directions by Captain or managers

14. Suggestions to bring to lodge

- a. Drink bottle
- b. Snacks
- c. Pillow (not compulsory)

15. Guest COVID symptoms

If a person has symptoms of COVID but the infection is not yet confirmed, the following process will be undertaken:

- The person who has the symptoms will be required to have a COVID test without delay.
- The person will be isolated in their bedroom until such time as the COVID test is confirmed. If that person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be isolated.
- The Club will inform all guests staying in the premises of the potential risk of infection. Additional cleaning may be required in the areas the person has accessed.
- The person may choose to vacate the Lodge prior to the outcome of a COVID19 test. In this instance, the guest will be required to inform the Club of the results of the COVID test.
- The Club will monitor the COVID test status or be informed of the departure of the guest. The name and contact details of that guest will be supplied without delay to the Club.
- The Club will follow up the guest to confirm the results of the COVID test. If that test is positive, the Club will immediately inform all other persons that have occupied the Lodge in that week of that status and commence the process set out above for a COVID infection.

16. Actions in the Event of a COVID contamination in Lodge

If a person staying in or visiting the Lodge has or contracts COVID19, the following process will be undertaken:

- The infected person will immediately be isolated and then transferred to suitable premises/accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- The Lodge will be shut down as rapidly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- The Department of Health will be advised of the infection and the Club will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by the Club Manager without delay.
- The NPWS will be advised of the infection and the Club will follow any direction issued by the Service or their delegate.
- The Club Manager will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete.
- All members of the Club will be advised of the infection.

Section 2: OLD LODGE RULES

The following rules and precautionary measures have been devised to ensure, as practically as possible, the preservation of our lodge facilities. They are also intended to maximise members' and their guests' enjoyment of their skiing holiday in a communal and friendly atmosphere, a characteristic feature of our club since inception.

As outlined, many things can impinge upon the operation of the lodge and the enjoyment of lodgers. Our method of operation requires a high level of cooperation between members and the judgement by individuals as to what is acceptable conduct under these circumstances.

Activities which have a good chance of interfering with other lodgers having an enjoyable holiday should be avoided, such as loud noise, excessive use of electronic devices and non-compliance with Lodge rules.

1. Members in residence are responsible to the Lodge Captain who has been appointed by the directors and who acts as their representative.
2. Only members and approved temporary members are allowed to stay overnight.
3. Lodgers may stay overnight only for the dates booked accepted by the Booking Officer and confirmed by prior payment. The normal booking period is from 10.00am on the date booked to 10.00am on the day of departure. Rooms must be cleaned and vacated within this period, before departure. Incoming lodgers should not access the upstairs areas outside the booked period

NOTE CHANGES IN COVID RULES

- a. **Friday - vacate 9am**
- b. **Saturday - NO arrival before 4pm**
4. The Captain is responsible for room allocations
 - a. **COVID - No duties; staff day off is Friday**
5. Since the managers make up the beds prior to lodgers arriving, it is only lodgers' responsibility to dispose of used linen as directed by the managers before leaving the Lodge. Note that towels are not provided.
 - a. **COVID - doona covers to be removed as well**
6. Lodgers are required to record their arrival and departure in the register in the lounge/common room.
7. The lounge/common room fire must be maintained and kept in a safe condition at all times. Over-stacking or unstable stacking of wood must be avoided. It is a safety requirement that the fire screen be closed during the day while members are out skiing and by the last member on retiring at night. No food preparation is permitted over the fireplace.
8. Do not wash clothes in laundry, bathrooms or kitchen.
9. Skis and stocks should be placed in the racks provided when not in use.
10. Lodgers should maintain a warm and suitable environment by carefully controlling the use of exhaust fans and minimising the opening of windows and external doors.
11. Energy consumption must be kept to a minimum and lodgers can assist by turning off their room heaters on leaving their room and ensuring windows are closed or at small openings when their heater is on.
12. Adult temporary members are the responsibility of their nominator who must be

accompanying them on their holiday. Junior temporary members are the responsibility of their parents/carers.

13. No child under 12 years should be left in the lodge without their parent/carer in attendance.
14. No junior members (temporary or otherwise) are allowed in the loft.
15. Ski boots are not to be worn upstairs.
16. **Smoking is not permitted at any time in the lodge.**

Give consideration to the following matters:

- Moderate the volume of noise and music later in the evenings so as not to disturb or inconvenience lodgers who have already retired or are not participating in the activities.
- Behaviour of children should be monitored and controlled by parents in and around the Lodge, giving due consideration to the enjoyment of all lodgers.
- There will be no running within the lodge and no playing on any of the staircases.
- The Wi-Fi is on a limited plan so use is restricted to generating and receiving emails, making bookings, the online purchase of lift tickets and other similar low-bandwidth activities. Please do not download long videos or play online games.

FIRE RULES

Although the risk of fire has been minimised as far as possible, a fire disaster is an ever-present and extremely dangerous hazard in the snow country. Accordingly, all lodgers must:

1. Familiarise themselves with the position and use of fire hoses, extinguishers and fire blanket.
2. Familiarise themselves with the fire EXITS.
3. Exercise great care when handling flammable liquids and gases or any associated equipment.
4. Ensure that no clothing, towels etc. are placed on the gas heater in the drying room or directly on the room heaters.
5. Ensure that doors are not obstructed from closing. No door is to be chocked open, especially the door at bottom of stairs.
6. Do not empty bathroom waste paper bins on the fire. Pressure-pack cans could be in the bin.

FIRE AND SMOKE DETECTORS have been placed in appropriate areas. They activate sirens when stimulated by heat or smoke. Immediate action should be taken to locate and control the cause of an alarm and to inform the local Fire Brigade on 6457 5016 regarding the detection and the status of an alarm.

Please consult with the Lodge Captain for the week, who will consult with managers prior to staff-day-off, so that in the event of an alarm on such a day, we can respond appropriately and inform the local fire brigade at the number above.

Cleaning surfaces at home to help stop the spread of COVID-19

Coronaviruses, such as COVID-19, can survive on surfaces for a few hours or up to several days. This may vary based on the temperature, humidity and type of surface.

How to clean

Frequently touched surfaces

- doorknobs
- handles
- light switches
- phones
- tablets
- touch screens
- tables
- hard-backed chairs
- remote controls
- keyboards
- desks
- toilets
- sinks/basins
- car steering wheel
- car seats

Regularly clean with a household detergent followed by disinfectant, or use detergent/disinfectant wipes (scrub hard).

Less touched surfaces

- floors
- walls
- ceilings
- window blinds
- curtains

Clean using a household detergent or detergent wipes. Use a damp mop on hard floors. Clean walls and window blinds when visibly dusty or soiled. Curtains should be changed regularly and cleaned when soiled.

Detergent or disinfectant?

Detergents help remove germs, dirt, and impurities from surfaces but they do not kill germs.

Disinfectants kill viruses and bacteria but don't remove them from a surface.

Using a detergent then a disinfectant helps lower the risk of spreading infection.

If you have been outside

If you have to leave home, when you return:

- wash your hands as soon as you enter and after putting groceries or other items away.
Wash your hands before you eat
- if you would feel better to do so, remove your shoes and clothing if you have been on public transport or in spaces where you weren't able to keep 1.5 metres from others
- wipe down your phone
- keep your keys in one place.