

Welcome to
YMCA Camp
Wyuna!

YMCA Camp Wyuna

COVID Safe Plan

YMCA Camp Wyuna COVID Safe Plan V8

YMCA Camp Wyuna

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YMCA Camp Wyuna COVID-19 Plan

What is a Corona Virus and COVID-19?

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

How is COVID-19 Spread?

COVID-19 is most likely to spread from person-to-person through:

- Direct close contact with a person while they are infectious including in the 48 hours before their symptoms appeared.
- Close contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like door knobs or tables) that have droplets from an infected person, then touching your mouth, eyes or face.

Version	Date	Author	Change Description
V1	07/10/2020	Andrew Kidd	Developed Draft YMCA Camp Wyuna COVID SAFE PLAN
V2	12/10/2020	Andrew Kidd & Ellie Giles	Review of Draft and added Compliance and Workforce Bubble clause, Document control and branding.
V3	27/10/2020	Andrew Kidd & Ellie Giles	Removal of Temp scanning information and added Workforce Bubble information.
V4	27/10/2020	Andrew Kidd & Ellie Giles	Add cleaning information and tidy format.
V5	24/11/2020	Andrew Kidd	Updates highlight in RED- Updates reflect the Restricted Activity Directions (Victoria) (No.2) 11.59pm 22.11.2020 and Workplace Directions (No10) 11.59pm 22.11.202
V6	22/12/2020	Ellie Giles	Update for Bus transportation under compliance.
V7	04/01/2021	Andrew Kidd	Update for mask wearing indoors

Camp Code of Conduct

Facility Details

Name of Facility	YMCA Camp Wyuna
Type of Facility (Sector)	Camping/Accommodation
Street Address	71 Flinders Street, Queenscliff
Contact Number	(03) 5258 1656
Email Address	campwyuna@ymca.org.au

Y Services at Facility

x	Office	x	Adventure Activities	x	Education Programs
x	Dining Area/Camp Kitchen	x	Water Activities	x	Sports Courts
x	Accommodation (4 lodges)	x	General Activities		Conference Room
x	Recreational Hall	x	Sporting Equipment		Toilet Block

Physical Distancing Requirements

A distance of 1.5m between people throughout our facilities and programs where possible.

All INDOOR spaces have been measured and 4m² capacity restrictions are in place for all facilities and spaces.

All OUTDOOR spaces have been measured and 2m² capacity restrictions are in place for all facilities and spaces INDOORS. Staff, visitors and customers will be counted as they enter and exit facilities

Removal of seats and equipment has occurred to ensure social distancing. High traffic areas such as the dining room will have separate entry and exit doors

Signage & Instruction

Throughout each Facility you will find signage and instructions on how staff and customers can be COVIDSafe.

Indoor and Outdoor spaces - density Quotient must be adhered to

Hygiene signage and floor, seat and bench decals have been installed to assist with distancing.

Hygiene & Cleaning

Each facility has hand sanitiser stations at entry/exit, in high touch point areas and areas of high traffic.

Cleaning has been increased with regular touch point cleans, 24-hour facility cleans and ready for decontamination cleans in the event of a confirmed case of COVID-19

Training for Staff

All staff have completed online DHHS approved Infection Control Training/or NSW Food Handlers COVID SAFE Training.

Staff have also undergone Y Geelong training and signed a commitment to being COVIDSafe.

Role specific training has also been completed to ensure all programs the Y offers within our facilities are COVIDSafe. Designated COVID MARSHAL training has been provided to authorized officers.

Process for a confirmed COVID case or close contact

In the event of a confirmed case of COVID-19 or a staff member, guest of the Y has been a close contact of a COVID 19 case. Refer to YMCA Geelong COVID Safe Plan Pages 12-15

This procedure ensures isolation, reporting, tracing and cleaning occurs before an area or facility can reopen.

Everyone who enters our facilities will have their details recorded to assist with case tracing.

How are we meeting our COVID Safe agreement?

COVID Safe throughout Camp Wyuna

Tracking and Tracing

All staff, visitors and others attending sites eg Camp Wyuna or Whitehall are to sign in and provide name, phone number, email and date and time of visit via Sine Pro App.

Training

- Camp staff have completed the COVIDSafe online training provided by the Department of Health.
- Camp staff have completed training on COVIDSafe operating and safe working procedures relevant to their role.
- Camp staff have trained in the camp COVID procedures and cleaning requirements.

Awareness

- All staff, volunteers, contractors, visitors and patrons will have their details recorded. This will assist in contact tracing in the event of a confirmed case of COVID-19.
- Groups utilising the centre will be asked to appoint a COVID Safety Officer who will be the camps main contact for information regarding the group
- All staff, volunteers, contractors, visitors and patrons are required to follow all social distancing requirements within the facility and during programs at all times as per government regulations.
- Any staff, volunteers, contractors, visitors and patrons who display any COVID-19 symptoms at the facility are required to report to a staff member immediately.
- Any staff, volunteers, contractors, visitors and patrons who have any COVID-19 symptoms are not to attend the facility.
- All staff, volunteers, contractors, visitors and patrons are required to ensure good hygiene practices are abided by throughout the facility and during programs.

Food & Drink Services

- Booked gatherings of no more than 20 indoors are permitted per 2-hour booking
- Booked gatherings of no more than 50 outdoors are permitted per 2-hour booking
- All catering service is seated. Limited to two hours in one location.
- Tables required to be minimum 5meters separation.
- Where delivery of catering service (food/drinks) is required offsite eg: Whitehall, Shelter Shed etc a designated preparation/drop off area is set up. The delivery driver will drop the food in the drop off area and the staff located at the site will collect it and distributed it at the site, this aims to reduce contact being made between groups.
- Should cooking be required at Whitehall or Shelter Sheds, this is to be done outdoors i.e: BBQ and to be physically restricted with bollards and tape to reduce the risk of a designated Cook coming in to contain with a secondary group outside of Camp Wyuna staff/site.
- Transition areas are to be created to allow drop off and pickup are isolated.

Accommodation Services

- As of 23/11/2020 to 7/12/2020 Camp Wyuna is permitted to accommodate group booking to a maximum of 15 persons for accommodation x 4 lodges. Maximum Capacity is 30 guests for private bookings.
- Only one school group per site at any one time as required by DET restrictions.
- Group cannot share bedrooms with other families.
- Each group booking complies with private gathering limits of the Stay Safe Directions (Victoria no.2.)
- Numbers of guests either indoor or outdoor are limited to the numbers permitted by the density quotient signage (with infants under 1 years not counted in limits).

Social Distancing

- Maintaining 1.5m and 4m² distancing indoor and 2m² distancing outdoor requirements throughout facility. Identification of all areas and capacity limits to meet requirements.
- Decal stickers to instruct social distancing requirements on floors, benches, seats.
- Modification of environments and programs to ensure social distancing. This includes the removal or closure of seats, equipment and redesign of programs and areas to meet requirements.

Hygiene

- Hand sanitiser stations at entry/exit, high use and touch points throughout facility are installed.
- Reduction of touch points throughout facility. Open or automate doors where possible. Install and provide auto hand sanitizer dispenses where possible.
- Customers to bring their own equipment where possible and clean shared equipment.
- Hygiene signage, including how to wash hands and displayed throughout camp facility.

Cleaning

- Increased high touch point sanitisation across facility. Door handles, rails, equipment to be sanitised directly after use and or when applicable to camper movements.
- Cleaning equipment and sanitising wipes available throughout the facility for both staff and patrons.
- In the event of a confirmed case of COVID-19 within the facility a decontamination clean will be completed by an external cleaning contractor.
- It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs. A combination of both will be most effective in preventing spread of the COVID-19 virus.
- Cleaning and disinfecting are two different processes: CLEANING means physically removing germs, dirt and organic matter from surfaces. DISINFECTING means using chemicals to kill germs on surfaces.

Workforce Bubble

- Employees must disclose to YMCA management if they have secondary employment with employers' names and contact details. Employees must also keep a log book outlining the time, date, location they attended for every shift.
- Limit the number of employees that are rostered between YMCA Geelong sites.
- Where possible, consider work place bubbles which includes separate shifts, separate work areas on site, separate break areas and break times.
- Workforce bubble will exist between sites ie: Whitehall and Camp Wyuna, Two teams of staff will be created Team1: to work exclusively at Camp Wyuna/ Team 2 To work exclusively at Whitehall for the duration of the camp bookings. Teams will be made up pf program staff, catering staff.
- Contractors, service providers and camp visitor and patrons are included in maximum numbers as above.

Compliance

Cleaning

- Cleaning checklists are provided for all areas of the facilities and required to be signed off when the task has been completed. Daily sign off by Duty Manager

Signage check weekly by COVID Marshals

- COVID Marshals will be the responsible, authorised delegated and trained staff member rostered on site to ensure staff and group bookings practice COVID restrictions and requirements and be rostered on accordingly as per YMCA Geelong COVID Marshal Guidelines V2 28.10.2020
- COVID Marshals must be trained in the YMCA COVID Marshal training package and meet the guidelines outlined in the YMCA Geelong COVID Marshal Guidelines V2 28.10.2020.
- A designated Duty Manager at each site must be rostered and both customers and guest are aware of the responsible officer each day. They are required to wear the COVID Marshal Hi-Vis vest during their shift and are to handover responsibilities when staff of customers are on site.

Administration

- Operations Coordinator to ensure that contact tracing information is provided at booking and identification of locations guest are coming from is confirmed to be regional resident only.
- Masks are to be worn at indoors at all times. (Unless when seated eating meals)
- Masks are optional outside but required if you cannot distance 1.5 meters safely.
- Bus transportation is limited to school groups only. Any adults required on bus transportation must comply with social distance requirements as far as reasonably practical. The two seats behind the bus driver will be left vacant and sanitising regimes will be followed, conducted by the transportation company.
- Masks are mandatory for those over the age of twelve.

Suspected or Confirmed COVID Case at Work

If the suspected or confirmed case of COVID-19 is at work



1. ISOLATE

Isolate the person from others, provide them with a disposable surgical mask if available and isolate them in a separate room.



2. TRANSPORT

Ensure the person has transport to their home or medical facility.



3. ESCALATE

Notify your manager immediately, manager to escalate to ELT. Initiate Critical Incident Process.



4. INFORM

Manager to ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.

CRITICAL INCIDENT TEAM (CIT)



5. CLOSE / ISOLATE

CIT to determine the level of isolation or closure of site, staff or public to be evacuated from area / site.



6. IDENTIFY

CIT to identify who at the site had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



7. CLEAN

CIT to determine the level of cleaning required. Engage cleaning company Network Environment Control Cleaning Services to conduct decontamination.



8. REVIEW / OPEN

CIT to review: risk management controls relating to COVID-19, whether work may need to change and if site can re-open. Keep employees and public up to date with what is happening.

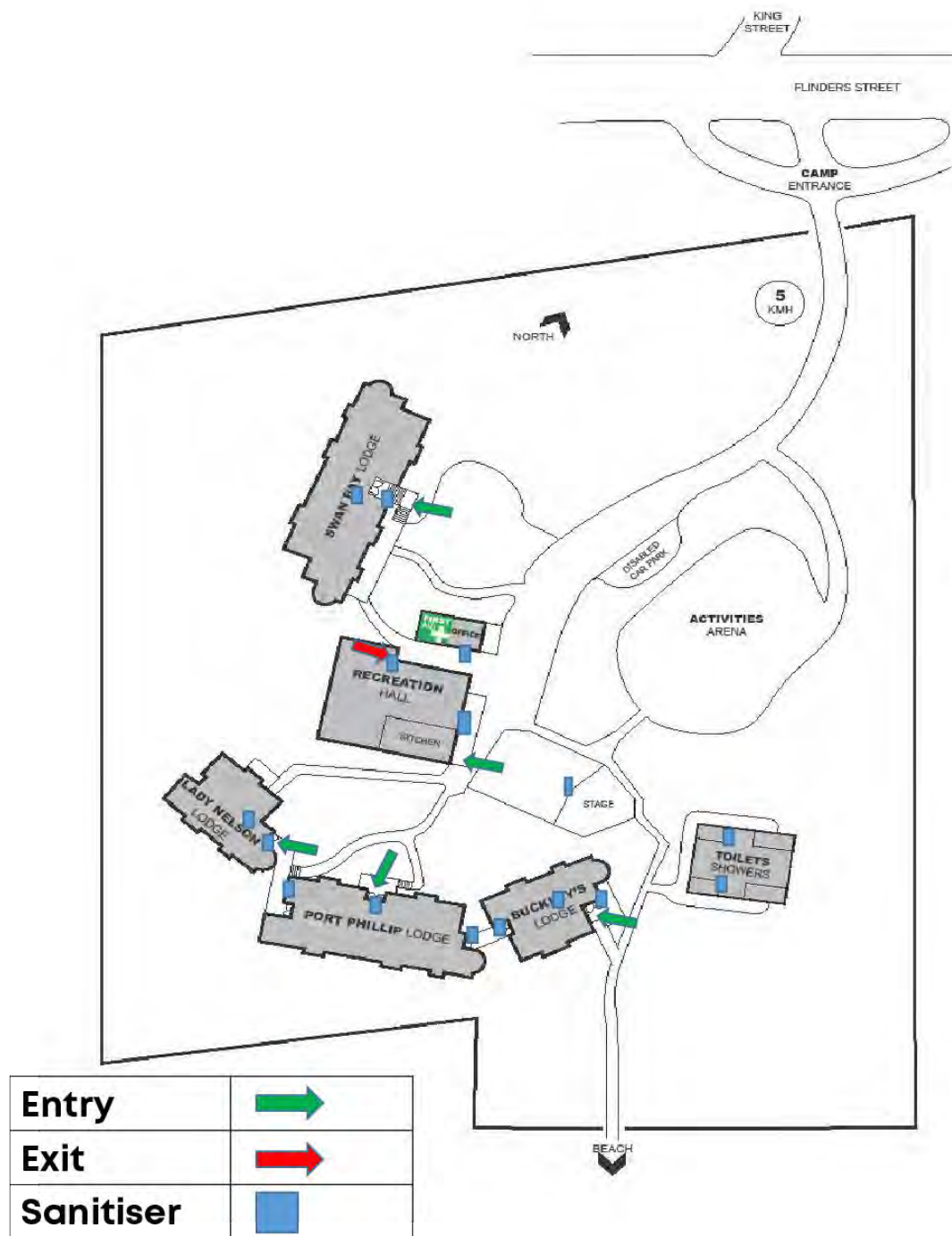
If the suspected or confirmed case of COVID-19 (Staff or Public) is not at site when diagnosed - START AT STEP 3

- Suspected or confirmed cases of COVID are to be isolated in Conference Room until they are transported off site for testing.
- PPE to be worn by anyone attending to the suspected COVID person. Infection PPE kit containing required safety gear is located in Camp Wyuna Office.

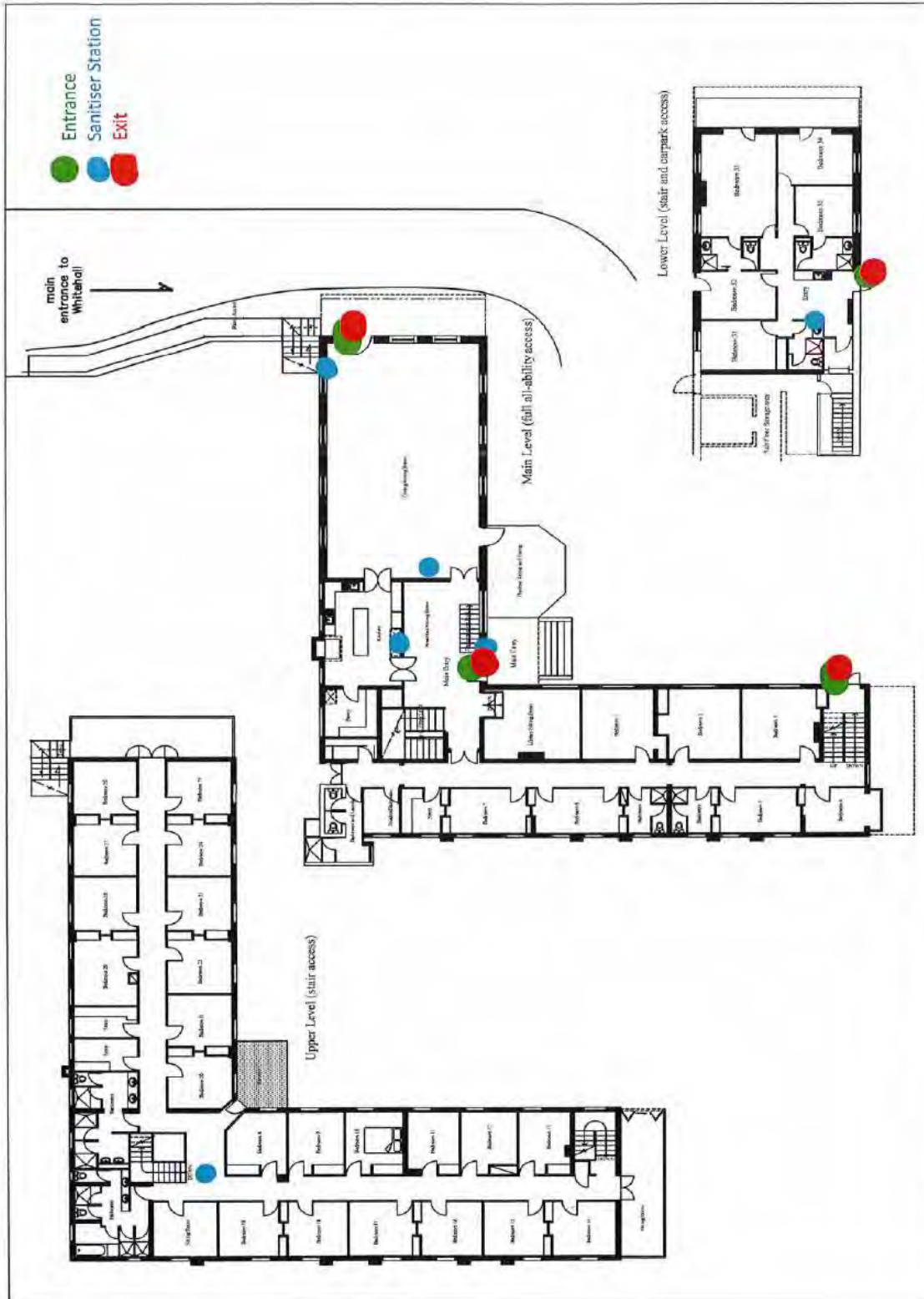
COVID Safety Plan:

1. Print and display and make available the COVID Safety Plan. The COVID-19 pandemic is an evolving situation – review plan regularly and make changes as required.
2. Discuss and share relevant details of COVID Safety plan with staff, Contractors, patrons and contract partner so everyone is aware of what to do and what to expect.

COVID Safe Map YMCA Camp Wyuna



COVID Safe Map YMCA Camp Wyuna (Whitehall)



Existing Conditions		Project Whitehall Guesthouse Owner: Heath Property Trust	Drawing Group Accommodation Basement, Ground Floor & First Floor	 North	Scale 1:100 Sheet No. EC01
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Safe Facility & Area Capacity

YMCA Camp Wyuna

Indoor Spaces	Total m2	Total People 4m2 max	Specific Gov. Number Limits	Open/Closed
Camp Office	16.77	4	4	Open
Dining Room	65.25	16	16	Open
Recreation Hall	98.55	24	24	Open
Camp Kitchen	36	3	3	Open
Conference Room Kitchen	15.96	3	3	Closed to Campers
Conference Room (To be used as the isolation room in the event of suspected COVID 19 case)	41.16	8	10	Open
Outdoor Toilets Female	33.84	8	8	Open
Outdoor Toilets Male	33.84	8	8	Open
Table Tennis Area	48	12	12	Open
Bicycle Workshop Shed	31.72	8	2	Closed to Campers
Camp Lodge Rooms	12.5	3	3	Open
Camp Staff Room	15	3	3	Open

Outdoor Spaces	Total m2	Total People 4m2 max	Specific Gov. Number Limits	Open/Closed
Swan Bay Grass Area	162	81	81	Open
Volleyball Court Area	160	80	80	Open
Ga Ga Pit Area	48	24	24	Open
Basketball Court	156	78	78	Open
Pizza Oven Area	84	42	42	Open
Picnic Table	156	78	78	Open
Fire Pit Area	220	110	110	Open
Down Ball Area	105	52	52	Open

Safe Facility & Area Capacity

YMCA Camp Wyuna (Whitehall)

Indoor Spaces	Total m2	Total People 4m2 max	Specific Gov. Number Limits	Open/Closed
Main Floor				
Entrance Breakfast	33.2	8	8	Open
Kitchen	27.6	7	7	Open
Dining/Sitting Room	121.8	30	30	Open
Sitting Room	22.3	6	6	Open
Outdoor Sitting/eat	22.3	6	6	Open
Lower Floor				
Room 32 (To be used as the isolation room in the event of suspected COVID 19 case)	26.5	7	7	Open
Sitting room	12.0	3	3	Open
Upper Floor				
Sitting room	11.9	3		Open
Balcony East	21.6	5		Open

Outdoor Spaces	Total m2	Total People 4m2 max	Specific Gov. Number Limits	Open/Closed
Carpark & Garden	749	370	370	Open
Entrance Carpark	320	160	160	Open
Outside Deck	12	6	6	Open
Balcony West	21.6	10	10	Open

YMCA Camp Wyuna

COVID Safe Services

Reception/Office

- Updated conditions of entry that includes COVIDSafe requirements, rules and expectations (including maximum number of people allowed in space)
- Floor decals / signage to assist queuing in line with 1.5m social distance rules at entry points.
- Where possible any face to face communication to occur in outdoor areas include teacher/ leader briefings
- Hand sanitiser station at entry to office and other entry points.

Quarantine Room

- Isolation / quarantine room is established for unwell camp showing COVID 19 symptoms.
- Have mask available for unwell person and anyone treating.
- Conference room is allocated as isolation room
- PPE kit available for staff member attending unwell person

Recreational Halls/General Areas

- Separated chairs to in line with 1.5m social distancing rules in all areas
- Couches and other seating tapped off in the event they don't align with 1.5m social distancing
- Regular touch point cleaning and daily full cleans
- Deactivating communal water stations (water fountains) and encourage campers to use fresh water tap, to fill personal water bottles.
- Leave manually operated doors open where possible to reduce the need to touch handles. If in doing so poses a safety or health risk to campers leave closed.

General Toilets

- Limit of numbers of people access toilets in line with social distancing rules. Signage on toilet entry.
- Bench and seating decals /signage located throughout in line with 1.5m social distance rules.
- Installation of hand sanitizer stations / soap dispensers regular checked, increased cleaning and disinfection of toilets.
- Hand hygiene signage within toilet / basin areas.

Dining Areas

- Floor decals/signage to assist queuing in line with 1.5m social distance rules at service counter.
- Stage dining and service times to meet physical distancing requirements for adults
- Space seating to enable social distancing for adults
- Cleaning and disinfectant of tables between campers.
- Camp Kitchen to be closed to campers. Staff must wear gloves when cleaning dishes.
- Campers kitchen must meet 4m² per person.
- No self-serve/buffet style meals will be served.

Sleeping Area

Signage provide to inform campers of maximum number to meet social distancing

- Increased cleaning and disinfection of sleeping area.
- Hygiene (washing hands) & Social distancing information is displayed in prominent location
- Bedroom allocations will be based on a minimum of 4m² however management may reduce the number below this provide enhanced social distancing if available.

Facilities (Shower/Toilets)

- Staggering facility usage time
- Limit of numbers of people accessing facilities in line with social distancing rules. Signage on facility entry
- Bench and seating decals /signage located throughout in line with 1.5m social distance rules.
- Installation of hand sanitizer stations / soap dispensers regularly checked, increased cleaning and disinfection of toilets.
- Hand hygiene signage with toilet / basin areas

Kitchen/Communal Areas

- Staggering Facility usage time may be needed
- Floor decals / signage to assist queuing in line with 1.5m social distance rules
- Limit of numbers of people access facilities in line with social distancing rules. Signage on facility entry
- Installation of hand sanitizer stations, increased cleaning and disinfection of kitchen and communal areas
- Hand hygiene signage displayed
- Space seating to enable social distancing for adults.

Adventure Activities

- Ground markers / signage to assist queuing in line with 1.5m social distance rules at activities.
- Portable hand sanitiser & wipes are available at all major activity points
- Helmets, equipment etc. to be cleaned with disinfectant wipes before and after use

Aquatic Activities

- Portable hand sanitiser & wipes are available at all major activity points
- Wetsuits, paddles, PFDs, (including buckles, clips) to be cleaned with disinfectant wipes before and after use
- Watercraft & equipment to be cleaned daily

General Activities

- Ground markers / signage to assist in line with 1.5m social distance rules at activities.
- Portable hand sanitiser & wipes are available at all major activity points
- Frequently used items (i.e. Basketballs, tennis balls etc. be cleaned with disinfectant wipes before and after use, not to be shared)

Sporting Equipment

- Portable hand sanitiser & wipes are available at sporting equipment tub
- Sports equipment to be cleaned with disinfectant wipes before and after use
- Hygiene (washing hands) & Social distancing information is displayed in prominent location and hand sanitise.

General Areas

- Portable hand sanitiser and wipes are available for Sports equipment to be cleaned with disinfectant wipes before and after use
- Hygiene (washing hands) and Social distancing information is displayed in prominent location and hand sanitiser.
- Separate / mark seating, equipment within the camp to enable social distancing

Creating happier, healthier, connected communities.



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