

CAHOOTS COVID-19 RISK MANAGEMENT PLAN

Cahoots Kerem Adventure Camp

Updated: Tuesday 8 March 2022
Complete Plan for all user groups

The safety of guests and team members at Cahoots Kerem Adventure Camp is paramount, as is the ability of the organisation to continue to provide services to the community. The COVID-19 situation is changing globally at a rapid pace, as is the advice from the WA Department of Health and the State Government.

Should government advice differ to Cahoots policies and procedures, Kerem Adventure Camp guests and team members should follow government advice and consult with the Camp Manager immediately.

Cahoots management team will remain agile and adjust policies and procedures, as quickly as possible, as this advice changes.

COVID-19 RISK MANAGEMENT PLAN

The management and team at Kerem Adventure Camp have instigated the following procedures to reduce the risk of COVID-19 transmission.

- Team members will wear masks covering mouth and nose both indoors *and* outdoors if working with other team members or guests. Exceptions are made for instructing groups and medical exemptions.
- Team members will practise appropriate physical distancing from guests and other team members.
- Food preparation and service surfaces will be sanitised prior to each use
- The dining hall tables, benches and frequent touch points will be disinfected following each meal.
- Guests are to queue 10 at a time for meal service, where a mask and maintain physical distancing.
- All dishes and cutlery are sanitised through the dish washer after use.
- The ablution block will be thoroughly disinfected twice daily.
- Hand sanitiser will be made available in public areas and for use during activities
- Team members will avoid physical contact with guests and sanitise prior to and after necessary contact.
- Hand sanitiser, disinfectant spray and anti-bacterial air freshener will be made available in all accommodation areas for guest use.
- All team members and contractors are up to date with COVID-19 vaccinations
- All catering and housekeeping team members have completed the mandatory training AHA Hospitality and Tourism COVID-19 Hygiene Course (or equivalent) and their certificates are held on file.
- Where it is brought to the camp manager's attention that a close contact of a COVID-19 positive individual, or a COVID-19 positive individual has attended the site, the manager will liaise with the Group Coordinator, Cahoots CEO and State Government of WA to determine the best action to be taken. This may include closing the venue until appropriate cleaning can be completed.

GUEST REQUIREMENTS

The Group Coordinator is expected to ensure that all guests attending Kerem Adventure Camp are aware of and adhere to the below protocols.

- All guests aged 7 years or older are required to wear masks indoors except when:
 - Eating or drinking,
 - Medical exemptions apply,
 - Providing instruction to a group
- Guests are encouraged to physically distance themselves whenever possible and utilise outdoor areas during mealtimes.
- The 2 m square rule will apply to all indoor areas, guests are encouraged to maintain social distancing throughout their stay.
- Guests are required to wash or sanitise their hands frequently, especially after coughing, sneezing or physical contact with another guest and prior to meals.
- All guests and their visitors to the site must be recorded in Kerem Adventure Camp's contact register. This can be achieved by checking in using the SafeWA app or providing a full list of guests and visitors to the site, including the Group Coordinator's name and contact details, and the first and last names of all guests and visitors.
- Any guest that has been a close contact with an individual diagnosed with COVID-19 during the period they were deemed as infectious should not attend the camp site.
- Any guest exhibiting symptoms consistent with COVID-19 prior to their camp, including but not limited to cough, fever, shortness of breath, sore throat, runny nose or loss of smell and taste should not attend camp.
- Any guest developing symptoms consistent with COVID-19 during their camp, (as listed above) will be immediately isolated from the camp group until they can be safely transported home.
- Any guest identified as a close contact of an individual diagnosed with COVID-19 during their stay at Kerem Adventure Camp, should be immediately isolated from the camp group until they can be safely transported home and are encouraged to follow all instructions provided by contact tracers and the Department of Health.
- Guests are not permitted to enter the camp office.

REQUIREMENTS OF TEAM MEMBERS

To protect team members, guests and the viability of Kerem Adventure Camp as an operating business, it is essential that all team members adhere to the below protocols.

- Remain current with COVID-19 vaccination requirements and provide evidence of personal vaccination record to camp management.
- Any team member developing symptoms consistent with COVID-19, including but not limited to cough, fever, shortness of breath, sore throat, runny nose or loss of smell and taste, must inform their supervisor immediately and follow the steps in the *Cahoots COVID-19 Close Contact / Positive Test Procedure*.
- All team members must ensure that guests follow the directions set out in "Requirements of Guests" outlined in this document and remind other team members when they fail to follow required protocols.

- The Catering Team are to encourage the use of outdoor areas for dining by limiting indoor seating and liaising with camp leaders.
- A team member who has knowingly been a close contact of a person diagnosed with COVID-19 or visited an exposure site must inform their supervisor immediately and follow the steps in the *Cahoots COVID-19 Close Contact / Positive Test Procedure*.
- Team members must wear masks correctly whilst when working with guests or other team members, both indoors and outdoors.
- Team members are to maintain a physical distance of 1.5 metres from other team members and guests whenever possible.
- Team members are to avoid all non-essential physical contact with colleagues and guests.
- Team members are required to sanitise their hands frequently, especially after coughing or sneezing or making essential physical contact with another team member or guest.
- Only one team member is permitted in the Team room at a time.
- Casual team members are not permitted to enter the camp office unless given permission by management.
- A temporary Team Room or break area will be set up in the barbecue shelter beside the camp office. Team members are not required to wear masks in this area but are requested to maintain a physical distance of 1.5 metres and to sanitise their hands before and after their break.
- Food must be consumed in the break area and not at any indoor locations.
- The Camp Manager will work from the Caretakers Hut as of Monday, 14th February 2022 until further notice. All full-time team members and the camp chef must avoid unnecessary contact and limit face to face interactions with each other.
- Team members using two-way radios must sanitise the radio prior to and after use
- To avoid the entire catering team from being deemed as close contacts if a team member contracts COVID-19, the catering roster will be separated into a morning shift and afternoon shift. It is essential that members of each shift do not cross-over with each other, and the outgoing shift is responsible for sanitising all kitchen surfaces and frequent touch points prior to the end of shift.
- External caterers will be sourced to enable camps at Kerem to continue should the majority of the catering team be unable to attend work due to potential COVID-19 exposure.

DEVELOPED WITH REFERENCE TO:

Department of Health WA COVID-19 definitions

(https://www.healthywa.wa.gov.au/Articles/A_E/Coronavirus/COVID-19-definitions)

State Government of Western Australia (<https://www.wa.gov.au/government/covid-19-coronavirus/>)

Cahoots COVID-19 Close Contact/Positive Test Procedure