



Covid -19 Management Plan

Our COVIDSafe Plan

Business name:	Oasis Camp INC
Site location:	66-72 Monbulk Rd Mount Evelyn
Contact person:	Mark Watson
Contact person phone:	03 9736 2898
Date prepared:	Updated 11/11/2020



Camps / Group Retreat and Outdoor Activity Providers

This COVID-19 Safety Plan to help maintain a safe environment for you, your staff and your guests.

Complete this plan in consultation with your staff, then share it with them. This will help slow the spread of COVID-19 and reassure your guests that they can safely visit your business. Note that staff includes both paid and volunteer workers.

You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to workers and guests in accordance with Work Health and Safety laws.

The ACA recognises the input of Outdoors NSW & ACT, the Christian Venues Association, Queensland Outdoor Recreation Federation and the Outdoor Council of Australia in preparing this document.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Non essential staff	Only staff required to be on site for work are present on site.
Use of telephone or video for essential meetings:	Meetings of staff and board of management wherever possible are conducted by REMOTE DEVICES
Establish a system that ensures staff members are not working across multiple settings/work sites.	Oasis Camp is a single campus business
Screening of staff and visitors before accessing the workplace.	<ul style="list-style-type: none"> • Each staff member is temperature checked and signed in before shift daily. Staff are encouraged to report any instance of illness immediately. • All tradesmen, contractors and delivery drivers requiring access to Oasis Camp are stopped at the gate and must sign in and provide contact details before admittance. • Entry records are kept at main office
Configuration of communal work areas and publicly accessible spaces:	<ul style="list-style-type: none"> • All staff areas have been configured as single person work stations • Communal areas, sleeping dorms, and common areas have been marked with floor markings, signage and maximum capacity advice. • there is no more than one staff member per four square meters of enclosed workspace • staff members are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. • Screen is fitted to kitchen serving area
Floor Markings	Staff and accessible areas have been formatted so minimum distance requirements are met
Minimalisation of staff members waiting to enter and exit the workplace.	<i>Staggered start/ finish times for staff to prevent congestion</i>
Staff training on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Staff have been briefed and are monitored for compliance of physical distancing
Review regular deliveries and use contactless delivery and invoicing where practical.	Suppliers have been contacted and regular deliveries are delivered with no contact with staff

Guidance	Action to mitigate the introduction and spread of COVID-19
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Completed as appropriate to service delivery
Clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	Signs have been placed prominently over the entire site advising of all government regulations

Guidance	Action to mitigate the introduction and spread of COVID-19
Wellbeing of guests and staff members	
Staff or Visitors who are presenting as unwell	<ul style="list-style-type: none"> • Management of Oasis Camp liaise with staff on a regular basis and with group leaders before arrival and actively enforce compliance with health and safety concerns and advise on what they should do for occurrence of illness if present and immediate leaving of site. • Staff members are aware that they have a responsibility to get tested , stay in isolation and wait for a result before returning to work.
Staff information and training on COVID-19, including when to get tested, physical distancing and cleaning	Staff are regularly advised on their responsibility in regard to social distancing, cleaning and being tested immediately if they are unwell.
Staff leave entitlements if they are sick and required to self-isolate.	Staff members have access to HR support and advice through an outside HR firm
Cancellation and flexible booking is available, where individuals within client group cancel due to COVID-19 factors (such as being unwell or awaiting test results).	Cancellations due to Covid are as per Oasis cancellation policy which stipulates that late fees will not be incurred by a group due to covid -19 impact
Display conditions of entry and communicate key health messages and changes to staff members, guests, visitors, residents and agencies (website, social media, email, reception).	Covid Management is listed on company website along with an induction for school groups at beginning of each school group camp outlining our Covid management process and regulations

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing	
Prevention and limitation of co-mingling/cross-contamination	<ul style="list-style-type: none"> • Oasis Camp is a single group facility with no other user present during the length of stay • multiple client groups must not share the same facilities/amenities • appropriate cleaning and hygiene protocols are implemented between different client groups.
Accommodation Allocation	<ul style="list-style-type: none"> • Allocated sleeping is practised with records of who is in which accommodation retained. • Once allocated a bunk, each participant must use only that resource for the duration of their program/stay at the facility.
Separate doors for entry and exit, separate check-in, order and baggage storing points.	Entry and exit via separate doors is utilised where available and applicable
Contactless check-in	Group bookings only at Oasis Venue Contactless payment via online invoicing
Crowding	Floor markings and signage is present to assist with social distancing requirements and prompt campers on compliance

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimalising Contacts	<ul style="list-style-type: none"> • Minimum staffing levels are maintained to promote distancing except when industry standards call for higher supervision such as adventure activities • Whenever practical, organise activities, accommodation, dining, etc to minimise the number of people each guest or worker is in contact with.
Strategies to reduce crowding and promote physical distancing.	Each camper has an allocated room with shower and toilet in each and are encouraged to use these over other communal facilities
Physical distancing of staff	<ul style="list-style-type: none"> • Staff are advised on social distancing and the practical application of such • Where reasonably practical, workers always maintain 1.5 metres physical distancing (including at meal breaks) and assign workers to specific workstations. • Staggered start times and breaks for workers members to minimise the risk of close contact, where reasonably practical.
Group singing or chanting	This activity will be permitted unless advice by the chief health officer is contrary at the time during which the camp is held.

Guidance	Action to mitigate the introduction and spread of COVID-19
Food service	
Food service	No self-service food service, with all food served by facility workers or designated group representative.
Cutlery and tableware	<ul style="list-style-type: none"> • cutlery and tableware cleaned with detergent and hot water in a commercial grade dishwasher. • Cutlery will not be issued from common container, unless each cluster of cutlery is in a self-contained package. • All washing of dishes and cutlery is done in a commercial washer with approved cleaning chemicals

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> • Cutlery will be provided wrapped on tables by meal prep staff or in container in front of patron
Meal delivery	Guards have been placed in meal delivery area to separate and provide meals without contact with guests and kitchen
Minimalisation of guest contact	Minimum staff are on the dining room floor area with dining room shut down and cleared after each service
Cleansing of food preparation items	<ul style="list-style-type: none"> • Kitchen is run in accordance with all health department advice on meal preparation and handling and a qualified chef is present at all times. • Each guest is given their own utensils and no shared food bowls or buffets are used on the Oasis site • items used in the preparation of food or for eating are washed thoroughly with hot water and a detergent solution between use, or preferably with a dishwasher if available.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene / Cleaning	
Environmental cleaning (including between changes of staff),	Increased cleaning has been implemented with high touch surfaces cleaned every 2 hours and other areas 3 times daily with approved chemicals and cleaners
Cleaning supplies	Oasis holds at least 2 weeks cleaning supplies in reserve including sanitisers and disinfectants
Hand sanitiser stations	Hand sanitiser stations are present and promoted in all areas including , accommodation, activities (both indoor and outdoor), meeting areas and dining room facilities
Bathrooms	Bathrooms are checked twice daily in rooms and every 2 hours in common areas for supplies, sanitation and signage promoting the correct use of washing and hygiene
Cleaning of indoor hard surfaces (including children’s play areas)	<ul style="list-style-type: none"> • Hand sanitiser stations are present in all areas including , accommodation, activities (both indoor and outdoor), meeting areas and dining room facilities • Guests are visually reminded by signs and encouraged at other times to use provided hygiene stations. • Cleaner is employed to regularly clean surfaces
PPE	Personal Protective equipment is utilised by all staff involved with cleaning of the facility and staff wash before and after cleaning each area
Airflow in buildings	Windows are opened daily to enhance airflow in the buildings
Face Masks	Masks are to be worn in accordance with any advise by the chief health officer and as per the direction from any relevant authorities at the time which the camp is held
Public areas	Increased cleaning has been implemented with high touch surfaces cleaned every 2 hours and other areas 3 times daily with approved chemicals and cleaners and standards of chemicals used are approved by Safe workAustralia

Guidance	Action to mitigate the introduction and spread of COVID-19
Training of staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	All staff to don and doff PPE as per: https://www.youtube.com/watch?v=84CydmuHXD8 All staff are required to complete the online learning module prior to commencement.
Replace high-touch communal items with alternatives.	Devices that are high touch such as drinking fountains and condiment stations have been removed .

Guidance	Action to ensure effective record keeping
Record keeping	
Record of attendance	<ul style="list-style-type: none"> • All Tradespersons, delivery drivers etc will provide contact details on arrival via tracing sheets • Staff will sign in and out via a separate sheet. • A folder containing attendance sheet records of staff, contractors, tradesman and delivery drivers is maintained in the entry office. • School groups who have child protection policies to adhere to will have the group leader/ Principles maintain and provide attendee records as applicable.
Guidance to staff	Oasis maintains a policy and liaises with staff on OH&S reporting
COVIDSafe app	Ongoing advice given to staff and guests as advise on Covid safe apps and tracing is received

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Impacts of an outbreak and potential closure of the workplace.	Governed and monitored by Oasis Camp Inc board of management
Managing OF media in the event of an outbreak.	<i>Board chair to liaise with camp manager on response</i>
Isolation in response to COVID-19 symptoms whilst at facility	All response to illness will be directed straight to WorkSafe and advised taken. Implementation of advice will be between Oasis camp and the group leader of the group present at the time on site.
If any guest, irrespective of age, is required to self-isolate, they must not share a room with anyone else. Consider how a single room might be used in this situation, with consideration given to emotional, and mental support and child protection obligations	As Oasis has multiple rooms advice to isolate given by WorkSafe will be in accordance of legislation and with available support as directed in a separate room
Close contacts and to provide staff and visitor records to support contact tracing.	All close contact information and records will available for contract tracing
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	In the event of a Covid occurrence the site will be closed , an authorised cleaning firm will be brought in and advice sought from WorkSafe as to when site would be able to resume operation.
Prepare for how you will manage a suspected or confirmed case in a staff member during work hours.	A Staff member displaying Covid symptoms would be instructed to immediately isolate, WorkSafe would be contacted and the group leader of the school on site advised.
Prepare to notify staff members and site visitors (including close contacts)	All staff and visitors would be contacted immediately after reporting to WorkSafe and list of close contact as recommended by WorkSafe
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a suspected / confirmed COVID-19 case at your workplace.	All Oasis management know of their reporting obligations to WorkSafe

Guidance	Action to prepare for your response
Prepare to re-open your workplace once agreed by DHHS and notify staff members they can return to work.	Site would remain closed until DHHS/ Worksafe advise otherwise

I acknowledge I understand my responsibilities and have implemented this COVIDSafe Plan in the workplace.

Name: Mark Watson

Updated Date: 09/03/2021