

# COVIDSafe Plan

## Our COVIDSafe Plan

Business name:	Log Cabin Camp
Site location:	270 Ascot Rd Creswick
Contact person:	Grant Laidlaw
Contact person phone:	0400 865 047
Date Updated:	17/11/2022



Guidance	Action to mitigate the introduction and spread of COVID-19 at Log Cabin Camp
Physical distancing and limiting workplace attendance	
<p>When possible, recommend workers and visitors are 1.5m apart where possible. This can be done by:</p> <ul style="list-style-type: none"> <li>• Minimising the build-up of people waiting to enter and exit the workplace</li> <li>• Reviewing delivery protocols to limit contact between delivery drivers and workers</li> </ul>	<ul style="list-style-type: none"> <li>• <i>All Staff briefed on physical distancing recommendations where possible</i></li> <li>• <i>Delivery drivers maintain physical distancing where possible with minimal staff contact.</i></li> </ul>
Support current government guidelines in regards to testing.	<ul style="list-style-type: none"> <li>• <i>Students are recommended to be tested prior to coming on camp as per the school requirements.</i></li> <li>• <i>Staff are not required to work if unwell. Staff will be encouraged to undertake a RA test if unwell.</i></li> </ul>
Review regular deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> <li>• <i>Regular deliveries have provided us with their COVID safe plan</i></li> <li>• <i>Minimal contact where possible</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19 at Log Cabin Camp
Wellbeing of guests and staff members	
Recommend staff members and guests to not attend facility/program if unwell with respiratory symptoms or fever, and to encourage RA Testing.	<ul style="list-style-type: none"> <li>• <i>All staff &amp; visitors are recommended not come to work or be on camp if unwell. They can test using a RAT or PCR test and recommended not return to work before they receive a negative result.</i></li> <li>• <i>Log Cabin Camp will follow any guidelines issued for Victorian schools.</i></li> </ul>
Provide staff members with information and training on COVID-19, including recommendations on when to get tested, physical distancing and cleaning	<ul style="list-style-type: none"> <li>• <i>Training provided</i></li> <li>• <i>Up to date information can be found at <a href="http://www.coronavirus.vic.gov.au">www.coronavirus.vic.gov.au</a></i></li> </ul>
Make staff members aware of their leave entitlements if they are sick	<ul style="list-style-type: none"> <li>• <i>All staff briefed on entitlements</i></li> </ul>
Display recommendations for entry and communicate key health messages and changes to staff members, guests, visitors, residents and agencies (website, social media, email, reception).	<ul style="list-style-type: none"> <li>• <i>Schools/customers informed before arrival recommended not to attend camp if they are unwell.</i></li> <li>• <i>COVIDSafe plan available on our website.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19 at Log Cabin Camp
<b>Food service</b>	
Avoid self-service food service, with all food served by facility workers or designated group representative.	<ul style="list-style-type: none"> <li>• <i>All meals prepared and served by Log Cabin Camp staff or designated person</i></li> <li>• <i>Morning and afternoon teas served by Log Cabin Camp staff or school staff</i></li> </ul>
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	<ul style="list-style-type: none"> <li>• <i>All cutlery and tableware cleaned/sanitised in commercial dishwasher</i></li> </ul>
Ensure 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. Where possible, guests should not share dishes, drinking glasses, cups or eating utensils.	<ul style="list-style-type: none"> <li>• <i>All food preparation items are washed/sanitised in commercial dishwasher.</i></li> <li>• <i>Campers do not share dishes and are responsible for clearing their own dishes</i></li> </ul>

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<b>Hygiene / Cleaning</b>	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none"> <li>• <i>Hand sanitisers readily available</i></li> <li>• <i>Signage clearly visible with hand washing instructions</i></li> </ul>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> <li>• <i>Windows to be open during mealtimes when reasonably practical</i></li> <li>• <i>Campers spend most of the time outdoors</i></li> </ul>
Ensure all workers and visitors entering the worksite wear a face covering if current public health advice requires.  Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own, when necessary.	<ul style="list-style-type: none"> <li>• <i>All staff to wear face mask if required by current public health advice.</i></li> <li>• <i>Masks supplied for those who do not have their own</i></li> </ul>
Provide training to 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).  <i>All staff to don and doff PPE as per:</i> <a href="https://www.youtube.com/watch?v=84CydmuHxD8">https://www.youtube.com/watch?v=84CydmuHxD8</a>	<ul style="list-style-type: none"> <li>• <i>Training provided</i></li> </ul>

Guidance		Action to ensure effective record keeping
Record keeping		
Employers should make workers aware of vaccination availability and support all employees to get vaccinated when eligible		<ul style="list-style-type: none"> <li>• <i>All Staff recommended to be fully vaccinated</i></li> </ul>

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

**Name:** Grant Laidlaw **Date:** 17/11/2022