



# COVID SAFETY PLAN

**Mt Evelyn Recreation Camp**

**2022**

# COVID-19 Information

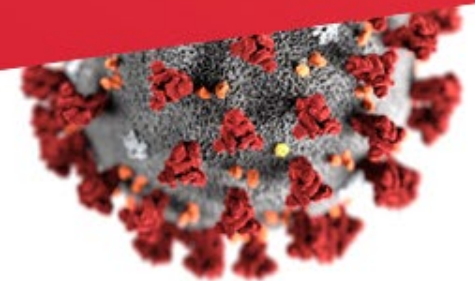
## What is a Corona Virus and COVID-19?

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:

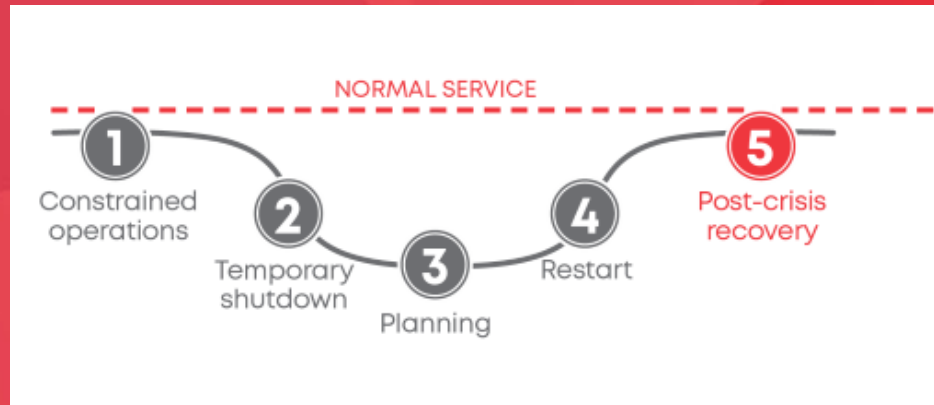
- Direct close contact with a person while they are infectious including in the 48 hours before their symptoms appeared.
- Close contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like as door knobs or tables) that have droplets form an infected person, then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



# YMCA Victoria

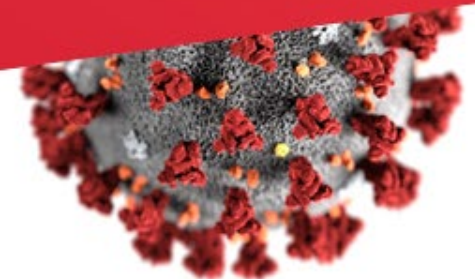
The Y has been a cornerstone of the Victorian community for more than 170 years – a period of time that has included other major crises ranging from the 2009 Bushfires to delivering large-scale wartime services. However as a not-for-profit that invests its full resources into our mission we do require the continuing support of our partners in order to retain our ability to keep serving the community – especially during this time.

This COVID Safety Plan forms part of the Covid Normal practices in YMCA Victoria's Post-crisis recovery back to normal service.



## YMCA VICTORIA IS COMMITTED IN ENSURING ALL OF ITS FACILITIES AND OPERATIONS ARE:

- COVIDSafe for all staff, volunteers, contractors, visitors and patrons
- Compliant with Government COVID-19 Restrictions



# Mt Evelyn Recreation Camp

## Facility Details

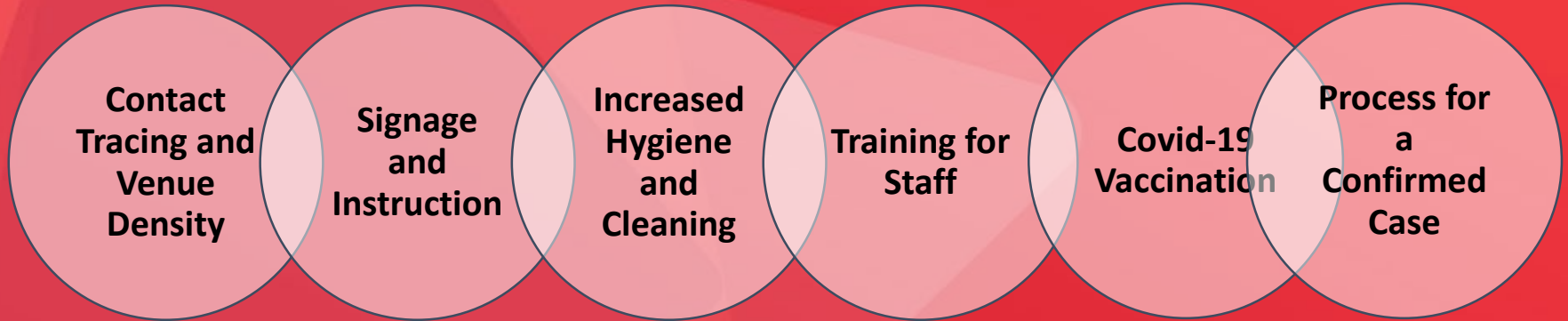
<b>Name of Facility</b>		<b>Mt Evelyn Recreation Camp</b>		<b>Prepared by</b>		<b>Jai Marchinton</b>	
<b>Type of Facility (Sector)</b>		<b>Camping</b>		<b>Position title</b>		<b>Camp Manager</b>	
<b>Street Address</b>		<b>70 Tramway Road, Mount Evelyn</b>		<b>Completion Date</b>		<b>06.10.2020</b>	
<b>Contact Number</b>		<b>03 9736 2228</b>		<b>Review Date</b>		<b>01.02.2021, 12.03, 11.06, 14.10, 28-01-2022</b>	
<b>Email Address</b>		<b>mtevelyn@ymca.org.au</b>					
<b>X</b>	<b>Office / Reception</b>	<b>X</b>	<b>Adventure activities</b>	<b>X</b>	<b>Education programs</b>		
<b>X</b>	<b>Dinning Area / Camp Kitchen</b>	<b>X</b>	<b>Water activities</b>	<b>X</b>	<b>Sports Courts</b>		
<b>X</b>	<b>Accommodation</b>	<b>X</b>	<b>General Activities</b>	<b>X</b>	<b>Sporting Equipment</b>		
<b>X</b>	<b>Recreational hall</b>	<b>X</b>	<b>Bush Kinder</b>				



# Mt Evelyn Recreation Camp

## Government Directions

Mt Evelyn Recreation Camp agrees to operate following all required Government guidelines for sectors and workplaces. Under current Government requirements we adhere to the following conditions:



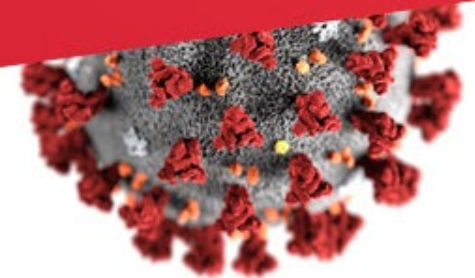
### COVID Safety Plan:

1. 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.
2. Print and display and make available the COVID Safety Plan.
3. The COVID-19 pandemic is an evolving situation – review plan regularly and make changes as required.

Manager Name: **Jai Marchinton**

Agreed and Signed: *Jai Marchinton*

Date: **17-08-2022**



# Y Victoria's Commitment:

In order to be COVIDSafe at all Y Facilities we are committed to:

## Contact Tracing & Venue Density

All facilities will comply with any physical distancing or venue density required for their sector by their government authority  
Staff, visitors, contractors and patrons will check in via Government QR code if required by their government authority  
Physical environments to be altered to encourage physical distancing or venue density.

## Signage and Instruction

Throughout each Facility you will find signage and instructions on how staff and customers can be COVIDSafe.  
Government QR Code signage throughout all facilities if required by their government authority  
Hygiene, social distancing and informational signage is displayed as per requirements of government authority.

## Covid-19 Vaccinations

All facilities will comply with COVID-19 Vaccination requirements as directed by their government authority.  
The Y will provide staff opportunity to attend vaccination appointments.  
Vaccination status is linked to rostering system to ensure compliance with vaccination requirements.

## Increased Hygiene and Cleaning

All staff, visitors and patrons will wear a mask within Y facilities if required by their government authority  
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 & facility cleans.

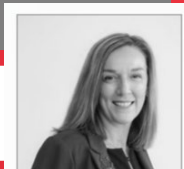
## Training for Staff

All staff have been trained in the COVID Safety training provided by the Health department.  
Staff have also undergone Y Victoria 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.

## Process for a Confirmed Case

In the event of a confirmed case of COVID-19 the Y has a 8 step confirmed case flowchart. This flowchart ensures isolation, reporting, tracing and cleaning requirements are met.

***Our commitment to community safety – Carolyn Morris. YMCA Victoria CEO***



Carolyn Morris  
CEO, YMCA Victoria

# Confirmed Exposure of COVID-19 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 Area Manager.  
Initiate COVID Exposure Response Team (CERT).



### 4. INFORM

Follow the COVID Exposure Response Checklist CERT to determine and complete required reporting (DHS, DET, Worksafe)

## COVID EXPOSURE RESPONSE TEAM (CERT) (Follow COVID Exposure Response Checklist)



### 5. IDENTIFY

CERT to identify close contacts with the infected person in the 48 hours before that infected person started showing symptoms or if no symptoms from the date a positive test was taken



### 6. CLEAN

CERT to determine the level of cleaning required.



### 7. CLOSE

CERT determine if site is required to close.



### 8. COMMUNICATION

CERT to keep employees and public up to date with what is happening. This could include closures, close contact information.

If the confirmed exposure of COVID-19 (Staff or Public) is not at site when notified– START AT STEP 3

# How are we meeting our COVID Safe Commitment

## COVID Safe throughout Mt Evelyn Recreation Camp



### Physical Distancing

- If required by Government guidelines YMCA Victoria facilities will follow distancing requirements throughout facility and identification of all areas and capacity limits
- Staff, visitors and Patrons will check in via Government QR code as required
- Social distancing and informational signage is displayed if required
- Modification of environments and programs to ensure social distancing.



### Hygiene

- Hand sanitiser stations at entry/exit, high use and touch points throughout facility
- Reduction of touch points throughout facility. Open or automate doors where possible. Install and provide auto dispenses.
- Customers to bring their own equipment where possible and clean shared equipment.
- Hygiene signage, including how to wash hands and displayed throughout facility
- All staff, visitors and patrons will wear a mask within Y facilities if required by their government authority



### Cleaning

- High touch point sanitisation across facility.
- Cleaning equipment and sanitising wipes available throughout the facility for both staff and patrons
- Cleaning schedules and processes are audited by facility Manager and Safety Team.
- In the event of a confirmed case of COVID-19 within the facility a decontamination clean will be completed as pre government requirements





# How are we meeting our COVID Safe Commitment



## Staff Training

- All staff have completed the COVIDSafe online training provided by the department of Health.
- All staff have completed Y Victoria's COVIDSafe awareness and commitment statement
- Staff have completed training on COVIDSafe operating and safe working procedures relevant to their role.

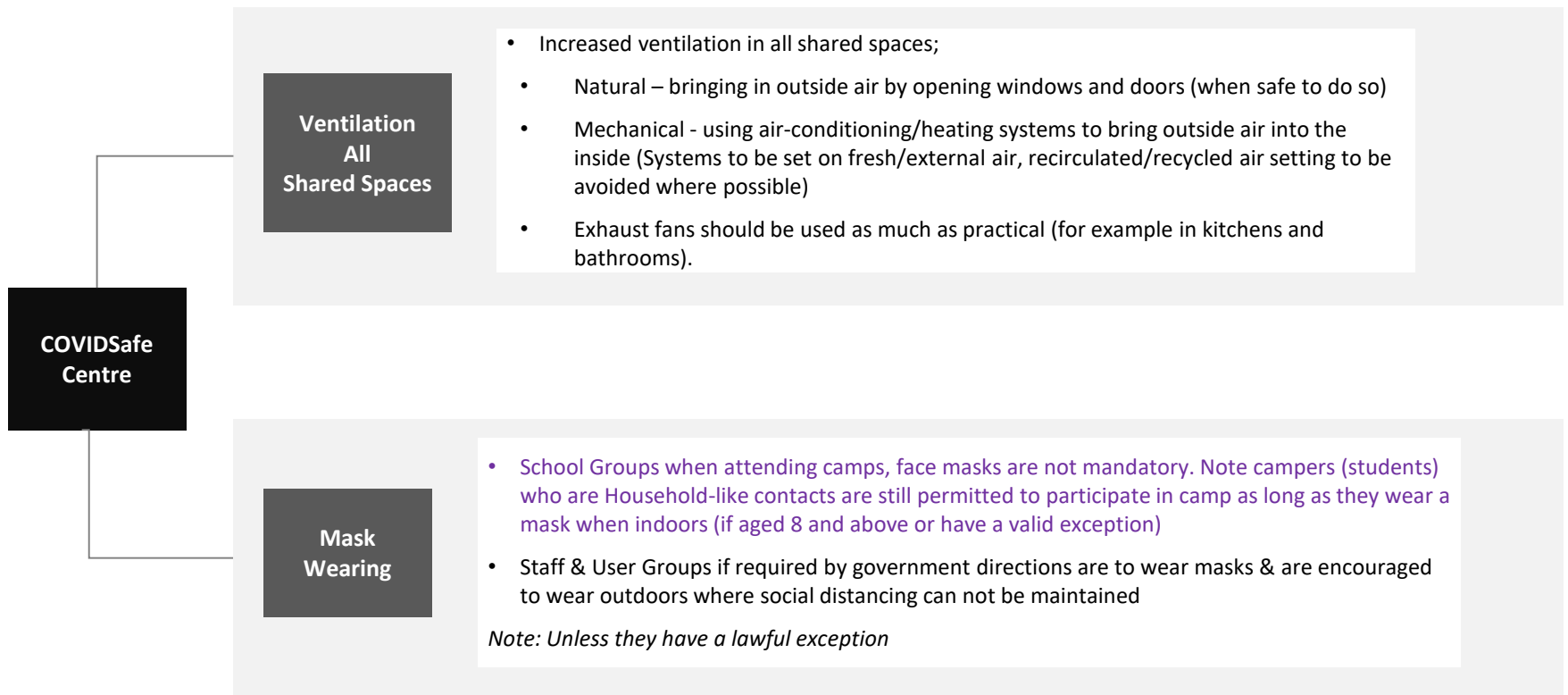


## Rules and Awareness

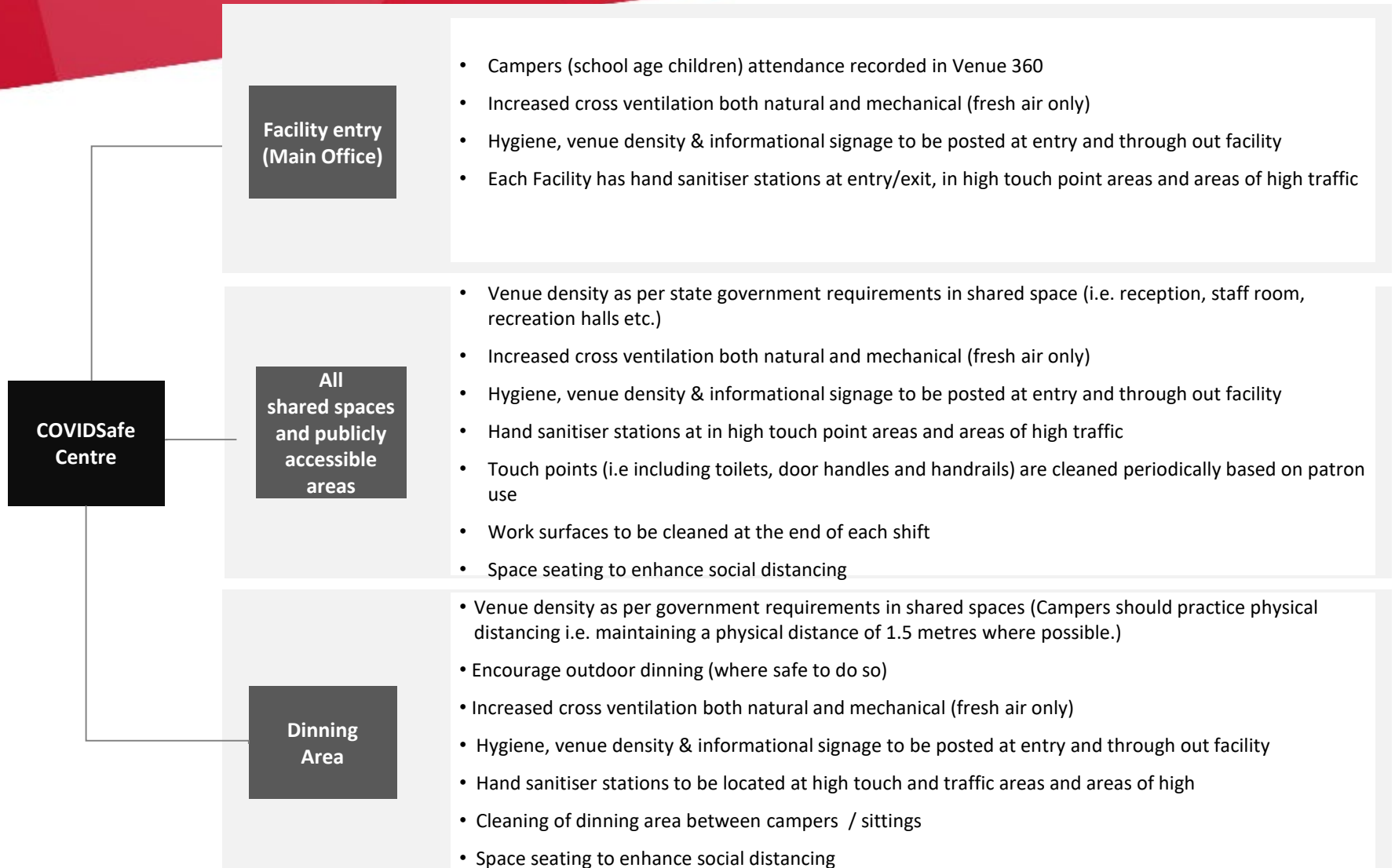
- All staff, volunteers, contractors, visitors and patrons will check in to YMCA Victoria facilities if required by current government guideline via the Government QR code system.
- All staff, volunteers, contractors, visitors and patrons if required by current government guideline will be required to wear a mask, unless they have a lawful exception.
- All staff, volunteers, contractors, visitors and patrons are required to follow all current social distancing requirements within the facility and during programs.
- 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, come in contact with a confirmed case or been directed to self isolate 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.
- All staff, volunteers, contractors, visitors and patrons are required to comply with the government vaccination directions when attending facilities and programs.



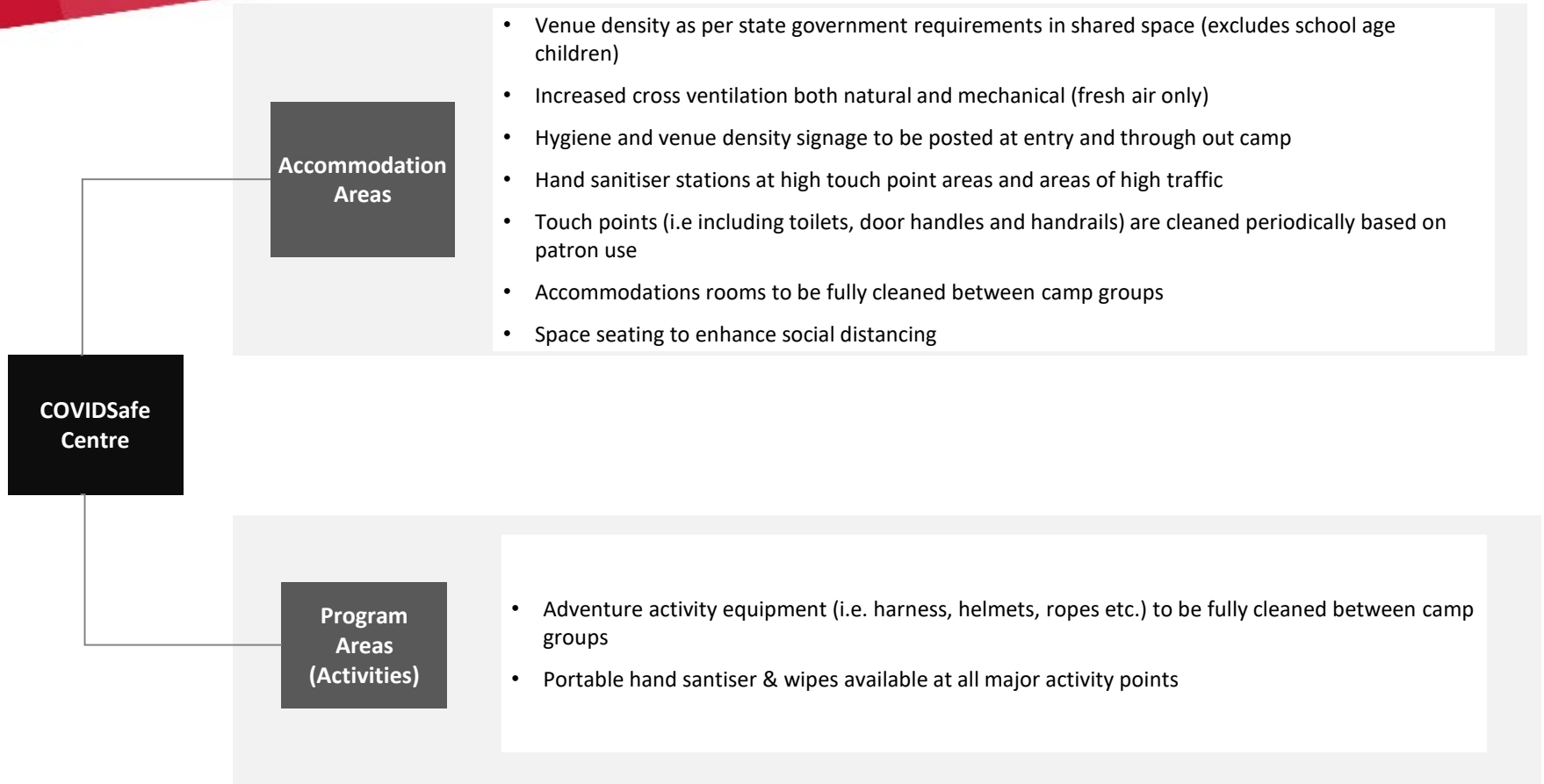
# Camps – Mt Evelyn Recreation Camp



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## Accommodation Areas

- Venue density as per state government requirements in shared space (excludes school age children)
- Increased cross ventilation both natural and mechanical (fresh air only)
- Hygiene and venue density signage to be posted at entry and through out camp
- Hand sanitiser stations at high touch point areas and areas of high traffic
- Touch points (i.e including toilets, door handles and handrails) are cleaned periodically based on patron use
- Accommodations rooms to be fully cleaned between camp groups
- Space seating to enhance social distancing

## COVIDSafe Centre

## Program Areas (Activities)

- Adventure activity equipment (i.e. harness, helmets, ropes etc.) to be fully cleaned between camp groups
- Portable hand santiser & wipes available at all major activity points

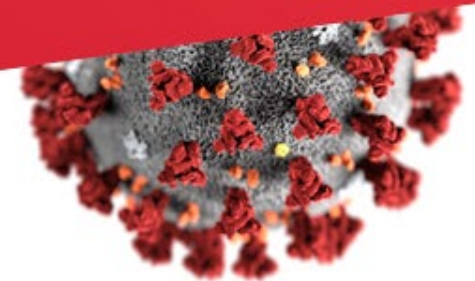
# YMCA Victoria measures

As information, recommendations and restrictions about the Covid-19 pandemic is changing rapidly this document will be adjusted when possible and necessary. However, due the changes occurring quickly, it is possible for measures listed to be outdated.

Therefore, please be aware that these measures were accurate as of **(17-08-2022)**

The YMCA is also aware that guidelines for children, especially in an education setting can differ to guidelines for the rest of the community. Therefore, some measures in YMCA Victoria facilities listed in this document deemed to be unnecessary for children may be altered or removed to reflect this.

Please be aware that the YMCA Victoria endeavours to keep up to date with all measures recommended by the government and relevant health authorities



# CovidSafe Facility Implementation Sign Off

This **Mt Evelyn Recreation Camp** has implemented all elements of this CovidSafe Plan in line with Government and Organisation requirements

Manager Name: **Jai Marchinton**  
Agreed and Signed: *Jai Marchinton*  
Date: **17-08-2022**

