



COVID SAFETY PLAN

YMCA Howmans Gap Alpine Centre
November 8th 2021

COVID-19 Information

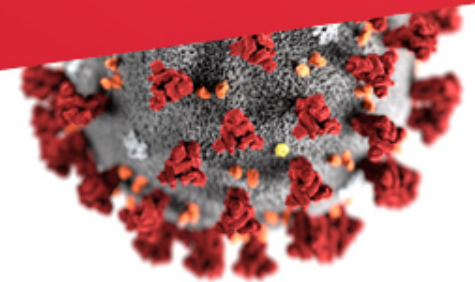
What is a Corona Virus and COVID-19?

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:

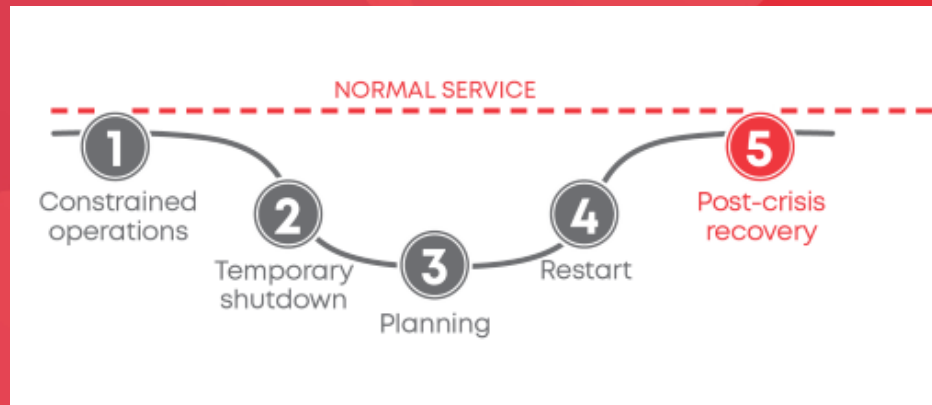
- Direct close contact with a person while they are infectious including in the 48 hours before their symptoms appeared.
- Close contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like as door knobs or tables) that have droplets from an infected person, then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



YMCA Victoria

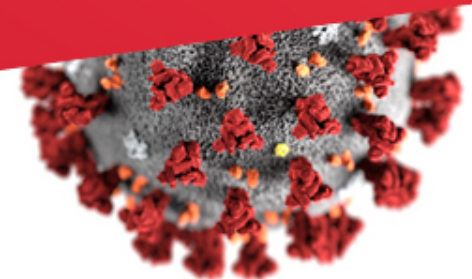
The Y has been a cornerstone of the Victorian community for more than 170 years – a period of time that has included other major crises ranging from the 2009 Bushfires to delivering large-scale wartime services. However as a not-for-profit that invests its full resources into our mission we do require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



YMCA Howmans Gap Alpine Centre

Facility Details

Name of Facility	Howmans Gap Alpine Centre	Prepared by	Michael Jowett
Type of Facility (Sector)	Camping	Position title	Camp Manager
Street Address	RMB 2587 Bogong High Plains Road, Falls Creek	Completion Date	10.06.2021
Contact Number	03 5758 3228	Review Date	10.07.2021
Email Address	howmansgap@ymca.org.au		

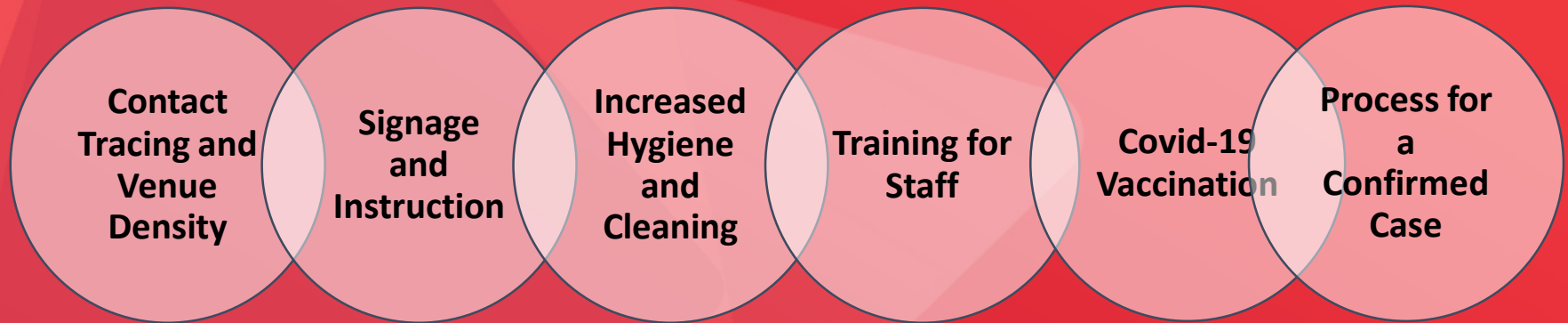
Y Services within facility

X	Office / Reception	X	Adventure activities	X	Education programs		
X	Dinning Area / Camp Kitchen	X	Water activities	X	Sports Courts		
X	Accommodation	X	General Activities	X	Sporting Equipment		
X	Recreational hall						

YMCA Howmans Gap Alpine Centre

Government Directions

YMCA Howmans Gap Alpine Centre agrees to operate following all required Government guidelines for sectors and workplaces. Under current Government requirements we adhere to the following conditions:



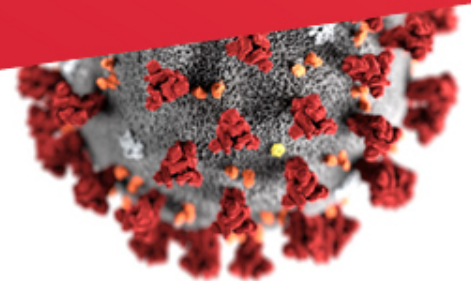
COVID Safety Plan:

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: Michael Jowett

Agreed and Signed:

Date: 8th Nov 2021



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 be required to check in via Government QR code. 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
Hygiene signage and floor, seat and bench decals have been installed to assist with distancing.

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 and access vaccination information.

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 and ready for decontamination cleans in the event of a confirmed case of COVID-19.

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 occurs before an area or facility can reopen.
Everyone who enters our facilities will have their details recorded to assist with case tracing.

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



Carolyn Morris
CEO, YMCA Victoria

Suspected or confirmed case 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 ELT. **Initiate Critical Incident Process.**



4. INFORM

Manager to ring the national COVID-19 hotline **(1800 020 080)**. Follow the advice of health officials. Contact your State Health & Safety Regulator.

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 Smart Clean to conduct decontamination clean (0422 289 744).



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

How are we meeting our COVID Safe Commitment

COVID Safe throughout YMCA Howmans Gap Alpine Centre



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 be required to check in via Government QR code
- Decal stickers to instruct social distancing requirements on floors, benches, seats.
- Modification of environments and programs to ensure social distancing.



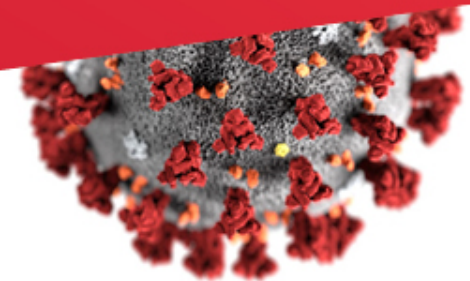
Hygiene

- 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 by an external cleaning contractor.



How are we meeting our COVID Safe Commitment



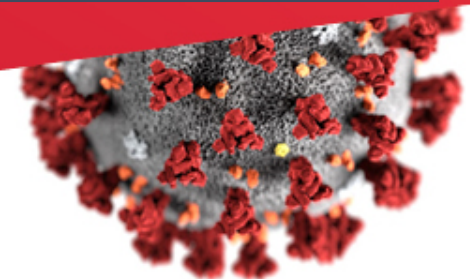
Staff Training

- 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.

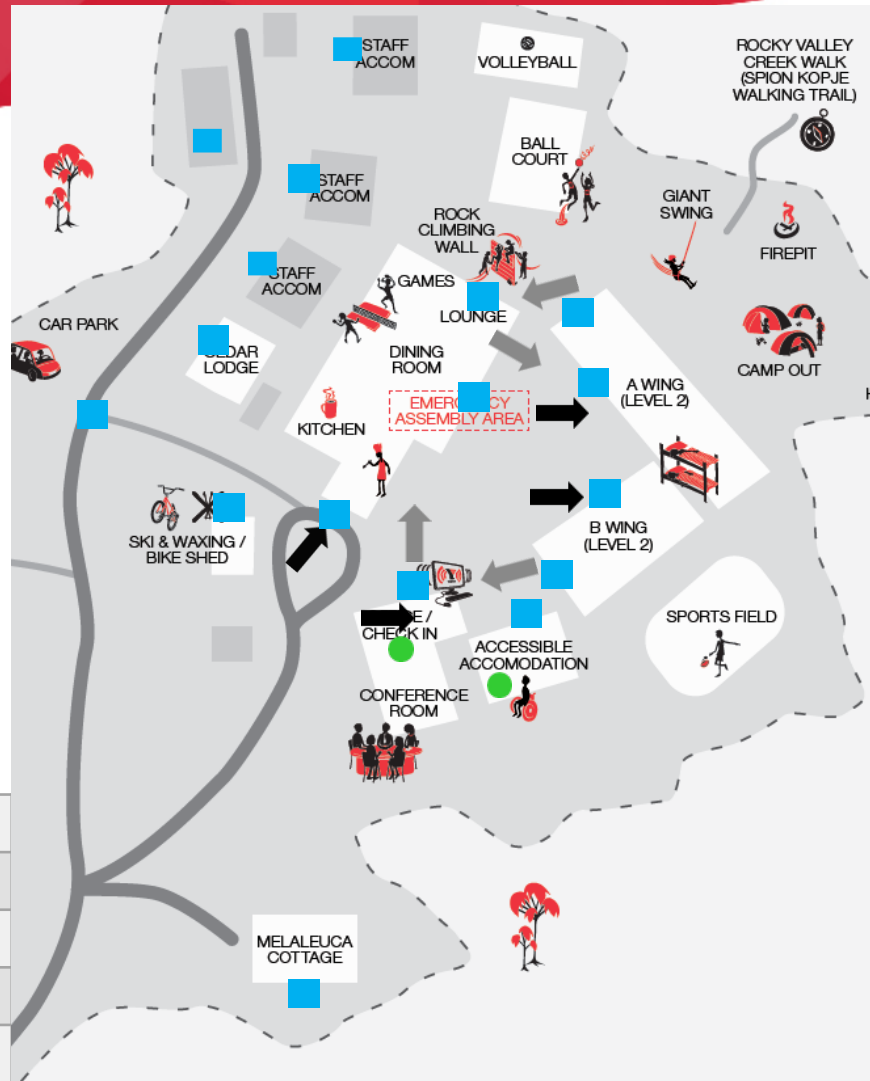


Rules and Awareness

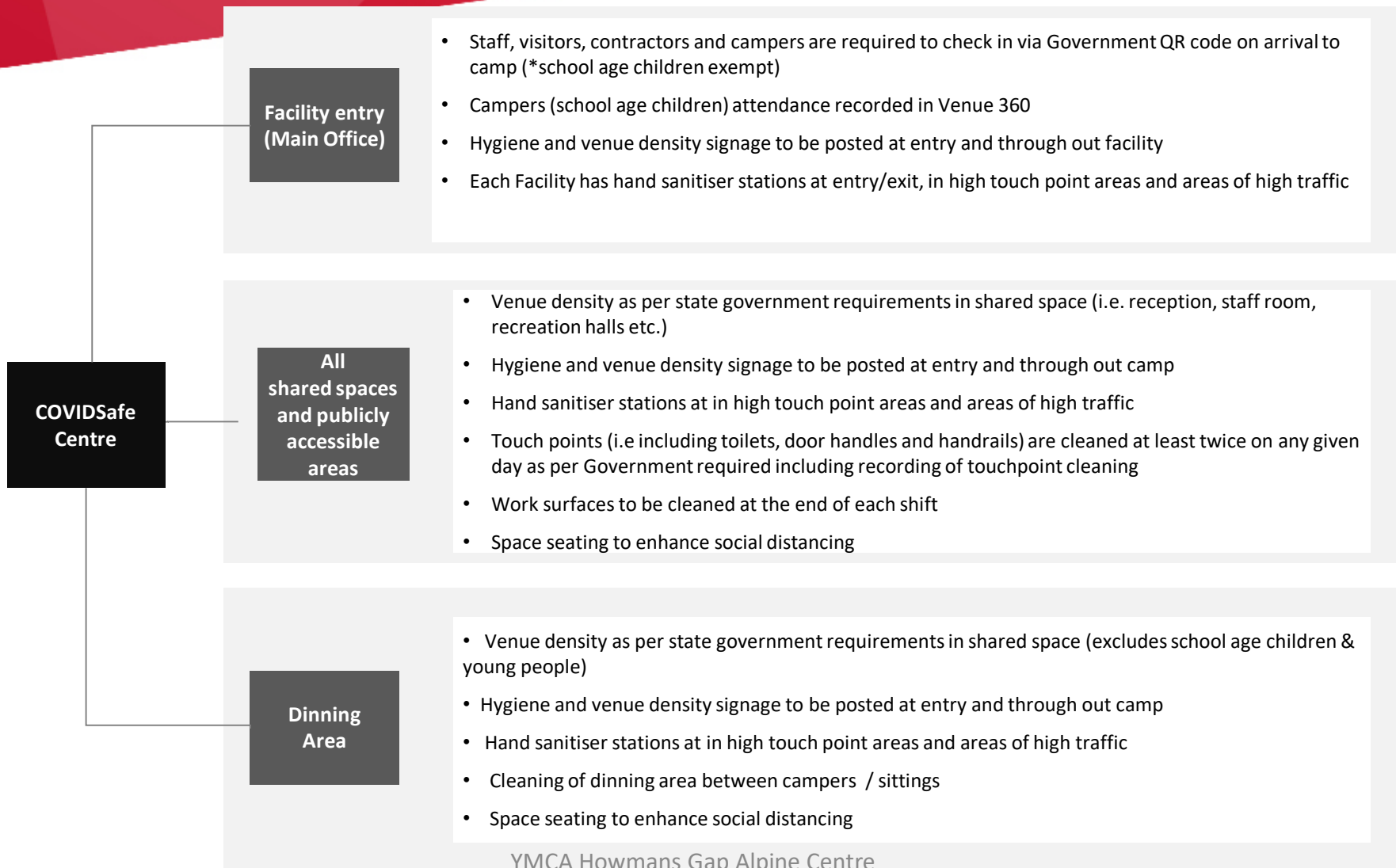
- All staff, volunteers, contractors, visitors and patrons will be required to check in to at every YMCA Victoria facility via the Government QR code for contract tracing
- All staff, volunteers, contractors, visitors and patrons if required by current government guideline will be required to wear a 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.



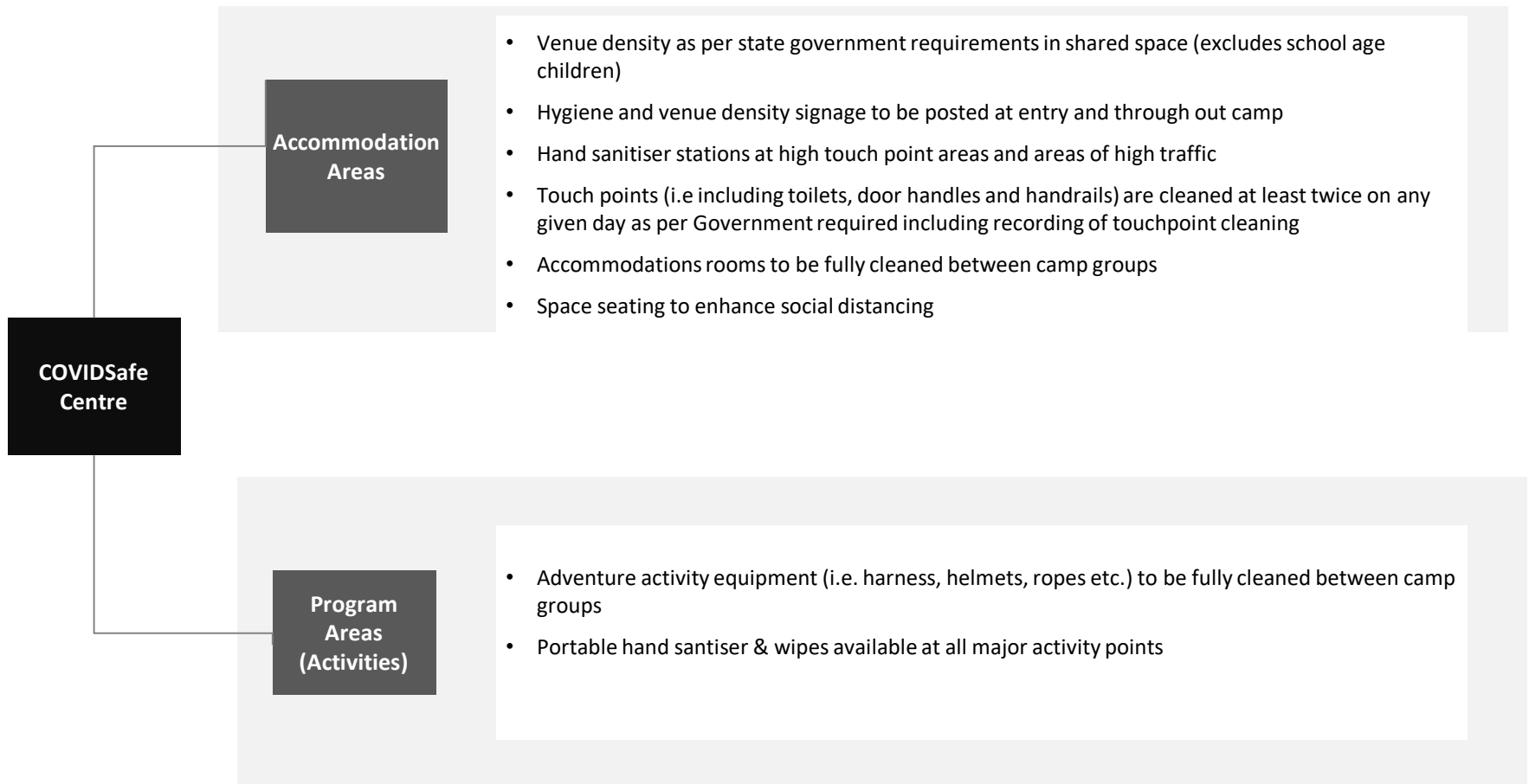
COVID Safe map of YMCA Howmans Gap Alpine Centre



YMCA Howmans Gap Alpine Centre



YMCA Howmans Gap Alpine Centre



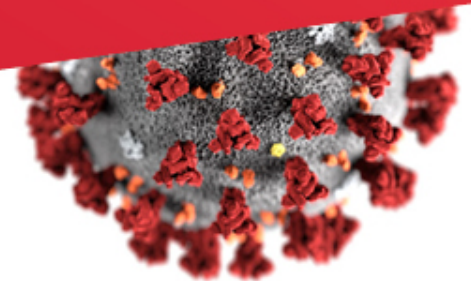
YMCA Victoria measures

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 (insert date)

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

YMCA Howmans Gap Alpine Centre has implemented all elements of this CovidSafe Plan in line with Government and Organisation requirements

Manager Name: Michael Jowett

Agreed and Signed:

Date: 8th Nov 2021

A white rectangular box containing a handwritten signature in black ink, which appears to be 'Michael Jowett'.