

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

Camping grounds and caravan parks

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. 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 staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name: BMW Motorcycle Club ACT, 2020 Kosciuszko Rally, Geehi Flats Campground 9-11 October 2020
Plan completed by: President BMWCCACT
Approved by: Committee BMWCCACT

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<p>Wellbeing of staff and customers</p> <p>Advise staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately get tested and stay in their accommodation or home until they have received their result.</p> <p>Consider how visitors could be isolated while awaiting results where practical.</p> <p>Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</p> <p>Display conditions of entry (website, social media, venue entry).</p>	<p>All Rally Registrants will be advised on arrival @ registration and registration area signposted.</p> <p>Registrants will be asked to return home immediately if they suspect COVID-19 symptoms, be tested and recommended self isolation pending results.</p> <p>Registration and common areas will have COVID-19 signage. Registrants advised to contact their relevant local health authority if they develop symptoms. ACT Health Advice: www.covid19.act.gov.au</p> <p>The Rally Registration area and shared common areas (toilets) will have COVID-19 safety signage on social distancing 1.5m / 4m2, personal hygiene and personal actions required if unwell.</p>

Wellbeing of staff and customers

Consider whether appropriate cancellation or similar flexible booking policies are in place where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

Any person who pre-registers and cancels due to COVID-19 (concern, suspects, contracting) will be refunded their entry costs (no attendance badge awarded).

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Swimming pools
- Restaurants and cafes
- Conference and function venues

Not applicable

REQUIREMENTS

ACTIONS

Physical distancing

Where practical, have a staff member responsible for ensuring physical distancing of camp sites.

NSWNPWS have identified and restricted camping at Geehi Flats Campground to 1 person / 4m². The BMWCCACT has booked 10 x 6 person campsites, maximum 60 registered attendees. Registrants will be advised at registration of social distancing and personal hygiene requirements.

Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing wherever practical.

Access to the cooking area will be limited to 1 person/ 4m². Customers access limited and queues marked.

Visitors staying at the grounds may have guests, but the total number of people at any outdoor gathering should not exceed 20. If the grounds are a person's place of residence they may have up to 20 visitors to their residence at any one time.

Only registrants to the rally are recognised by the Club and advised to maintain social distancing and other NSWNPWS directions for Geehi Flat Campground

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.

BMWCCACT Club members (supporting the rally) will maintain physical distancing and space where practicable and direct non members to comply with social distancing requirements.

Use telephone or video for essential meetings where practical.

Not applicable

Review regular deliveries and request contactless delivery and invoicing where practical.

No expected deliveries. Pre-ordered food will be collected from COVID-19 complying suppliers.

Rally registrants will pay by EFT. Cash payments (eg: raffle tickets) will be disinfected and tickets recorded by single person.

Consult with your Local Emergency Management Committee to determine if there are any travel restrictions to remote or vulnerable communities in the area, and how this can be communicated to visitors.

NSW RMS Live Traffic is used to monitor access and road conditions to Kosciuszko National Park and Geehi Flats Campground.

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.

Not applicable.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitiser will be available at toilet and common areas. Signs will be posted on personal and hand hygiene practices.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene equipment.	Registrants advised to carry and use their own personal toiletry products. Hand sanitiser will be available at toilets (limited tank water only available). Personal hygiene signage at toilets.
Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. If grounds are remote with minimal staffing, then visitors should be informed to practise good hygiene and bring their own cleaning equipment.	The limited Club area (registration / catering) hard surfaces will be cleaned with bleach solution.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Disinfectant to be mixed according to manufacturers directions
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Disposable gloves will be made available to staff and concerned rally goers.
Encourage contactless payment options.	Rally registrants will pre-pay entry, raffle tickets will be issued individually and cash coin encouraged and disinfected.

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, visitors and contractors wherever possible for a period of at least 28 days. For groups, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	Entrants will have preregistered to attend the rally and checked off at site registration and contact details confirmed.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	All Club members supporting the rally have been briefed and all registrants advised of their and Club requirements and responsibilities when registering on-site.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	The BMWCCACT will support and comply with any NSW Health or Authority request in relation to COVID-19 direction and compliance.

