

# Myrtleford Ski Club Lodge



## COVID-19 Safe Operating Plan

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# 1 PURPOSE

The Myrtleford Ski Club owns and operates a Ski Lodge located at Falls Creek. The Club provides accommodation services to its members, their families and guests throughout the year. The Club is governed by a Committee which is elected by its members.

This COVID-19 Safe Operating Plan (CSOP) has been prepared in response to the Coronavirus COVID-19 pandemic. This plan details how the Club will introduce a range of controls, in addition to its normal operations, to minimise the health and safety risks to persons who stay in the Lodge while COVID-19 restrictions remain in force.

The Plan will be reviewed and updated from time-to-time by the Committee in response to new directions and guidelines issued by the Government. The requirements of this Plan will also apply to persons who stay at the Lodge until risks from the pandemic are brought under control and Government restrictions are relaxed.

## 1.1 Coronavirus (COVID-19)

COVID-19 is a highly infectious disease which is easily transmitted from person to person throughout the population. To minimise the spread of this disease it is necessary to put in place procedures to minimise opportunities for transmission and to ensure everyone is aware of these procedures and complies with them.

## 1.2 Reference materials, latest restrictions and advice

This plan has been prepared in accordance with Victorian Government directions and guidelines in place at the time of writing.

Information relating to Victorian Government COVID-19 directions and guidelines can be found at the following websites:

- <https://www.coronavirus.vic.gov.au>
- <https://www.dhhs.vic.gov.au/coronavirus>
- <https://www.business.vic.gov.au/coronavirus-business-information>

## 1.3 Plan Amendments

This CSOP will be revised as required to respond to further restrictions, or easing of restrictions, by the Victorian Department of Health and Human Services (DHHS) and other relevant Government departments.

No changes are to be made to these guidelines or the Club's operations without the written direction of the Committee. The Committee will continue to remain up to date with any change to directions and guidance and will approve any amendments if they believe they are appropriate.

## 1.4 Lodge Contact

Lodge Managers

Phone: 0484 004 331 or 03 5758 3283

Email: [managers@myrtlefordskiclub.com](mailto:managers@myrtlefordskiclub.com)

MSC COVID-19 Liaison Officer

Scott Walter – 0484 004 331

## 2 COVID-19 SAFE CONTROLS

In support of Government guidelines and directions the Committee has identified the following actions which all members and guests are required to follow while within the Lodge:

### Maintain good personal hygiene

- wash hands regularly and thoroughly with warm water
- members, guests and lodge managers must wear face coverings at all times, except when eating, drinking, engaging in physical activity or when in bedroom rooms unless a lawful exemption applies.
  - *Members, guests or managers do not need face coverings if a lawful exemption applies. However, if the member, guest or manager enters a communal space or takes a break from the activity/meal (for example, to use the facilities or to step outside to take a call), then the face covering must be worn.*
- disinfect hands regularly
- cover mouth with elbow when coughing or sneezing
- manage your clothing and equipment to limit contact with others
- stay at home if you feel unwell

### Maintain social distancing

- limit personal contact
- maintain at least 1.5m from other people wherever possible
- control the number of people in a room/area in accordance with the density quotient (1 person for every 4sqm).
- **Undertake cleaning & disinfecting**
  - Regularly clean and disinfect high touch areas
  - Keep your bedrooms clean
  - Thoroughly clean and disinfect common areas as scheduled

The Committee recommends that persons planning to stay at the Lodge who fall into the vulnerable category defined in current COVID-19 guidelines - those aged 65 years or over with one or more chronic medical conditions and all those 70 years or over - do not visit the Lodge. *Please note this is a recommendation and does not prevent those members in these vulnerable categories from staying at the Lodge if, having considered the risks, they choose to do so.*

## 3 LODGE CAPACITY & USAGE

### 3.1 Lodge capacity and restrictions

#### The Maximum lodge capacity - 15 persons.

The Lodge is required to restrict capacity during the COVID-19 pandemic. **The Committee has determined that Lodge capacity will be limited to 15 persons (not including the Lodge managers).**

These restrictions apply to the building as a whole, and to each of the rooms and areas within it. The Committee has determined these capacities considering social distancing requirements and other factors:

- The capacity of the Lodge has been determined by the size of the common areas and bedrooms and Committee discretion to apply stricter requirements.
- Limits to the number of occupants in a bedroom. These vary for families who live together and for groups who do not.
- Restrictions on how and when areas within the Lodge can be used including the drying room, bathrooms, kitchen, and dining room.

Restrictions on bookings are also based on Government directives applicable at the time of booking or intended stay at the Lodge.

**In all cases, the Lodge managers have the absolute discretion to reject a booking or deny entry to the Lodge to a person(s) considering Government COVID-19 directives applicable at that time (for example, persons from Government defined “restricted areas” or “hot-spots” will not be permitted to book or stay at the Lodge).**

### 3.2 Lodge Usage

Members or guests are not permitted to visit the Lodge if any of the following apply:

- They have been infected with COVID-19 and have not recovered and are not clear of the infection.
- They have been or recently returned from overseas and have not been through the required quarantine/isolation period and have not tested negative for COVID-19.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They have or may have been in contact with a known infected person and have not tested negative for COVID-19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing symptoms of COVID-19 and have not tested negative or those test results are not yet available.
- Their principal place of residence is inside a “restricted area” or other “hot-spot” as defined by the Government.

### 3.3 Visits to the Lodge

#### 3.3.1 Winter visits

- **The Lodge will not be open for day visits. Only those persons with accommodation bookings will be permitted to enter the Lodge. The only exception, subject to the occupancy limit of 15 persons, will be for those persons that have stored ski equipment or other items at the Lodge.**
- Persons wishing to enter the Lodge to collect ski equipment or other items MUST contact the Lodge Manager(s) prior to visiting the Lodge. The Committee strongly recommends that if you are not staying at the Lodge that you take your equipment home with you rather than bring it back to the Lodge for storage.
- Contractors and other workers are permitted to undertake required works but must contact the Lodge Managers prior to entering the Lodge.
- People delivering food or other items for persons staying at the Lodge are not permitted to enter the Lodge. You are to arrange collection outside the Lodge.

#### 3.3.2 Summer visits

- **The Lodge will be open for day visits subject to the occupancy limit of 15 persons.**
- Persons wishing to enter the Lodge MUST contact the Lodge Manager(s) prior to visiting the Lodge.
- Contractors and other workers are permitted to undertake required works but must contact the Lodge Managers prior to entering the Lodge.
- People delivering food or other items for persons staying at the Lodge are not permitted to enter the Lodge. You are to arrange collection outside the Lodge.
- Members and guests staying at the Lodge during summer should advise the Lodge managers of their expected time of arrival.

## 4 LODGE MANAGEMENT

### 4.1 Lodge Manager

- The Club has appointed a Lodge Manager to oversee the operations of the Lodge.
- The Manager is responsible for the daily operations of the Lodge including:
  - Overall responsibility for the management and implementation of the CSOP.
  - Lodge inductions and explanation of the CSOP to members and guests.
  - Managing capacity within the building and rooms/areas.
  - Rostering facilities (kitchen, dining areas) and tasks (cleaning, garbage removal).
  - Maintaining lodge occupancy records including names, contact details, numbers and times.
  - Undertaking cleaning inspections to ensure processes are completed as required.
  - Maintaining supplies of all cleaning, sanitising and signage products.
  - Managing heating and ventilation to maximise the introduction of fresh air.
- **In addition to the obligations imposed on the Lodge Manager(s) under this plan, the Lodge Manager(s) are empowered to ensure the requirements of this Plan imposed on persons staying at the Lodge are observed.**
- The Committee expects that persons staying at the Lodge will fully co-operate with the Manager(s) to ensure the smooth running of the Lodge and the implementation of the COVID-19 requirements.
- **If the Lodge Manager(s) determines that a person's behaviour is unacceptable and not in compliance with the Club's COVID-19 plan, the Lodge Manager(s) may refuse continued accommodation for that person(s) and require that person(s) to leave the Lodge the following day, if weather/access conditions permit. There will be no refund of accommodation and the matter will be considered by the Committee, to determine if further action should be taken.**
- In the event the Lodge manager(s) work for different employers across other premises, they must document and record this information.

### 4.2 Lodge Bookings

- Bookings will only be accepted through the Managers who will determine if they can be fulfilled in accordance within the maximum lodge capacity determined by the Committee.
- The Managers will provide each family or group making the booking with an electronic copy of this CSOP and a Liability Waiver form. The information provided will outline the requirements of the CSOP and how it will apply to them during their stay at the Lodge including:
  - arrival/departure times,
  - guest supplied items,
  - cleaning protocols,
  - shared duties,
  - catering requirements and lodge supplied items.
- The Managers will only confirm the booking after the Liability Waiver Form has been signed and returned.
- The Managers will record the full contact details of all confirmed bookings including names, addresses, phone numbers and emails.
- All members are encouraged to download and activate the COVIDSafe App.

### 4.3 Liability Waiver

The Committee has determined that it is unable to accept the risk of people contracting COVID-19 within the Lodge, and that persons staying at the Lodge must accept this risk by signing and returning

the required Liability Waiver prior to their stay at the Lodge. The completed Liability Waiver form must be returned to the Lodge managers via email ([managers@myrtlefordskiclub.com](mailto:managers@myrtlefordskiclub.com)) prior to arrival at the Lodge.

- **If this form is not received by the Lodge manager(s), you will not be permitted to enter the Lodge.**

#### 4.4 Booking Periods

##### 4.4.1 Winter bookings

The Lodge will be open for 5-night booking periods, from 2pm Sunday to 10am Friday and for 2-night booking periods from 2pm Friday to 10am Sunday each week.

##### 4.4.2 Summer bookings

The Lodge will be open for bookings throughout summer with no restrictions on booking periods other than restrictions outlined in Section 3 above, the Club's Standing Rules relating to summer bookings and, relevant Government restrictions.

Members and guests staying at the Lodge during summer MUST advise the Lodge managers of their expected time of arrival.

#### 4.5 Bookings with COVID Symptoms

Persons exhibiting any COVID-19 symptoms prior to check in are unable to enter the Lodge. Persons with a booking and who exhibit COVID-19 symptoms prior to arrival are to contact the Managers to cancel their booking and obtain a full refund.

### 5 LODGE OPERATIONS

#### 5.1 Prior to departure to Falls Creek

- Persons staying at the Lodge must undertake a symptoms self-assessment and confirm no person in the booking has a high temperature or any signs of being unwell prior to departure.
- Persons staying at the Lodge must confirm they have not been required to undergo quarantine by the DHHS due to close contact with a confirmed case of COVID-19.

#### 5.2 What to Bring

- Your own face mask(s).
- Your own hand sanitiser.
- Pre-prepared food, as much as possible, to minimise kitchen use.

#### 5.3 Temperature checks

- You will be met by the Lodge Manager(s) who will conduct a non-contact temperature check on each individual either at the time of arrival or as soon as practicable thereafter, if the Lodge Manager(s) is unavailable when you arrive.

**Note:** Any person showing possible signs of COVID-19, cold or flu will not be allowed entry to the Lodge and will be asked to leave the premises until such times as a subsequent COVID-19 test proves negative.



## 5.4 Check In

### 5.4.1 Winter bookings

- Check in can occur from 2pm to 9pm on Friday or Sunday, so that the Manager can provide an induction and explain the COVID-19 Safe protocols.
- Persons arriving before 2pm may be unable to access the Lodge until it is ready.
- Arriving members/guests must sign the Contact Log and record their name, temperature, arrival date and time.
- Members/guests who are delayed beyond 9pm should contact the Managers to agree on an arrival time.

### 5.4.2 Summer bookings

- Check in can occur from 2pm to 9pm, please advise the Manager of your expected arrival time so that the Manager can:
  - Ensure that your room(s) is ready; and
  - Provide an induction and explain the COVID-19 Safe protocols.
- Arriving members/guests must sign the Contact Log and record their name, temperature, arrival date and time.
- Members/guests who are delayed beyond 9pm should contact the Managers to agree on an arrival time.

## 5.5 Check Out

### 5.5.1 Winter bookings

- **Persons must depart the lodge with all luggage no later than 10am Friday or 10am Sunday.**
  - Persons must vacate and clean their assigned room and bathroom/toilet by 10am on the day of departure.
  - Persons are must remove all food items from allocated cupboards and refrigerator by 10am on the day of departure. Please do not leave anything for communal use and ensure allocated refrigerator and cupboard are cleaned.
  - Persons are required to remove all items from drying and ski rooms by 10am on the day of departure.
- If you wish to leave items in the luggage storage room, you should advise the Lodge Manager(s) prior to doing so and contact them prior to collecting these items to ensure that the number of persons in the Lodge remains does not exceed 15 persons.
- Persons are required to record their departure time in the Contact Log upon check out.

### 5.5.2 Summer bookings

- **Persons must depart the lodge with all luggage by midday on the day departure.**
  - Persons must vacate and clean their assigned room and bathroom/toilet by midday on the day of departure.
  - Persons are must remove all food items from allocated cupboards and refrigerator by midday on the day of departure. Please do not leave anything for communal use and ensure allocated refrigerator and cupboard are cleaned.
- If you wish to leave items in the luggage storage room, you should advise the Lodge Manager(s) prior to doing so and contact them prior to collecting these items to ensure that the number of persons in the Lodge remains does not exceed 15 persons.
- Persons are required to record their departure time in the Contact Log upon check out.

## 5.6 On arrival

- Hand sanitiser must be used when entering the Lodge.
- The Manager will confirm receipt of signed COVID-19 Waiver form, contact details and confirm members do not have COVID-19 symptoms.
- The Manager will provide guests with an induction to the Lodge and explain each element of the CSOP.
- Your room will be allocated by the Lodge Manager(s).
- Check the cleanliness of your allocated room before use. If in doubt, clean it again yourself.

**Please Note:** Although persons departing the Lodge should have cleaned the room and bathroom/toilet before leaving, we would like arriving persons to satisfy themselves that these facilities have been suitably cleaned for their use.

## 5.7 Signage

Signage has been installed throughout the Lodge to assist in educating and reminding people of their responsibilities.

The signage is as per the following Government guidelines:

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/tourism-industry-guidelines-for-coronavirus-covid-19#signage>

## 5.8 Room Capacity

### 5.8.1 Lodge Entry / Exit

Entry Foyer capacity - 5 persons

- At the main entrance, signage will include:
  - “Residents only, no visitors including ‘day-visits’ by Club members”
  - “Do Not Enter if unwell”
  - “Please use hand sanitiser”
  - “Please sanitise your hands regularly and at all times before leaving your room”
  - “Please strictly observe the established social distancing protocols of 1.5 metre spacing and number limits displayed in common area rooms”
  - “Please do not visit other bedrooms”
- Hand sanitiser will be provided at the entry foyer for use by everyone entering the Lodge.
- Persons staying at the Lodge must not enter the foyer if this will exceed the maximum capacity of 5 persons.

### 5.8.2 Ski Room

Ski Room capacity – 3 persons

- Each bedroom shall be allocated a dedicated space for equipment storage and persons staying at the Lodge are to contain all equipment within their designated area.
- Persons must not enter the ski room if this will exceed the maximum capacity.
- Persons should nominate one person from their family / group to transfer skis / boards from outside the Lodge and into / out of the ski room.

### 5.8.3 Drying Room

Drying Room capacity - 3 persons

- Each bedroom shall be allocated a dedicated space in the drying room, and persons are required to only use their designated space.

- The only items permitted in the drying room are:
  - outdoor jackets and pants,
  - ski boots
  - wet gloves, which must be sanitised before they are brought into the drying room.
- Outerwear or boots that have been in contact with others should be sanitised before being put into the drying room.
- All other equipment including goggles, helmets, face wear and dry gloves are to be taken and stored in bedrooms.

#### 5.8.4 Laundry

##### Laundry - CLOSED

- Persons staying at the Lodge are requested not to use the laundry facilities unless they have prior approval from the Managers.

#### 5.8.5 Luggage Room

##### Luggage Room capacity – 1 person

- Persons staying at the Lodge should nominate one person from their family / group to transfer luggage from outside the lodge and into / out of the luggage room.
- Persons **must** depart the Lodge with all luggage by 10am on day of departure.

#### 5.8.6 Loft

##### Loft capacity – 4 persons

- Persons requiring entry to the Lodge to collect stored ski equipment or other items from the Loft must contact the Lodge Manager prior to visiting the Lodge.
- Members not staying at the Lodge are encouraged to take equipment with them rather than bringing it back to the Lodge for storage.

#### 5.8.7 Bedrooms

##### **Occupancy**

- Bedroom occupancy will be determined at the time of booking and no changes are to be made without approval from the Managers, at their discretion.
- Bedrooms must only be occupied by the people who have booked them, and people are not permitted within bedrooms that they have not booked.
- Signage will be installed within each bedroom advising to regularly wash hands with soap and water for 20 seconds.
- On the day of departure, occupants are required to clean and disinfect their rooms in accordance with the cleaning guidelines and checklist.

##### **Linen**

- The Lodge supplies pillows, mattress and pillow protectors, bed linen, doona covers and doonas.
- Persons staying at the Lodge are required to bring towels.
- Persons staying at the Lodge must fit all supplied protectors and linen correctly to beds.
- On the day of departure, persons staying at the Lodge are to remove mattress and pillow protectors, bed linen and doona covers and place these items in a bag for laundering. Bedding and other items should be carefully removed, not shaken and placed in the laundry bags provided.
- Laundry bags are to be placed outside of the laundry door.
- The Managers will launder all bedding and bathmats.

### **Lodge Manager Check**

- Following departure, the Manager will undertake a cleaning inspection to check that all tasks have been completed in accordance with the cleaning instructions.
- If guests do not clean and disinfect their room as required, the Manager may arrange for the room to be thoroughly cleaned prior to the next check-in, and charge the responsible guests accordingly.

### **5.8.8 Bathrooms and toilets**

- Occupants are required to undertake a “wipe down process” prior to and after each use of a bathroom/toilet.
- On the day of departure, occupants are required to clean and disinfect their bathroom/toilet in accordance with the cleaning guidelines and checklist.

### **5.8.9 Kitchens and Meals**

#### Kitchen capacity - 4 persons

- Persons staying at the Lodge are encouraged to bring pre-prepared meals or arrange take away to minimise use of the kitchen.
- The Lodge Manager will develop a roster for use of the kitchen.
- Hand sanitiser and disposable gloves are available for use within the kitchen area.
- Prior to commencement of cooking the station/area is to be wiped down with a disinfectant wipe.
- All cooking utensils are to be either washed and sterilised during/after meal preparation, or placed in the dishwasher, or set aside for washing promptly after the meal is finished.
- One person from each group is to serve the meals to the dining area – there is to be no buffet style meal collection.
- When the meal has been served, the bench surfaces are to be immediately cleaned and wiped with approved disinfectant wipes.
- On completion of the meal, all remaining dishes and cooking equipment are to be rinsed and washed in dishwasher for washing.
- Dishes are to be air dried and stored when dry. No tea towels are to be used.
- Persons staying at the Lodge must only use the pantry shelves and fridge/freezer spaces allocated to their bedroom.

### **5.8.10 Dining/Lounge Areas**

#### Dining area & lounge capacity - 8 persons

- Hand sanitiser is available within the dining area.
- The 1.5m rule will apply and tables will be configured and spaced to achieve social distancing (other than family groups, who may sit at the same table without the social distancing rules applying).
- People who are not part of the same booking are not permitted to have a meal together.
- Meals are to be consumed in a timely manner and diners should not to linger beyond their allotted timing, so that the area is available for others.
- Tables, chairs, bench seats are to be wiped down with a disinfectant wipe immediately following any spillage and/or after dining has concluded.
- Following use of the lounge, persons staying at the Lodge must wipe down with a disinfectant wipe any spillage, high touch or hard surfaces which they have been in contact with.

### **5.9.11 TV Room**

#### TV Room capacity - 6 persons

- Hand sanitiser is available within the TV room.
- The 1.5m rule will apply and tables will be configured and spaced to achieve social distancing (other than family groups, who may use the TV room without the social distancing rules applying).
- Following use of the TV room, persons staying at the Lodge are required to wipe down with a disinfectant wipe any spillage, high touch or hard surfaces which they have been in contact with.

## 6 CLEANING AND DISINFECTING

Cleaning and disinfecting is a critical control, and these protocols have been developed to minimise the risk of contamination of surfaces based on Government guidelines outlined in the link below:

<https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission-building-and-construction-sites>

### 6.1 Definitions

- **Cleaning.** Uses detergents to physically remove germs, dirt and organic matter from surfaces. Cleaning does not kill germs, but reduces the amount that can be transmitted.
- **Disinfecting & sanitising.** Uses chemicals to kill germs on surfaces. It is important to clean before disinfecting, because organic matter and dirt can reduce the ability of disinfectants to kill germs.
- **Wipe Down.** Means using a disposable disinfectant wipe to wipe down a surface before discarding the wipe. This includes:
  - Bathrooms. Wipe down all hard surfaces, including tiles and splash backs, vanities, bench top & taps, mirrors, toilet cisterns, seats and covers, shower screens and shower taps.
  - Kitchens. Wipe down all hard surfaces including tiles and splash backs, bench top, sinks & taps, cupboards and handles, appliances including stoves, ovens, fridges etc.
- **2-in-1 Cleaning and Disinfecting.** A physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution.
- **Two Step Cleaning and Disinfecting.** A physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution. Bleach solutions should be made fresh daily.

### 6.2 Cleaning

#### 6.2.1 Preparation

- Wash your hands using soap and water and dry with paper towel before and after undertaking any cleaning.
- Use a hand sanitiser before putting on and removing gloves.
- Use disposable gloves.
- Avoid touching your face, mouth, nose, or eyes.
- Follow the directions on the containers, including appropriate use of gloves and/or mask.
- Dispose of gloves and mask in a leak proof plastic bag.

#### 6.2.2 Routine Cleaning

- All common or shared areas of the Lodge are to be cleaned once a day as per the chore sheet.
- Routine cleaning is to follow the 2-in-1 process and include adding a disinfectant to all cleaning solutions.

#### 6.2.3 High Touch Cleaning

- Common and frequently touched surfaces are to be cleaned with a disinfectant wipe down multiple times a day in accordance with requirements outlined in this Plan and chore requirements for persons staying at the Lodge.

- Special attention is to be given to surfaces such as handrails, windows, wall heaters, tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles.
- High-touch surfaces should be cleaned and disinfected more frequently, including:
  - eating and drinking utensils and storage receptacles
  - tables and chairs (including underneath)
  - kitchen and food contact surfaces
  - door, cupboard and refrigerator handles
  - handrails
  - tap handles
  - switches
  - TV Controls

### **6.3 Lodge Cleaning Schedule**

The Manager will prepare a cleaning roster to ensure all of the Lodge is cleaned in accordance with this CSOP and that persons staying at the Lodge undertake their cleaning responsibilities.

Cleaning duties will be the shared responsibility of persons staying at the Lodge and Lodge Managers(s). Those staying at the Lodge will be required to complete their allocated chores.

Persons staying at the Lodge will be responsible for cleaning duties in relation to their chores for cleaning bedrooms/toilets/bathrooms and common areas as required, in the list of chores assigned to each room.

#### **6.3.1 Cleaning Checklists**

Checklists have been prepared by the Lodge manager and can be obtained from the Lodge manager to assist persons staying at the Lodge with cleaning, including:

- Bedrooms
- Bathrooms & Toilets
- Kitchen
- Dining, Lounge and TV Room
- Ski storage and Drying Rooms

#### **6.3.2 Cleaning Records**

The Lodge has a register of all cleaning and disinfecting undertaken, including names of persons performing the cleaning and the time and date that it was completed. The Lodge manager will ensure that this is kept up to date.

#### **6.3.3 COVID-19 Response Deep Clean**

If the Lodge has a person(s) staying at the Lodge who tests positive while in residence, the Lodge Manager, in consultation with the Committee, will arrange for a COVID Safe deep clean, by a contract cleaner, which will be undertaken in accordance with Government guidelines.

## **7 COVID-19 IN THE LODGE**

### **7.1 Suspicion of a Person or Manager(s) having COVID-19**

If a person has symptoms of COVID-19 but the infection is not yet confirmed, the following process will be undertaken:

- a. The person who has symptoms will be required to have a COVID-19 test without delay. The will then follow the directions from the Victorian DHHS.
- b. The person and their travelling party will have to vacate the Lodge as soon as possible.

- c. The Managers will have to be informed and they will alert the other guests of this development.
- d. If due to extreme weather or other event making it difficult to leave the Lodge, the person will be isolated in their bedroom until such time they can safely return home. If that person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be isolated.
- e. If the test is positive, the MSC will immediately inform all the other guests in the Lodge and commence the process set out for a COVID-19 infection.

## **7.2 Confirmed case of a Person or Manager(s) having COVID-19**

If a person in the Lodge or manager has or contracts COVID-19, the following process will be undertaken:

- a. The infected person will immediately be isolated and the transferred to a suitable place at the direction of National Coronavirus Line which can be contacted on 1800 020 080.
- b. The MSC Lodge will be shut down as rapidly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- c. The Victorian DHHS will be advised by the Club of the infection and the Club will follow any directions issued by them. The MSC will provide the DHHS with details of occupants of the Lodge.
- d. Falls Creek Resort Management Board will be advised.
- e. The Club will organise a deep clean of the Lodge consistent with Government requirements. No subsequent occupation will be permitted until such cleaning is complete.
- f. All members will be advised of the infection.
- g. If the Lodge manager has or contracts COVID-19, persons staying at the Lodge will receive a refund of the unutilised portion of their booking.