



COVID-19 Safety Plan: APEX Riverside Tourist Park

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Purpose of Plan	To provide framework for the management of the APEX Riverside Tourist Park in compliance with Covid-19 Public Health Orders.
Plan completed by:	Governance Officer
Plan approved by:	Manager Property & Investment

REQUIREMENTS		ACTIONS
1	Wellbeing of staff and visitors	
1.1	Advise staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately get tested and place themselves in isolation until they have received their result.	<ul style="list-style-type: none"> i. Display NSW Health Posters in communal locations: <ul style="list-style-type: none"> a. <i>Who to Call</i> (Doc ID: 670030). b. <i>Protect Yourself from Viruses</i> (Doc ID: 670026).
1.2	Consider how visitors could be isolated while awaiting results where practical.	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 672570) displayed at entrance.
1.3	Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> i. Display NSW Health Posters in communal locations: <ul style="list-style-type: none"> a. <i>Who to Call</i> (Doc ID: 670030). b. <i>Protect Yourself from Viruses</i> (Doc ID: 670026).
1.4	Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	<ul style="list-style-type: none"> ii. Conditions of Entry (Doc ID: 672570) displayed at entrance.
1.5	Consider whether appropriate cancellation or similar flexible booking policies are in place.	<ul style="list-style-type: none"> i. Guests will receive an in-park credit should cancellation be required.



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REQUIREMENTS		ACTIONS
2	Physical Distancing	
2.1	Where practical, have a staff member responsible for ensuring physical distancing of camp sites.	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 672570) displayed at entrance. ii. Staff will incorporate monitoring into regular duties.
2.2	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.	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 672570) displayed at entrance.
2.4	Visitors staying at the grounds may have guests, but the total number of people at each outdoor gathering should not exceed 20.	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 672570) displayed at entrance.
2.5	Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	<ul style="list-style-type: none"> i. Staff are located at opposite ends of the reception desk.
2.6	Use telephone or video for essential meetings where practical.	<ul style="list-style-type: none"> i. Videoconferencing utilised.
2.7	Review regular deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> i. Currently in place with all suppliers.

REQUIREMENTS		ACTIONS
3	Hygiene and Cleaning	
3.1	Adopt good hand hygiene practices.	<ul style="list-style-type: none"> i. Display NSW Health Poster <i>Hand Washing</i> (Doc ID: 670028) in public toilets.
3.2	Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	<ul style="list-style-type: none"> i. Hand sanitiser is supplied to bathrooms and in reception.
3.3	Ensure bathrooms are well stocked with hand soap and paper towels.	<ul style="list-style-type: none"> i. Cleaners to ensure hand soap and paper towel is restocked every day.



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3.4	Provide visual aids above hand wash basins to support effective hand washing.	i. Display NSW Health Poster <i>Hand Washing</i> (Doc ID: 670028) near bathroom and kitchen sinks.
3.5	Clean frequently used indoor 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.	<ul style="list-style-type: none"> i. Park staff clean high touch areas twice per day. ii. Swimming pool remains closed. iii. Guests are to use their own cooking utensils when utilising the communal cooking facilities.
3.6	Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	i. Cleaners notified.
3.7	Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	i. As noted.
3.8	Encourage contactless payment options.	i. Currently practiced.

REQUIREMENTS		ACTIONS
4	Record Keeping	
4.1	Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	<ul style="list-style-type: none"> i. Conditions of Entry (Doc ID: 672570) displayed at entrance. ii. Staff maintain record of attendance.
4.2	Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	i. Display <i>CovidSafe App Poster</i> (Doc ID: 670080)
4.3	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.	i. As directed by NSW Health.