

CRU® Camps COVID Management Plan (v2.2)

Introduction:

COVID-19 Pandemic is a fluid and dynamic situation, requiring information to be readdressed frequently, albeit in as accurate and helpful a way as possible. With all the information herein, the focus of CRU is the safety of children, volunteers, and staff both within CRU and the wider community. As we continue to develop these guidelines we are taking advice from the Federal and State Governments and Health Departments. We are well-aware of our obligation to act responsibly, not only complying with all current and future regulations but, additionally, following the best health advice.

We are convinced of the benefits of the community on a CRU Camp, and whilst we cannot guarantee the health of all who attend camp (just as no school or workplace can guarantee this), we are committed to providing safe camps where practicably possible.

This management plan has been written in reference to the NSW Government's Industry Safety Plans, available from: <https://www.nsw.gov.au/covid-19/covid-safe-businesses>

This has meant that this plan has been updated in line with the latest government requirements as they relate to our operation and facility. In particular these are the Accommodation Plan and the Restaurants and Cafés Plan, although we have also drawn upon the safety plans for Community sporting competitions and full training activities and for Places of Worship, and also the guidelines provided by the NSW Department of Education.

Guiding Principles:

In broad brush, the guiding principles that influence our decision making are:

- Adopting strict standards relating to hygiene and infection control.
- Requiring anyone displaying symptoms of ill-health before camp to stay away from camp, or to leave camp if symptoms arise during camp.
- Having quarantine facilities available for any guest who does display symptoms in order to isolate them until they can be picked up from camp for testing and isolation.
- Increased site cleaning.
- Encouraging social distancing and density requirements where appropriate.
- Where possible in indoor areas increasing natural ventilation by opening windows and doors and increasing mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Contents:

The guiding principles are applied in the following key content areas:

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Pre-Camp

Pre-camp correspondence/communication with parents and/or campers:

A camper letter will go out to all registered participants approximately 2 weeks before the camp start date. This will include the following, but not limited to, additional items:

- Items to bring such as their own pillow, pen, bible, notepad, water bottle, hat. This is to discourage communal use of items such as a pillow, a water bottle, or a pen.
- Bus procedure (for camps with a bus). We will inform parents of the bus cleaning procedure (from the bus company) and any density or PPE requirements we are adopting. Wearing a mask will be mandatory whilst travelling on a bus to and from camp for campers on high school camps and for all leaders.
- COVID information page and access to the latest COVID management plan
- Sign in and sign out procedure. We will inform parents of this process so that they have right expectations and can act appropriately on the day.
- Outline the screening process that will take place each day and raise awareness of the possibility that they will be asked to collect their child from camp should they display cold and/or flu symptoms.
- A request for parents to take responsibility to monitor, at least daily where community health levels make this pertinent, the NSW Government's list of COVID locations to assess whether their child may need additional screening.

The reminder letter will be sent to all registered participants approximately 2 days before the camp start date, particularly reminding people not to come on camp if they are displaying any symptoms of ill-health or have visited any COVID-19 locations that require self-isolation and testing - <https://www.nsw.gov.au/covid-19/latest-news-and-updates#latest-covid-19-case-locations-in-nsw> - in the past 14 days.

Pre-camp correspondence/communication with leaders:

As per usual the Director of CRU Holiday Camps will liaise closely with camp directors to prepare well for camp. This includes:

- Access to, and instructions relating to, the latest COVID management plan.
- Instructing all camp directors, first aid officers, COVID officers, and self-catered camp cooks to complete the Australian Government Department of Health's 'COVID-19 Infection Control Training' <https://covid-19training.gov.au/login>.
- Encouraging all leaders to complete the 'COVID-19 Infection Control Training'.
- Instructing camp directors to select at least 1 mature leader who will be the 'COVID officer' for the week of camp. Their main role will be to promote and enforce adherence to this management plan.

Sign In / Out Procedure

Bus related:

For camps that will use a bus from The King's School to their respective campsite we will want to ensure the following:

- We know, and are comfortable with, the bus company's cleaning procedures.
- That we implement any density or PPE requirements on buses. Whilst there is no current requirement to do so, it is strongly recommended by NSW Government for masks to be worn on public transport. Therefore,

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CRU is requiring all campers on high school camps and for all leaders to wear face masks while on buses. We will adhere to normal bus capacities for all camps.

- That a CRU staff member will be present at every bus departure and arrival to encourage and ensure adherence to this management plan.

Sign in (at bus stops and campsites)

In addition to the normal sign in procedure for CRU Camps the following additional steps will be taken:

- Visible signage (i.e. posters) for COVID safe practices around the registration area.
- Markers laid out to encourage people to observe social distancing, whilst waiting to be served.
- At the registration desk there will be hand sanitiser to use first before answering screening questions.
- Screening questions will be in accordance with the latest CRU COVID screening procedure. The questions for this can be found here: <https://drive.google.com/file/d/1hWejZiSyOmndzEQw1WYo8VkSPnq2jP8M/view>
- Upon successful completion of the screening process the CRU staff/leader will sign in the camper (upon receipt of the authorised registration number), to avoid parents having to touch a pen.
- All CRU leaders will have been screened using the same screening procedure.

Sign out (at bus stops and campsites)

In addition to the normal sign out procedure for CRU Camps the following additional steps will be taken:

- Visible signage (i.e. posters) for COVID safe practices around the registration area.
- At the registration desk there will be hand sanitiser available.
- The CRU staff/leader will sign out the camper (upon receipt of the authorised registration number), along with a timestamp, to avoid parents having to touch a pen.

Daily Procedures for COVID Safe Practices

Screening:

Each day, campers & leaders will be reminded that they need to report any COVID-related symptoms. There will also be an assessment by the Director of Holiday Camps to assess whether additional steps need to be taken to check whether camp attendees may have visited locations requiring isolation/testing during an infectious period. These steps may include:

- Asking leaders and campers to scan the latest list of isolation locations;
- Contacting leaders and/or parents if there is a heightened reason to believe they may be required to self-isolate; and
- Such other steps deemed necessary by CRU's Senior Management.

Camper parents/carers will be asked to regularly monitor the latest case locations, and advise CRU immediately if their child/ren have been or could have been at one of these locations.

Symptoms present:

If a camper or leader does present with cold and/or flu symptoms, then the following steps will take place. (For the sake of simplicity, these steps are written for the instance where it is a camper with symptoms. The equivalent steps will take place for a symptomatic leader.) We will ensure that:

- The camper will be quarantined immediately for further assessment. This will likely include a temperature check and further assessments of symptoms as outlined by NSW Health <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/case-definition.aspx>.
- The assessment should include consideration of a variety of factors including the camper's existing health conditions, and also the current state of COVID in the community.
- Parents will be informed and consulted throughout this process.
- The leader(s) carrying out the assessments are to have PPE (i.e. gloves and face mask) available to them if desired and are encouraged to maintain good hygiene practice throughout.
- If it is deemed that the camper is showing symptoms that may be attributed to COVID-19 then a face mask will be provided for the camper, and arrangements will be made for the camper to leave camp at the earliest

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possible convenience. They will remain in quarantine until leaving camp and will be advised to get tested and self-isolate until they receive the outcome of the test.

- The camper will collect their belongings from their cabin and move to the quarantine room until departure. During this time a leader will be responsible for assisting and supervising the camper whilst maintaining physical distancing, good hygiene practice, and wearing PPE.
- Any fellow cabin mates would also vacate the cabin temporarily so that the cabin can be thoroughly cleaned and disinfected. In this instance the parent(s) of the cabin mate(s) will be contacted to advise that their child's cabin mate went home as a precaution. The camper remaining on site will receive an additional screening check within 24 hours.
- The cabin and quarantine room will be thoroughly cleaned and disinfected, as per 'CRU COVID Outbreak Cleaning Procedure' in appendix 2, in line with Safework standards, before being used again.

Positive COVID-19 test:

If a camper/leader returns a positive COVID-19 test during camp, the following actions will take place:

- The camp will be closed and arrangements made for campers/leaders to leave site at the earliest possible convenience.
- All persons on the camp would be advised to get tested and self-isolate until they receive the outcome of the test.
- We would need to notify the NSW Department of Health immediately and assist with any information required regarding contact tracing etc.
- The campsite would need to be thoroughly cleaned and disinfected (as per 'CRU COVID Outbreak Cleaning Procedure' in appendix 2, in line with Safework standards) before workers and guests can return to the affected areas.
- Any media interest would be managed solely by the Executive Director or their delegate.

If we learn of a positive COVID-19 test after camp, then:

- We would be in contact with NSW Health in the first instance and be guided by their advice. We anticipate that next steps would include:
- All persons on the camp being notified and advised to contact their GP.
- The campsite would need to be thoroughly cleaned and disinfected (as per 'CRU COVID Outbreak Cleaning Procedure' in appendix 2, in line with Safework standards) before workers and guests can return to the affected areas.
- Any media interest would be managed solely by the Executive Director or their delegate.

Reminders:

The following actions will remind all persons about appropriate hygiene, distancing, and good practice:

- Visible signage (i.e. posters) for COVID safe practices around the campsite.
- Reminders given (e.g. at meal times or at activities) to remind campers and leaders of things such as:
 - Social distancing for adults
 - Hand hygiene
 - Respiratory etiquette (cough/sneeze into elbow or a tissue)
- The 'COVID officer' will be promoting and enforcing adherence to good practice throughout camp.
- Hand sanitiser will be made readily available to guests throughout their stay, especially at meal locations and activities.

Cleaning:

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes. A key way we can protect from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures.

For CRU sites please refer to 'CRU COVID Standard Cleaning Procedure' document, appendix 1, for more details. Non-CRU sites will have an equivalent procedure. For non-CRU sites the Director of CRU Holiday Camps will have

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obtained cleaning procedure documentation and deem it a sufficient standard, in line with CRU sites, for CRU to run camps there.

In summary CRU cleaning procedures include:

- A combination of cleaning and sanitisation/disinfecting will be most effective in removing the COVID-19 virus. There are 2-in-1 agents that use a combined detergent and disinfectant.
- Additional cleaning will take place on all sites. For commonly touched or used spaces, this means cleaning and sanitising at least daily. More frequent cleaning will be required in some circumstances.
- Cleaning with detergent and water is usually sufficient for routine cleaning.
- Once clean, surfaces can be disinfected. When and how often will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 (refer to 'CRU COVID Outbreak Cleaning Procedure' document in appendix 2 for further details).
- Prioritise cleaning / disinfecting / sanitising surfaces that many people touch.
- Site staff will carry out the majority of the cleaning but camp leaders and campers (e.g. orderlies groups) can assist with cleaning.

Meals

Dining Hall (orderlies groups):

Each day there should typically be orderlies groups arranged to help serve at each meal time (breakfast, lunch, dinner). These are the guidelines for CRU sites and we would expect similar on other sites:

Before the Meal:

- Arrive in the dining room 15 minutes before the main meal.
- Wash hands, following hygiene guidelines.
- Report to kitchen staff who will guide you in completing the following. Wear disposable gloves and:
 - Lay out a cutlery container with enough cutlery for 1 per seat.
 - Lay out cups for each person.
 - Lay out jugs for juice or milk (1 per table).
- Provide helpers to serve salads to the guests where necessary. Wear disposable gloves.
- Ensure that the group's Special Diet Coordinator is present.
- Ensure social distancing regulations and hygienic practices are adhered to.

After the meal:

- Ensure all plates, cups or cutlery/pots are returned to wash-up area.
- Spot-sweep the floors and ensure all rubbish is in dust bins.
- Remove all rubbish from the tables and the floor.
- Clean all tables with detergent.
- Sanitise each table with sanitiser-cleaner.
- Sanitise each chair with sanitiser-cleaner.
- Push chairs in and straighten tables.
- Wash or sanitise hands, following hygiene guidelines.

Dining Hall (for campers/leaders):

The capacity of the dining hall must not exceed any relevant density requirements. These are the additional guidelines for campers and leaders entering a dining area:

- Wash and/or sanitise hands, following hygiene guidelines, before entering the dining hall.
- One leader running the meal time coordinates campers/leaders to go and receive food.
- Once a table has finished their meal they are to tidy their table (ready to be cleaned) and await further instructions.
- Wash and/or sanitise hands, following hygiene guidelines, upon exiting the dining hall.

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- There may be an option for some meals to be picnic style where campers can receive a packaged lunch and take it outside in the open air.
- No food or drink or drink cup/bottle is to be shared at any time.

Morning / Afternoon Tea & Supper

The following guidelines should be adopted in relation to morning / afternoon tea, supper, and any food related activity:

- Wash and/or sanitise hands, following hygiene guidelines, before eating.
- No food, snacks or drink or drinks cup/bottle are to be shared at any time.
- Food items that are not already separated (e.g. a tray bake) will be served by a group leader using tongs and/or gloves and having followed appropriate hygiene guidelines.
- Wash and/or sanitise hands, following hygiene guidelines, after eating.

Cabins

NSW Health has advised that cabins can now return to full occupancy, however at least one cabin will be reserved for each group to provide a quarantine room if needed.

Handwashing facilities and instructions are provided to all guests, and cabins and bathrooms are cleaned and sanitised regularly, in accordance with Safe Work guidelines, as outlined in appendix 1 – standard cleaning procedure.

Site Sharing

Multiple Groups sharing a campsite

Depending on the numbers, it is common that a campsite may have more than 1 group on site at the same time. In order to minimise the risks of infection, the following steps will be taken:

- Groups will be allocated separate spaces on the site as much as is practicable. This is obviously easier for accommodation and meeting venues than it is for activities and communal spaces.
- Programs will be written in such a way that times of high foot traffic around the site (e.g. free-time and travelling to and from activities and meals) will be staggered
- There will be increased cleaning of commonly touched spaces and communal spaces (e.g. dining room tables, ping pong tables). See the 'meals' section for details on cleaning procedures of the dining hall, which at some sites will be a shared space for multiple groups.

Program / Activities

Meeting spaces:

The capacity of each indoor meeting space must not exceed the density requirements set out by the NSW government for that particular space/activity.

Principles for assessing the viability of a game or activity:

When considering whether a particular activity or game is appropriate, the following principles should be applied:

Physical Distancing:

- Where appropriate, physical distancing will be encouraged between adults. As is currently the case in schools, in many workplaces, and in many sporting and recreation activities, physical distancing is not always possible for all activities being undertaken.

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- Maximum participants will change according to the space (both size and whether indoor or outdoor) in which the activity or game is being run.
- Singing is allowed on camp, as per the guidelines stipulated in the activity table below.

Personal Hygiene:

- All participants should wash or sanitise their hands prior to any activity or game commencing.
- All participants should avoid touching their face.
- All participants should wash their hands after any activity or game.
- All participants should bring their own pen, Bible, water bottle and hat, and won't share their personal items with others.
- Caution should be exercised in deciding whether food should be involved in any activities or games (e.g. damper).

Equipment & Resource Cleaning:

- Resources should be cleaned and sanitised, where possible, prior to use. In most cases this will be done by site staff once per day (e.g. site sports equipment), but occasionally it will be appropriate for a leader to clean especially if they've brought the resource to camp (e.g. Jenga blocks, a rugby ball).
- In the event that a resource would be damaged by the cleaning process (e.g. playing cards or a board game), the camp director must consult with the appropriate Divisional Head to determine whether leaving that game/resource uncleaned represents too great a risk and therefore should be prohibited, or can be managed by good personal hygiene prior to and after use of the equipment.
- If it is possible to have each participant keep the same piece of equipment for the entire session (e.g. a harness or helmet) or possibly even the entire camp program, this should be done.
- The cleaning regime outlined below for activity equipment largely relies on cleaning in between different schools, or at the end of each day. Peer-reviewed studies, such as [this](#) one from the New England Journal of Medicine, suggest that the risk of transmission on surfaces after 72 hours is very low as the virus' half-life on most surfaces is less than 8 hours, therefore is either not detectable after 72 hours or the virus titer (related to its likelihood of transmission) is significantly reduced. Therefore, if the equipment is to go unused for at least 72 hours, equipment can be quarantined for this time in lieu of additional cleaning.
- It is not appropriate to chemically disinfect some activity equipment due to potential damage risks (e.g. ropes, harnesses). Under normal circumstances, good hand hygiene is critical in minimising transmission risk when using such equipment. In the event of a confirmed case, all activity equipment that was used by that group which cannot be chemically disinfected, will be quarantined for 7 days before next use as this is generally accepted as the longest time frame the virus can survive on a surface.

Specific activity considerations, modifications and cleaning requirements

Below is a table displaying common games and activities that take place on CRU Holiday and Educational Camps. It is not an exhaustive list but demonstrates the guiding principles, considerations and modifications that need to be taken into account when creating a program. The first section of the table lists games and activities commonly found on CRU Camps and the second section lists the more formal guided activities on CRU Educational and Holiday Camps.

Games & Activities on CRU Camps			
ACTIVITY	MAX PARTICIPANTS	MODIFICATIONS	CLEANING
Board & Card Games	As per the guidelines	All board & card games must abide by the general principles above. In most cases, it is likely possible to play most games so long as hands are washed or sanitised before and afterwards. If a game cannot abide by the principles or be appropriately modified, it must not be played.	See guidelines above regarding equipment and resource cleaning.

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Food Related Games	As per the guidelines	Activities such as damper and marshmallow cooking over a camp fire are permitted. Other food related games should seek permission from the relevant director.	See guidelines above regarding equipment and resource cleaning
Table Tennis	As per the guidelines	Must abide by the general principles above	See guidelines above regarding equipment and resource cleaning.
Messy Games	As per the guidelines	Must abide by the general principles above	
Netball	As per the guidelines	Must abide by the general principles above	See guidelines above regarding equipment and resource cleaning.
Rugby	As per the guidelines	Must abide by the general principles above	See guidelines above regarding equipment and resource cleaning.
Soccer	As per the guidelines	Must abide by the general principles above	See guidelines above regarding equipment and resource cleaning.
Wide Games (and other camp games)	As per the guidelines	All wide & other camp games must abide by the general principles above. In most cases, it is likely possible to play most games so long as hands are washed or sanitised before and afterwards. If a game cannot abide by the principles or be appropriately modified, it must not be played.	See guidelines above regarding equipment and resource cleaning.

Guided Activities on CRU Educational & Holiday Camps

ACTIVITY	MAX PARTICIPANTS	MODIFICATIONS	CLEANING
Abseiling	As per PD	Harnesses and helmets not to be shared during session.	Disinfect gloves & helmets after each session if they are to be used by a different camp, otherwise at the end of each day. Disinfect handrail inside LM tower after each day of use. Load bearing PPE (harnesses, ropes, carabiners etc.) should not be chemically disinfected . See above regarding equipment that cannot be chemically disinfected.
Archery	As per PD		Disinfect bows, arrows and arm guards after each session if they are to be used by a different camp, otherwise at the end of each day. Bow strings should not be chemically cleaned (using the logic as ropes) as it creates a risk they will snap under tension. See above regarding equipment that cannot be chemically disinfected.
Bivouac		Trangia cooking can proceed. Adults must also wear gloves during food service. Hand sanitisation is to be mandated prior to cooking, prior to commencing eating, and again once the meal has finished. Adults must not share tents. Because students are not required to social distance, they may share tents but 3 person tents are limited to 2 students to allow for greater physical distance.	Tents must either be cleaned and sanitised after each use, or quarantined for 72 hours between use. Other bivouac equipment, such as camping chairs, floodlights etc, must be cleaned and sanitised after each camp's use, or quarantined for 72 hours between use. Food service surfaces must be disinfected before and after use.
BMX (incl. Intro to biking)	As per PD	Encourage long pants and sleeves for protection, rather than using elbow and knee pads.	Disinfect helmets, bike handlebars, brake handles and seats, plus used elbow and knee pads, after each session if they are to be used by a different camp, otherwise at the end of each day.
Bush Survival	As per PD	Demonstrate snake bite bandaging on a leader instead of camper Do not pour water from a personal bottle on shelters that may touch participants inside.	
Bush Walking			Disinfect radios after each use due to contaminated droplet potential (hikes only).

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Campfire		Damper and marshmallow cooking is permitted. Other food related activities should seek permission from the relevant director.	
Canoeing	As per PD	Where possible, one PFD per camper for duration of camp should be arranged to reduce the need for cleaning.	Disinfect PFDs at end of camp, paddles, canoe seats and gunwale after each session if they are to be used by a different camp, otherwise at the end of each day.
Catapults			Disinfect all catapults after each session if they are to be used by a different camp, otherwise at the end of each day.
Challenge Course		Activities with greater allowance for distancing (e.g. laser grid) should be prioritised over those that require close physical proximity (e.g. 'festy' creek). Where activities can be modified to reduce close physical proximity, it should be done if possible (e.g. whale board)	Disinfect all equipment (e.g. helmets) after each session if they are to be used by a different camp, otherwise at the end of each day.
Craft	Staying within density requirement		Disinfect all shared equipment (e.g. paint brushes) after each session if it is to be used by a different camp, otherwise at the end of each day.
Crate Climb	As per PD and staying within government density requirement	Harnesses and helmets not to be shared during session.	Disinfect helmets and crates after each session if they are to be used by a different camp, otherwise at the end of each day. Load bearing PPE (harnesses, ropes, carabiners etc.) <u>should not be chemically disinfected</u> . See above regarding equipment that cannot be chemically disinfected.
Damper		Leaders must wear gloves when handling food/damper sticks etc. and follow other guidelines as outlined above re: food service.	Disinfect any food service utensils after each session.
Dragon Boat		Currently unavailable. To be reviewed as restrictions are updated.	
Fishing			Disinfect reels after each session if they are to be used by a different camp, otherwise at the end of each day.
Indoor High Ropes	As per PD and staying within government density requirement	Harnesses and helmets not to be shared during the session.	Disinfect helmets after each session if they are to be used by a different camp, otherwise at the end of each day. Load bearing PPE (harnesses, ropes, carabiners etc.) <u>should not be chemically disinfected</u> . See above regarding equipment that cannot be chemically disinfected.
Initiative Games	Staying within density requirement		Disinfect all used equipment after each session if they are to be used by a different camp, otherwise at the end of each day.
Kayaking	As per PD	Where possible, one PFD per camper for duration of camp should be arranged to reduce the need to clean after each use	Disinfect PFDs at end of camp, paddles, canoe seats, hatches and gunwale after each session if they are to be used by a different camp, otherwise at the end of each day.
Laser Tag	As per PD and staying within density requirement	Participants must bring their own hat, and wear it to prevent contact with headband. Group size should be limited to 20 so that phasers don't need to be shared within each session.	Disinfect each phaser (using wipes only) and headband (spray) after each use. Phasers <u>must not be sprayed</u> with disinfectant.
Low Ropes	As per PD		Disinfect high touch areas (handles, webbing etc.) after each session if they are to be used by a different camp, otherwise at the end of each day.
Mission Impossible		Activities with greater allowance for distancing (e.g. the trolley) should be prioritised over those that require close physical proximity (e.g. lava mats). Where activities can be modified to reduce close physical proximity, it should be done if possible (e.g. spiders web)	Disinfect high touch equipment (i.e. reactor 'strings') after each session if they are to be used by a different camp, otherwise at the end of each day.

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Orienteering (incl. Rogaine)		Maps and grids to be printed in student booklets. Students must use their own pen and clipboard.	Disinfect compasses after each session. Disinfect radios after each use due to contaminated droplet potential (rogaine only).
Pool Games	As per PD, but density within the pool is limited to 4m ² . (Galston Pool = 70 participant as at 4/6/21.)	Limit active participants to current restrictions.	Nil.
Rafting	As per PD	Max 4 people per raft when being used. Where possible, one PFD per camper for duration of camp should be arranged to reduce the need to clean after each use.	Disinfect PFDs at end of camp and gear after each day of use.
Rock Climbing	As per PD and staying within density requirement	Harnesses and helmets not to be shared during the session.	Disinfect gloves & helmets after each session if they are to be used by a different camp, otherwise at the end of each day. Load bearing PPE (harnesses, ropes, carabiners etc.) <u>should not be chemically disinfected</u> . See above regarding equipment that cannot be chemically disinfected.
Sailing	As per PD	Where possible, one PFD per camper for duration of camp should be arranged to reduce the need to clean after each use.	Disinfect PFDs at end of camp, seats, hull and rudder extension after each session if they are to be used by a different camp, otherwise at the end of each day.
Indoor Singing	Staying within density requirement	Consideration should be given to the distance between those up front and those in the audience.	
Outdoor Singing	Staying within density requirement	Consideration should be given to the distance between those up front and those in the audience.	
Splash Tunnel / Slip n Slide	As per PD	Not permitted at this time unless the water used is treated in a way that kills COVID-19 (e.g. chlorinated water)	Disinfect after each day of use
SUPs	As per PD	If adults need to be on the boards to supervise students, a maximum of 5 students can be on the board in order to allow for easier physical distancing for the adult on board. Where possible, one PFD per camper for duration of camp should be arranged to reduce the need to clean after each use.	Disinfect PFDs at end of camp, paddles and boards after each session if they are to be used by a different camp, otherwise at the end of each day.
Survivor Challenges	As per PD	Avoid Tetris Bridge and Plug the Leak due to close proximity and physical contact.	Disinfect any touched surfaces after each session if they are to be used by a different camp, otherwise at the end of each day.
Vertical Cluster (High Ropes)	As per PD	Harnesses and helmets not to be shared during the session.	Disinfect gloves & helmets after each session if they are to be used by a different camp, otherwise at the end of each day. Disinfect tyre if "Tower of Terror" has been used. Load bearing PPE (harnesses, ropes, carabiners etc.) <u>should not be chemically disinfected</u> . See above regarding equipment that cannot be chemically disinfected.

END

APPENDIX 1: CRU[®] COVID Standard Cleaning Procedure

Cleaning to prevent the spread of COVID-19

Information from SWA: [Safe Work Australia - Cleaning](#)

Introduction:

- COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.
- A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace.
- A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.
- It is highly recommended that workplaces are cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts, workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.
- Cleaning with detergent and water is usually sufficient for routine cleaning.
- Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces. You should prioritise cleaning and disinfecting surfaces that many people touch.
- Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant. [SWA Website - 2-in-1](#)

Definitions

The following terms are used throughout this document, to improve readability.

- **Damp dust** means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.
- **Detergent** means a surfactant that is designed to break up oil and grease with the use of water.
- **Disinfectant** means a product labelled as household disinfectant, and containing alcohol ($\geq 70\%$), chlorine bleach, oxygen bleach, or wipes or sprays that contain quaternary ammonium compounds.
- **Frequently touched surface** means a surface that is touched often, by the same or different people. For example, a door handle or push plate.
- **HEPA** means high efficiency air particulate filter. CRU[®] Galston Gorge has 5 HEPA vacs (labelled as such).
- **Infrequently touched surface** means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.
- **Routine cleaning.** Workplaces should clean surfaces at least daily. Special attention should be given to frequently touched surfaces.

Cleaning and disinfecting are two different processes:

- *Cleaning* means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.
- *Disinfecting* means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs.
- For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is usually sufficient. Water and physical effort alone will not kill the COVID-19 virus.
- A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning, and should be used where there is a high volume of workers, customers or visitors that are likely to touch surfaces.
- Cleaning and disinfection should also be undertaken after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace.

How do I clean?

Use the following steps to clean an environment:

1. Wear disposable gloves when cleaning. Gloves should be discarded after each clean.
2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth.

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Refer to CRU® COVID OUTBREAK CLEANING PROCEDURE, in appendix 2, for further details and procedures

Adopted: 1/9/20

What should I use for routine cleaning?

- Hard surfaces - In most circumstances, cleaning with detergent and water is sufficient.
- Soft or porous surfaces - Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

What should I use to disinfect?

- Hard surfaces - Disinfectants that are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in) include: alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds.
- Soft or porous surfaces - Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

Using disinfectants safely:

Follow all manufacturer’s instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the Safe Work Australia [SDS page](#).

Do not use different types of disinfectants together.

For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.

PPE to use when diluting and using disinfectants includes:

- Disposable gloves, and
- Eye protection (safety glasses, not prescription glasses). The disinfectant we are using is safe to use without eye protection, however are available if required or when cleaning after an outbreak.
- Masks are available if required or during cleaning after an outbreak.

Disposal or cleaning of materials and PPE:

Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.

Adopted: 1/9/20

Recommended cleaning - Standard

Checklist of standard precautions for cleaning:

- Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.

Recommended cleaning:

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

Summary for Staff

a. **Chemicals:**

- I. Cleaning and Disinfection: 2in1 – ‘CREW Smartdose’ Restroom (Green), or OXIVIR Five 16 (Purple). OXIVIR Five 16 wipes are available for quick use by guests or staff.
- II. Sanitiser (Spray) – ‘S-Clean - Peerless Jal’ – (Food surfaces and Dining Tables and Chairs).
- III. Disinfectant Wipes - Isopropyl alcohol - based preparations with non-electrostatic wipes suitable for electronics
- IV. Hand Sanitiser (Wall Mounted)

- b. **Method:** Spray 2in1 Detergent & Disinfectant/Sanitiser onto surface and wipe off. Dispose of cloth/towel regularly and gloves regularly to limit opportunity for cross contamination, e.g. when changing location or surface type. When using disposable wipes, dispose of after each use.

Assume all surfaces are frequently touched – unless otherwise stated and that no outbreak of COVID-19 has occurred. Refer to the following tables.

[Daily Cleaning and Disinfecting – Frequently touched – By Item – A check –off list is provided for each facility/area for record keeping \(28days\).](#)

Item	Individual Item (e.g.) / Note	Method	Responsibility		
Information from SWA: Safe Work Australia - Cleaning			Cleaning Team	Catering Team (Kitchen Based Items)	Office Staff/All Users
Alcohol-based hand sanitiser dispenser & surround	Alcohol-based hand sanitiser dispenser	Detergent + Disinfectant	✓		

Adopted: 1/9/20

Cleaning Equipment	Vacuums and Trolleys, mop handles...	Detergent + Disinfectant	✓		
Door frames		Detergent + Disinfectant	✓	✓	
Door knob / handles		Detergent + Disinfectant	✓	✓	
Drinking Fountains	Fountains covered but hand wash taps to remain active	Detergent + Disinfectant	✓		
Vinyl Flooring (Non-Slip)	Dining Room Floor. Once per changeover clean. Gym Floor (As access allows and at least once a week). Once per week. (They are not frequently 'touched' by hands as general rule)	Detergent + Disinfectant	✓		
Fridges (handles)	Kitchen based fridges. Dining room and room based fridges. VIP accommodation	Detergent + Disinfectant	✓	✓	
Hand rails, stair rails	Includes wheelchair friendly accommodation.	Detergent + Disinfectant	✓		
Keys and locks and padlocks	Guest Liaison - Keys retained by individuals within the group. They will be asked to visit reception to clean keys each day.	Detergent + Disinfectant			✓ Keys
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)		Detergent + Disinfectant		✓	
Lights/lighting (Actual light)	If reachable and soiled. These are not frequently touched.	Detergent + Disinfectant	✓		
Microwave	Dining Room	Detergent + Disinfectant	✓	✓	

Adopted: 1/9/20

Push/pull doors (with and without a push plate)		Detergent + Disinfectant	✓	✓	
Remote controls (TV and AV and Air Con)	Gym, The Hub, Lyrebird, Valleyview and Eaglesview Meeting Rooms, VIP's and 'Disabled' accommodation (Air Con)	Detergent + Disinfectant	✓	✓	
Tables / desks / benches	<p>Dining Room and meeting rooms – Cleaning Team – Once a day minimum.</p> <p>Catering Team – Will ensure tables are cleaned and sanitised after meals in conjunction with duty groups. – Peerless Jal SANITISER</p> <p>Study Desks – Would need a clean once a day by Camp Leaders. Provide cloth, gloves and disinfectant - CREW or OXIVIR</p>	Detergent + Disinfectant	✓	✓	✓ Office/leaders
Shower (Handles, door handles, screens if necessary).	To clean after each individual use is not reasonably practicable and therefore we will clean once a day.	Detergent + Disinfectant	✓		
Toilet (Seats, buttons and lids).	Ensuites and Public	Detergent + Disinfectant	✓ including kitchen		
Toilet doors and locks	Ensuites and Public	Detergent + Disinfectant	✓ including kitchen		
Window frames/Servery Frames	Dining room doors, bedroom windows are unlikely to be frequently touched due to the time of year. Spot clean and disinfect as marks are noticed.	Detergent + Disinfectant	✓	✓	
Sink (hand washing & kitchen)	Including Dining room sinks	Detergent + Disinfectant on areas around sink only, not in sink	✓	✓	
Chairs - non-upholstered e.g. plastic chairs, wooden chairs, other non-padded chairs	Dining Room chairs only. (Where hands touch – Back and sides)	Detergent + Disinfectant	✓		✓

Adopted: 1/9/20

	(All other chairs – Once a week – see table 2.)				
Chairs - upholstered e.g. fabric padded chairs, sofas, office chairs	Lounge chairs in Lounge Room and Cabins	Vacuum (HEPA) – If dust and dirt visible, otherwise, Damp dust with disinfectant.	✓	✓	
Telephone		Detergent + Disinfectant Damp dust		✓ Office phone	✓ Office
TV	Mobile TV’s may not be in use. Clean only if in use.	Detergent + Disinfectant Damp dust	✓		
Vending Machines		Detergent + Disinfectant Damp dust	✓		
Light and, if appear to be frequently touched, Power point Switches		Detergent + Disinfectant Damp dust	✓	✓	
Computer, Keyboard, Mouse Headsets.		Detergent + Disinfectant on wipeable cloth		✓	✓ Office
Carpet (Soft floor)	Once per changeover clean. Not frequently touched as a general rule.	Vacuum with HEPA filter (5 available at Galston)	✓		✓ & CEC vacuum the CEC Office
Walls	Meeting room walls internal and external (around access points only). Cabins – Internal and external, around access points.	Spot clean and disinfect touched walls at least daily. Detergent + Disinfectant	✓	✓	✓ Office
Windows		Spot clean and disinfect touched	✓	✓	✓ Office

Adopted: 1/9/20

		windows at least daily. Detergent + Disinfectant & then window cleaner after 10 minutes.			
Electrical equipment	AV Equipment	DAMP DUST - Detergent + Disinfectant (Spray cloth and wipe buttons and touch points)	✓		
Electronic equipment (sensitive to electrostatic charge) E.g. iPads, tablets, laptops exterior of computer case and monitors		Detergent + Disinfectant			✓ Teams using this equipment. Teams using this equipment.
Touch screens e.g. information screens in buildings (e.g. AV panels)		Detergent + Disinfectant			✓ Teams using this equipment. Teams using this equipment.
Clipboard / Folders (Screening boards)		Detergent + Disinfectant			✓ Teams using this equipment. Teams using this equipment.
Shelves (and items on shelves)		Detergent + Disinfectant		✓	✓ Teams using this equipment. Teams using this equipment.
Activities	Harnesses, Helmets, gloves etc.	Detergent + Disinfectant /Damp Dust - (material)			✓ Teams using this equipment.

Adopted: 1/9/20

	See Frank L				Teams using this equipment.
Sports Equipment	Balls and Bats, table Tennis bats	Detergent + Disinfectant			✓ Guest Liaison

Summary Overview of Weekly Cleaning. (Assume frequently touched, unless otherwise stated)

[Weekly Cleaning and Disinfecting – Infrequently touched – By Item - A check –off list is provided for each facility/area for record keeping \(28days\).](#)

Item	Individual Item (e.g.) / Note	Method	Responsibility		
Information from SWA: Safe Work Australia - Cleaning			Cleaning Team	Catering Team	Office Staff/Stated
Ceiling	If soiled. Not frequently touched.	Spot Clean – Detergent + Disinfectant	✓		
Curtains and Blinds	Not frequently touched.	Damp dust + Detergent	✓		
Chairs - non-upholstered e.g. plastic chairs, wooden chairs, other non-padded chairs	Non-dining room chairs – Once a week, when in use. (Where hands touch – Back and sides)	Detergent + Disinfectant	✓		✓ All
Concrete (rough). Dining room amphitheatre, chess sets and concrete meeting room verandas. As a general rule these are not frequently touched surfaces.	Blow the concrete areas and then spray with disinfectant (bleach dilution) once a week.	Blow the concrete areas and then light mist spray with disinfectant (bleach dilution) once a week.	✓		

APPENDIX 2: CRU[®] COVID Outbreak Cleaning Procedure

(PROVIDE A COPY FOR EACH AREA/FACILITY TO BE CLEANED)

LOCATION:

DATE:

CLEANED BY:

Cleaning to prevent the spread of COVID-19

Information from SWA: [Safe Work Australia - Cleaning](#)

Introduction:

- COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.
- A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace.
- A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.
- It is highly recommended that workplaces are cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts, workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.
- Cleaning with detergent and water is usually sufficient for routine cleaning.
- Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces. You should prioritise cleaning and disinfecting surfaces that many people touch.
- Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

Definitions:

The following terms are used throughout this document, to improve readability.

- **Damp dust** means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.
- **Detergent** means a surfactant that is designed to break up oil and grease with the use of water.
- **Disinfectant** means a product labelled as household disinfectant, and containing alcohol ($\geq 70\%$), chlorine bleach, oxygen bleach, or wipes or sprays that contain quaternary ammonium compounds.
- **Frequently touched surface** means a surface that is touched often, by the same or different people. For example, a door handle or push plate.
- **HEPA** means high efficiency air particulate filter. CRU[®] Galston Gorge has 5 HEPA vacs (labelled as such).

Adopted: 1/9/20

- **Infrequently touched surface** means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.
- **Routine cleaning.** Workplaces should clean surfaces at least daily. Special attention should be given to frequently touched surfaces.

Cleaning and disinfecting are two different processes:

- *Cleaning* means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.
- *Disinfecting* means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs.
- For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is usually sufficient. Water and physical effort alone will not kill the COVID-19 virus.
- A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning, and should be used where there is a high volume of workers, customers or visitors that are likely to touch surfaces.
- Cleaning and disinfection should also be undertaken after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace.

How do I clean?

Use the following steps to clean an environment:

- Wear disposable gloves when cleaning. Gloves should be discarded after each clean.
- Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.
- If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant (see next section). A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth.

Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. How should I clean if someone at my workplace is suspected or confirmed to have COVID-19?

- If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.
- Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.
- Clean and disinfect hard surfaces using a 2 in 1 cleaning and detergent other than bleach can be used.
- Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.

Adopted: 1/9/20

- There is no need to close down an entire workplace, while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However, the cleaning and disinfection must occur before any workers and guests return to affected areas.
- Whether you need to suspend operations in your workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace.
- Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (PPE). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron. If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.
- Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing PPE.
- Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

What should I use for routine cleaning?

- Hard surfaces - In most circumstances, cleaning with detergent and water is sufficient.
- Soft or porous surfaces - Detergent can generally be used to clean fabric surfaces. If more thorough cleaning is needed, fabric surfaces may be steam cleaned. Leather will have special cleaning requirements.

What should I use to disinfect?

- Hard surfaces - Disinfectants that are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in) include: alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds.
- Soft or porous surfaces - Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

Using disinfectants safely

Follow all manufacturer's instructions and read the label and the Safety Data Sheet (SDS). For information on how to read labels and SDS, see the Safe Work Australia [SDS page](#). Do not use different types of disinfectants together. For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist. PPE to use when diluting and using disinfectants includes:

- Disposable gloves, and
- Eye protection (safety glasses, not prescription glasses). The disinfectant we are using is safe to use without eye protection, however are available if required or when cleaning after an outbreak.
- Masks are available if required or during cleaning after an outbreak.

Adopted: 1/9/20

Disposal or cleaning of materials and PPE

Reusable, non-washable PPE such as eye protection, should be wiped clean with a detergent solution first, then wiped over with a disinfectant, and left to air dry. Smearing or residues might result, and this can be cleaned off by using more detergent solution and rinsing clean only after the disinfectant has dried.

Recommended cleaning - Outbreak

Checklist of standard precautions for cleaning:

- Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.

Recommended cleaning:

Summary for Staff

c. **Chemicals:**

- V. Cleaning and Disinfection: 2in1 – ‘CREW Smartdose’ Restroom (Green), or OXIVIR Five 16 (Purple). OXIVIR Five 16 wipes are available for quick use by guests or staff.
 - VI. Sanitiser (Spray) – ‘S-Clean - Peerless Jal’ – (Food surfaces and Dining Tables and Chairs).
 - VII. Disinfectant Wipes - Isopropyl alcohol - based preparations with non-electrostatic wipes suitable for electronics
 - VIII. Hand Sanitiser (Wall Mounted)
- d. **Method:** Spray 2in1 Detergent & Disinfectant/Sanitiser onto surface and wipe off. Dispose of cloth/towel regularly and gloves regularly to limit opportunity for cross contamination, e.g. when changing location or surface type. When using disposable wipes, dispose of after each use.

Recommended cleaning by Surface

Table 1	Following suspected or confirmed case		Tick as Completed
	Any Surface	Method	Insert Date:
Soft plastics - e.g. Mattress protectors	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	

Adopted: 1/9/20

Table 1	Following suspected or confirmed case		Tick as Completed
	Any Surface	Method	Insert Date:
Hard plastics – e.g. Chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium) – e.g. Kitchen Bench tops	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	
Painted metal surfaces e.g. Colourbond walls of meeting rooms	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Wood – e.g. Outdoor Benches & Table Tennis Tables	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Laminate –	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Glass	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Concrete (rough)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Fabric – e.g. pillow protectors (not currently used)	Clean as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer’s recommendations with laundry detergent	

Recommended cleaning by Item

General

Table 2	Following suspected or confirmed case		Tick as Completed
	Any item	Method	Insert Date:
Alcohol-based hand sanitiser dispenser	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	

Adopted: 1/9/20

Table 2	Following suspected or confirmed case		Tick as Completed
	Any item	Method	Insert Date:
Carpet (Soft floor)	Clean as soon as you become aware	Carpet shampoo + Steam clean	
Ceiling	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Chairs - non-upholstered e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Chairs - upholstered e.g. fabric padded chairs, sofas, office chairs	Clean as soon as you become aware	Detergent + Steam clean	
Cleaning Equipment	Clean and disinfect after use	Detergent + Disinfectant	
Clipboard / Folders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Computer, Keyboard, Mouse Headsets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	
Curtains and Blinds	Clean as soon as you become aware	Damp dust + Detergent Steam clean curtains or blinds	
Door frames	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Door knob / handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Drinking Fountains (Turn off)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Floor (non-slip vinyl)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Fridges	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Hand rails, stair rails	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Keys and locks and padlocks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Light and Power point Switches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	
Lights/lighting	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Microwave	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	
Push/pull doors (with and without a push plate)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	

Adopted: 1/9/20

Table 2	Following suspected or confirmed case		Tick as Completed
	Any item	Method	Insert Date:
Remote controls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Shelves (and items on shelves)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Shower	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	
Tables / desks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Telephone	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	
Toilet	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
TV	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	
Vending Machines	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	
Walls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Windows	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Window frames (sliding servery window types)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	

Specialised electronic equipment:

Table 3	Following suspected or confirmed case		Tick as Completed
	Any item	Method	Insert Date:
Electrical equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Electronic equipment (sensitive to electrostatic charge) E.g. iPads, tablets, laptops exterior of computer case and monitors	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	
Touch screens e.g. information screens in buildings	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable covers Isopropyl alcohol-based wipes/sprays	

Adopted: 1/9/20

Hand to Site Director once completed.

END

Adopted: 1/9/20

APPENDIX 3:

An extract from: **‘Environmental cleaning and disinfection principles for health and residential care facilities’** <https://www.health.gov.au/resources/publications/coronavirus-covid-19-environmental-cleaning-and-disinfection-principles-for-health-and-residential-care-facilities>

Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid e.g. respiratory droplets or soiling present and environmental temperature and humidity.

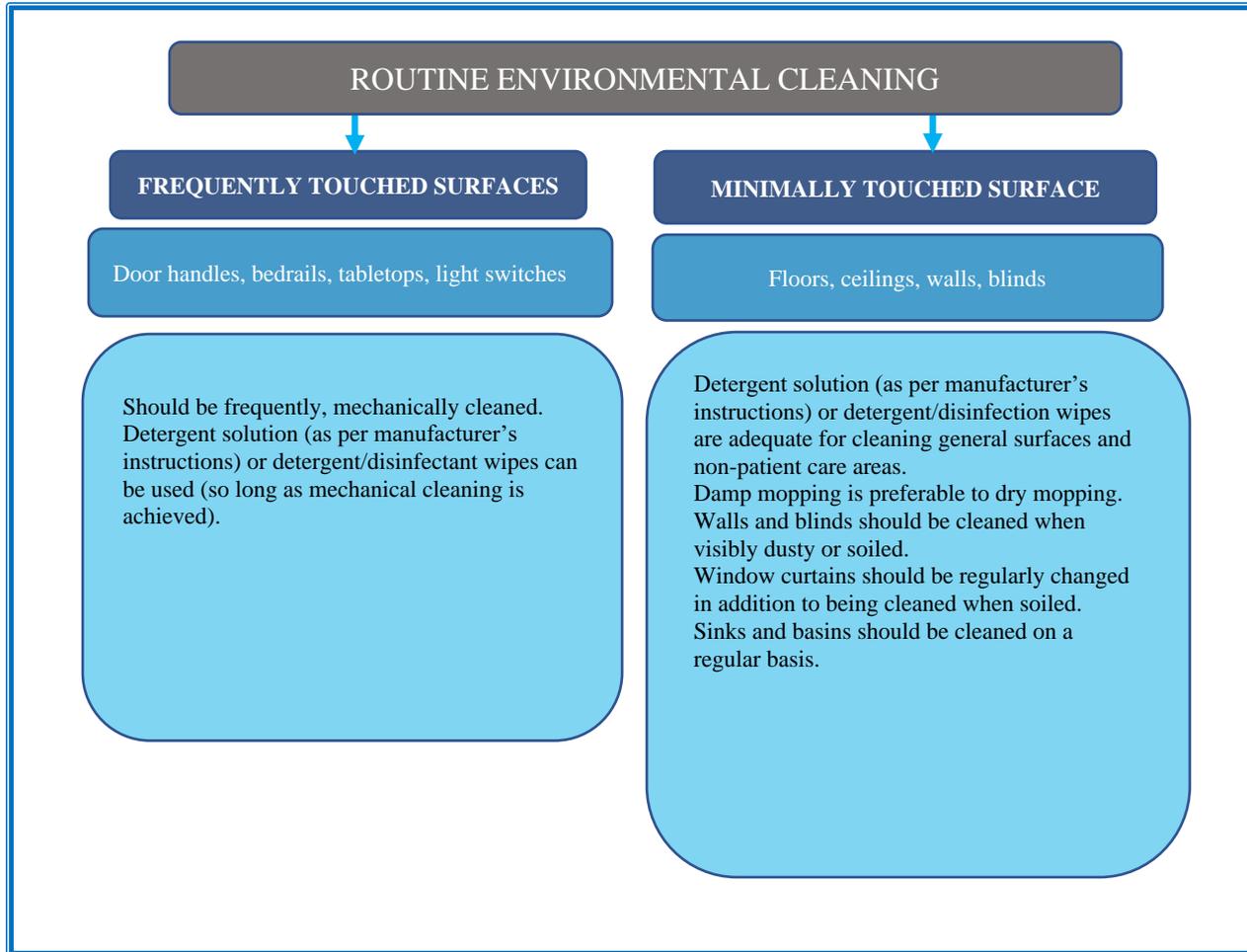
Coronaviruses can survive on surfaces for many hours but are readily inactivated by cleaning and disinfection.

It is good practice to routinely clean surfaces as follows:

- Clean frequently touched surfaces with detergent solution (see diagram below).
- Clean general surfaces and fittings when visibly soiled and immediately after any spillage.

Adopted: 1/9/20

Routine environmental cleaning requirements can be divided into two groups¹:



¹ Adapted from Australian Guidelines for the Prevention and Control of Infection in Healthcare, Canberra: National Health and Medical Research Council (2019).

Adopted: 1/9/20

Hand hygiene

Soap and water can be used for hand hygiene at any time and **should** be used when hands are visibly soiled.

Alcohol-based hand rub (sanitiser) can be used if soap and water are not readily accessible, except when hands are visibly soiled.

Cleaning hands regularly also helps to reduce environmental contamination.

Information for cleaning staff of health and residential care facilities

- > The risk when cleaning is not the same as the risk when face-to-face with a sick person who may be coughing or sneezing.
 - Cleaning staff should be informed to avoid touching their face, especially their mouth, nose, and eyes when cleaning.
 - Cleaning staff should wear impermeable disposable gloves and a surgical mask plus eye protection or a face shield while cleaning.
 - Cleaners should use alcohol-based hand rub before putting on and after removing gloves.
 - Alcohol-based hand rub should also be used before putting on and after removing the surgical mask and eye protection.
- > The surgical mask and eye protection act as barriers to people inadvertently touching their face with contaminated hands and fingers, whether gloved or not.
 - If there is visible contamination with respiratory secretions or other body fluid, the cleaners should wear a full length disposable gown in addition to the surgical mask, eye protection and gloves.
 - Advice should be sought from your work health and safety consultants on correct procedures for wearing PPE.

Use of disinfection

- The disinfectant used should be one for which the manufacturer claims antiviral activity, meaning it can kill the virus (such as chlorine-based disinfectants, which are commonly used - see below).
- Ready-made disinfection products can be used, if available. Diluted bleach or disinfectants listed on the Australian Register of Therapeutic Goods that have virucidal claims can be used.
- Regardless of the product used, it is vital that sufficient contact time is allowed. Refer to the manufacturer's instruction for such information.
- If using freshly made bleach solution, follow manufacturer's instructions for appropriate dilution and use (see below for dilution instructions). Note that prediluted bleach solutions lose potency over time and on exposure to sunlight.
- Wipe the area with bleach solution using disposable paper towels or a disposable cloth.
- Dispose of gloves and mask in a leak proof plastic bag.

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- Wash hands well using soap and water and dry with disposable paper or single-use cloth towel. If water is unavailable, clean hands with alcohol-based hand rub.

Preparation of chlorine-based disinfectant solution

- Chlorine (bleach) can effectively kill viruses but handling it can be hazardous for humans.
- Use a safer alternative, where possible, and always follow manufacturer’s instructions.
- Know when and how to dilute it correctly (e.g. always pour concentrate into the water, never the other way around).
- Work in a well ventilated area and wear personal protective equipment (see below).
- DO NOT use with any other products (e.g. toilet bowl cleaners, acids - including vinegar - or anything containing ammonia).

When preparing bleach solutions, observe the following:

- Gloves should be worn when handling and preparing bleach solutions.
- Appropriate protective eye wear should be worn in case of splashing.
- Bleach solution should be:
 - made up daily.
 - used mainly on hard, non-porous surfaces (it can damage textiles and metals).
- Sufficient time is required to kill the virus; follow manufacturer’s instructions. 10 minutes of contact time is required at a concentration of 0.01%.

Household bleach comes in a variety of strengths. The concentration of active ingredient —hypochlorous acid² — can be found on the product label.

Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

²Hypochlorous acid (HOCl) is a weak acid formed when chlorine (Cl) dissolves in water and dissociated to hypochlorite (ClO⁻) which is the oxidising

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END