



COVID Camp Protocols – Last Updated 11 Aug

Physical Distancing

Group Management

- Active Education will keep detailed records on the movement of participants and staff at the venue. This would include:
 - Details of each person (e.g. school-aged children, teachers and support personnel) associated with each client group attending the program (program) and/or venue,
 - A list of the Active Ed Staff who were in contact with each client group
 - A program schedule detailing where and when each client group is undertaking the different aspects of the program and
 - Records of attendees, lists and program schedules will be kept.
- On change-over days two or more client groups may attend a venue where management of client groups to limit co-mingling/cross-contamination will be maintained for the duration of the program/changeover.
- Active Education will direct Adult clients to proactively engage in and promote Physical Distancing practices as directed by SA Health.
- School-aged children may exceed the base occupant density requirements as directed by SA Health,
- In conjunction with venue providers, signage, floor marking and barriers may be utilised to reinforce physical distancing and personal hygiene protocols at each site utilised by Active Education for camp packages.
- Active Education will review the ability to safely manage the expected number of people at the venue, and arrangements may be made to reduce occupancy numbers to allow effective implementation of all COVID risk mitigation strategies (e.g. physical distancing, cleaning of equipment, activities, food service, etc.).

Managing Egress

- Implement vehicle traffic management plans to prevent congestion, particularly in carpark and client loading /unloading zones.
- Active Education will review the flow of campers at each site utilised by Active Education for camp packages. Examples of control measures may include;
 - Signage (e.g. maximum room capacity),
 - Physical barriers to restrict access or control traffic flow
 - Leave doors open where possible (without risking security)
 - Assign separate facilities for each client group during change-over period
 - Schedule shared facility access/activity programming to prevent co-mingling of groups allow appropriate cleaning and sanitisation of amenities/facilities etc...

Adult Accommodation – sleeping arrangement, dining and bathroom facilities

- Active Education's expectation is that adults from the same client group must adhere to base occupant density as per SA Health guidelines
- This should include mealtimes, activities and free times throughout their stay at the venue
- Once allocated to a bed, bunk or tent adult participants will only use that resource for the duration of the program/stay at the venue.
- The opening and use of communal showers is permitted



School-aged Children Accommodation – sleeping arrangement, dining and bathroom facilities

- Active Education's understanding is that school-aged children from the same client group may exceed the base density of SA Health.
- This applies to school-aged children in sleeping arrangements of bunk style and tent accommodation, dining, and bathroom facilities
- Once allocated to a Bunk or Tent, participants will only use that resource for the duration of the program/stay at the venue.
- The opening and use of communal showers is permitted

Outdoor Education Activity (School-aged children)

- Active Education has conducted an audit of our outdoor education activity risk assessments and procedures to account for COVID safety.
- The delivery of outdoor recreation activities will observe and operate within the prevailing protocols, with consideration given to;
 - School-aged students may exceed the base occupant density requirements as directed by SA Health.
 - Maintaining physical distancing between adults, and minimising adult to child and child to child interactions and physical contact where possible.
 - Where the risk of infection can be managed with the provision of an appropriate sanitising process (adhering to equipment manufacturer guidelines and/or industry best practice guidance) and a modification to procedures, then updated changes will be documented appropriately.
 - Active Education staff are to be given inductions for COVID SAFE modified procedures for activities
 - Sanitising of point of contact (e.g. hands) both before and after contact with activity equipment where appropriate.
 - Sanitise high touchpoint activity equipment between activity groups using an appropriate sanitisation method
 - Hand and respiratory hygiene will be encouraged.

Conducting Business

Approvals

- Insurance arrangements are in place to cover the activities of the business operated by Active Education.

Booking Management

- Active Education will provide a dynamic page on their website as well as a FAQ's document to inform clients the new requirements for COVID-19 as part of our operations ahead of arrival.



Signage

- In conjunction with venue providers, Active Education will recommend signage is in place to remind staff and participants about key public health messages of Physical Distancing, respiratory hygiene and hand hygiene at each site utilised by Active Education for camp packages.
- Where applicable the following signage may be displayed in prominent positions around the campsites to ensure campers understand their requirements under the COVID Safe plans:
 - Health Precautions
 - Physical Distancing floor stickers
 - Hand Sanitiser locations
 - COVID-19 Symptom Information
 - How to wash your hands.

Visitors/ Contractors/ Delivery Drivers

- Active Education will aim to ensure that:
 - Any person who has symptoms related to COVID-19 will be excluded from the program and or venue
 - Visitors/Contractors/Delivery Drivers at the Venue will be required to use the QR codes at each site
 - Visitors/Contractors/Delivery Drivers are inducted where possible on COVID-19 awareness and risk mitigation strategies to minimise possible transmission of COVID-19.
 - Visiting delivery drivers and contractors are directed to use alcohol-based hand sanitiser before handling products being delivered
- For more information, see Safe Work Australia Guidance

Contact Tracing

Active Education will have QR codes prominently displayed at each event and will maintain records of all persons attending the event, or participating in the program and securely retain these records which may be used for contact tracing purposes.

Client Management

Pre-Screening

- Active Education will make clients aware that they MUST NOT attend if they have ANY symptoms consistent with COVID-19.
- The implementation process includes:
 - Distribute email to group leader to advise them of Active Education's requirements through links to a dynamic webpage.
 - Update online and printed collateral (where possible) to include information about business changes in response to COVID-19.
 - Enhance business information (particularly online and signage) to provide prominent advice about client requirements and pre-screening.
- Active Education will advertise (poster/website) the right of refusal of entry and/or service to clients that refuse to comply with the conditions of this COVID safe plan
- Active Education will enhance booking systems to include advice regarding our approach to COVID-19 management. Implementation process includes:



- At the point of confirming the booking
- ⊖ Reminders in any relevant communications (including confirmation emails)
- Send reminders just prior to known booking (for longer-term bookings) to ensure clients compliance and awareness

Conditions of Entry

- Active Education will require all Groups to have undertaken a screen of all participants (children + adults) to exclude people in their group who are unwell, have been in contact with someone confirmed to have COVID-19, have been to an exposure site identified on the SA GOV website, and have returned from overseas or from a state requiring quarantine in the past 14 days.
- Place signs at entry points to instruct customers not to enter the facility if they are unwell or have COVID19 symptoms. The sign will state that businesses have the right to refuse entry and insist that anyone with these symptoms leaves the site.
- Any person who has symptoms related to COVID-19 must be excluded from the program and/or venue.

Inductions

- Active Education will have a venue-specific induction process that educates staff on new and altered processes that have been introduced to reduce risks related to COVID-19.
- These Induction processes will include but not be limited to:
 - Physical Distancing measures the organisation has in place that must be adhered to
 - Equipment sanitisation processes that must be carried out
 - Process improvement Reporting Procedures and
 - Critical incident plans if a COVID-19 Outbreak occurs.

Cleaning & Hygiene

Handwashing & Hygiene

- Active Education staff will adhere to and promote enhanced hygiene standards as outlined by SA Health recommendations.
- Campsites should provide hand washing facilities including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, an appropriate alcohol-based hand sanitiser should be provided.
- Hand hygiene and appropriate respiratory hygiene will be taught and reinforced to staff and participants, as per SA Health advice. All staff and participants will be encouraged to follow good hygiene practices, including washing hands frequently with soap and water for at least 20 seconds, covering coughs and sneezes, or coughing into their elbow or shoulder and avoiding touching eyes, nose or mouth.
- Adequate supplies will be available to support healthy hygiene behaviours, including soap, hand sanitiser (for staff and older children who can safely use hand sanitiser). ~~and tissues.~~
- Hand sanitiser will be provided at high traffic areas of the venue (dining rooms etc.). Communicate with staff about hand sanitiser locations and encourage regular use.



- Handwashing facilities are provided (whether permanent or temporary), such as a washbasin, clean running water, soap and paper towels, placed in strategic locations to ensure staff and participants can access them in a timely manner, where appropriate.
- Participants are advised that sharing of personal items such as water bottles etc. is not permitted, and that personal items should be labelled clearly.

General Cleaning

- The venue provider must ensure facilities are properly cleaned following the guidance provided by Safe Work Aust
- Use cleaning products with ingredients recommended for use by Safe Work Australia which are effective against COVID-19.
- Appropriate allowances will be made to ensure adequate time for cleaning and sanitations of each area after use.

High Touch Points

- Emphasis will be taken to sanitise objects frequently touched by people, generally in high traffic and commonly used areas, for example: Door Handles, Light switches, Keypads, Bathroom / kitchen fixtures (taps, basins, toilets, toilet roll holders, fridges, microwaves, cupboards and drawers, etc.), handrails and office equipment.

Vehicles

- Drivers will be responsible for sanitising hard surface touch points when exiting vehicles.
- Vehicles will be equipped with appropriate sanitisation supplies

Bathroom and Toilet Amenities

- Toilets, basins and bathroom facilities will be cleaned regularly with increased and scheduled frequency where practical by the venue provider.
 - Campsites should provide ready access to cleaning equipment and provisions and waste disposal receptacles to enable shower facilities used by adults to be cleaned after every use.
 - The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with Safe Work Aust Guidelines

Accommodation (sleeping arrangements)

- Clients are expected to supply their own linen and pillow.
- The venue provider will ensure regular cleaning of accommodation is conducted in accordance with advice from
 - SA Health and Safe Work Australia

Food Service



- This plan provides a relaxation to the base density requirement for school-aged children in the outdoor education dining setting, however food preparation, serving, cleaning, hygiene and sanitisation protocols as prescribed in the Hospitality Industry COVID Safe Plan must be adhered to.
- Adults (e.g. Group Leaders and Teachers) must adhere to the base density requirement of SA Health.

Staff Safety

Staff Health

- Active Education will direct staff to stay at home if they are sick, and to go home immediately if they become unwell. Any person who has symptoms related to COVID-19 must be excluded from the program and/or venue
- Staff will be required to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home until they get the result, and it is negative for COVID-19.
- Active Education will implement measures to maximise the distancing between staff to the extent it is safe and practical and minimise the time that staff are in close contact. Where it is practical and safe to do so, Active Education will review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between staff.
- In an ongoing way Active Education will consult with staff on COVID-19 measures in the workplace and provide staff with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work
- Active Education will take steps to manage stress from COVID-19:
 - Regularly ask staff how they are going and if there are any work-related stressors that need to be addressed
 - Be well informed with information from official sources, regularly communicate with staff and share relevant information as it comes to hand
 - Consult staff on any risks to their psychological health and how these can be managed
 - Provide staff with a point of contact to discuss their concerns and to find workplace information in a central place
 - Inform staff about their entitlements if they become unfit for work or have caring responsibilities
 - Refer staff to appropriate channels to support mental health and wellbeing.

Personal Protective Equipment (PPE)

- Active Education will provide appropriate PPE to staff based on their roles and responsibilities in adherence with Safe Work Guidelines.
- Training on the appropriate use of PPE be provided to staff

Pre-screening

- Active Education will ensure all staff are aware that they MUST NOT attend if they have ANY symptoms potentially consistent with COVID-19.
- COVID-19 symptoms include: cough, fever, sore throat, fatigue and shortness of breath.
- In addition to COVID-19 symptoms, staff should be advised not to attend work with any flu-like symptoms or related illness.



Staff Inductions

- Active Education will have a venue specific induction process that educates staff on new and altered processes that have been introduced to reduce risks related to COVID-19.
- These induction processes will include but not be limited to:
 - Physical Distancing measures the organisation has in place
 - Equipment sanitisation processes that must be carried out
 - Process improvement reporting procedures and critical incident plans if a COVID-19 outbreak occurs

Staff Education & Training

- Active Education will:
 - Identify and outline the requirements for training of the workforce including all staff and communicate these requirements to staff and their representatives.
 - Train staff on identified training, inclusive of COVID-19 infection control training:
<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Safety/Risk Management

Risk Register

- Active Education has created a dynamic risk register document with COVID-19 controls.
- Managers will regularly monitor the COVID-19 situation, including any new public health advice, reviewing the effectiveness of their safety/risk management response, and adjusting responses accordingly

Standard Operating Procedures

- Active Education will update any required Standard Operating Procedures to account for COVID-19 control measures identified within their risk register.
- Staff will be trained on the updates made to the Standard Operating Procedures
- Active Education will continue to maintain records of safety/risk management processes, including the following:
 - Identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
 - How and when the control measures were implemented, monitored and reviewed
 - Who was consulted
 - Relevant training records
 - Any plans for changes

Records of Safety/Risk Management Processes

- Active Education will use the UPLOADS App to record incident reports, participation data, and action plans to address identified problems.



- When undertaking and reviewing Safety/Risk Management Processes, Active Education will consider the identification and management of any new or changed hazards that may have arisen because of the implementation of the COVID SAFE Plan.
- Following any period of closure of the organisation, Active Education will carry out checks in preparation for reopening, including the following:
 - Equipment is in good working order, and
 - Staff training is up to date.

Emergency Management

Suspected Case Response

Active Education's Response Plan, in accordance with Dept for Education guidelines

- A dorm or room will be identified to isolate the participant from other Campers
- Immediately inform School Principal
- Immediately inform Active Education Management (08 8370 1500)
- Arrange collection of camper and send directly to nearest COVID-19 testing facility
- Carry out the directions provided by SA Health as applicable
- Inform persons that have been in contact with suspected case to isolate and contact SA Health

Confirmed Case Response

- Active Education's Response Plan in the event of a confirmed COVID case should include:
 - Isolate – Quarantine those persons affected
 - Notify - Report confirmed cases to the SA Health and follow the direction of authorities
 - Trace – Prepare attendance information and provide to health authorities to support contact tracing
 - Inform - Persons that have been in contact with confirmed case to isolate for 14 days and seek medical attention if symptoms are shown
 - Clean - Infectious control clean to be completed
 - Return to business - once it is safe to do so.

Managing a suspected/confirmed case of COVID-19

- Active Education's training for staff will include information regarding management of staff or participants with a probable or confirmed case of COVID-19, ensuring staff understand that anyone who becomes unwell should be immediately isolated and provided with tissues, rubbish bin, hand sanitiser and a facemask (if available) to cover coughs and sneezes.
- Establish procedures to help unwell staff or participants leave the activity as soon as possible, including:
 - Informing the manager of an unwell staff member, and making arrangements for the person to be sent home or to access medical assistance as soon as possible,
 - If the unwell person needs to access medical assistance, they should call ahead and advise of their symptoms so that medical staff can prepare for their visit.
 - Clean and disinfect any equipment or surfaces that the unwell person has been in contact with, implementing added protections to protect staff doing the cleaning.
 - SA Health will contact Active Ed if contact tracing of the workplace is required, in which case Active Education will follow the advice provided by SA Health.
- Training for staff will include information regarding



- the symptoms of COVID-19 and ensure that staff are instructed not to attend work if they develop a flu-like illness or have been directed by health authorities to self-quarantine or self-isolate.
- cleaning and disinfection of facilities after suspected or confirmed COVID-19 in accordance with SA Health Guidelines
- the appropriate use of personal protective equipment for cleaning and disinfection after suspected/confirmed COVID-19:
 - Put on personal protective equipment (PPE) before entering the area, which may include disposable gloves, disposable apron or other protective garment, and protective eyewear to protect your eyes from the cleaning chemicals
 - Note - If a person with suspected or confirmed COVID-19 infection remains in the area while the cleaning is done, the unwell person should wear a surgical mask, if available, to cover their coughs and sneezes. The person who is cleaning the area should also wear a surgical mask to prevent them from touching their face. Once the cleaner enters the area, they should avoid touching their face and not touch/adjust their face mask if one is worn. If wearing a mask, it should be either on or off – ensure it always covers both the nose and mouth and don't let it dangle from the neck.
- Confirm notification protocols for notifying public health authorities and other attendees regarding symptomatic staff or participants.
 - If there is a confirmed or probable case of COVID-19 infection at a workplace, SA Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.
 - Upon being informed, a person in control of the business or undertaking must notify SA Workplace Health and Safety that the case has been confirmed.
 - Providers must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.