

CAMP COOBY COVID-19 MANAGEMENT PLAN

As of July 19, 2022

Organisation Details

Camp Cooby

Director: Tanya Hall

A: 239 Loveday Road, Geham QLD 4352

P: 07 4696 6244

E: info@campcooby.com.au

W: <https://www.campcooby.com.au/>

Service Description

- Group based Outdoor Education programs
- School Camps
- School Holiday Camps
- Corporate & Private Retreats
- Corporate & Private Events
- Weddings
- Short stay accommodation
- Catering from our licensed commercial kitchen

Site Description

Camp Cooby (also known as Reflections, Lake Cooby) is a multipurpose Outdoor Education Centre located 30 minutes from Toowoomba. The site is located on 50 acres of native bushland on the edge of Cooby Dam and has the capability to host school camps, corporate retreats, private and corporate functions, and weddings.

Onsite facilities include:

- Office/Reception
- Function Centre
 - Conference Room
 - Dining Room
 - Licensed Commercial Kitchen
 - Function Centre Lawn
 - Outdoor Gazebo
 - Fire Pit
 - Adjoining Marquee used for dining
 - Laundry
 - Staff ensuite
 - Shower & Toilet amenities
- Accommodation options (see below)
- Outdoor education facilities
- Maintenance Shed
- Environmental Sustainability Shed

- Loveday Barn
- Ceremony Area
- Bunya View Fire Pit
- Lakeside Marquee
- Ablution Block

Accommodation options available include:

- Bunkhouses:
 - 15 x dorm rooms with 4 single bunkbeds in each
 - Sleeps up to 120
 - Linen not included – guests to BYO
 - 3 x teacher cabins with 2 x double bunkbeds and 1 x single bunkbed in each
 - Sleeps up to 24
 - Linen included
- Camping Tents:
 - Available for hire upon request
 - Sleeps roughly 100 guests (depending on age/size)
- Bell Tents:
 - 7 available
 - Sleeps 2 per tent
 - Linen included
- Cooby Lakehouse:
 - 4 bedroom, 2 bathroom house
 - Sleeps up to 10 people
 - Linen included

Camp Cooby usually operates with one group onsite at a time, and a maximum capacity to host three groups at a time. In instances where multiple groups are onsite at one time; the nature of our customized programs, numerous facilities, and large property gives us the capability to keep distance between and limit crossover between groups.

Camp Cooby is a member of Outdoors Queensland who have been providing regular updates regarding directions and mandates relevant to Outdoor Education & Activity Providers. In addition to this, Camp Cooby refers to the Chief Health Officer Public Health Directions regularly and adjusts policies and procedures to adhere to current restrictions and mandates.

Outdoors Queensland:

<https://outdoorsqueensland.com.au/>

Chief Health Officer Public Health Directions:

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>

Health & Hygiene

Camp Cooby has a facilities department responsible for effective routine cleaning, with a focus on increased frequency of cleaning of high contact surfaces and communal facilities. A best-practice COVID-19 specific cleaning regime has been developed. Prior to the arrival of any new group, and during their stay, Camp Cooby staff will ensure the venue is cleaned following the guidance provided by:

<https://www.health.qld.gov.au/public-health/industry-environment/disease-prevention-control/covid19-industry/covid-19-cleaning-disinfection-waste-management>

Ablution Facilities

- While we will try to provide separate ablution facilities for separate groups, ablutions are permitted to be shared with other groups onsite.
- In the instance where multiple groups are onsite at the one time, Camp Cooby will adjust programming to stagger shower times in an effort to limit cross over between individual booking groups
- Group staff will be required to monitor the use of ablution blocks. Managing the entry exit points to ensure appropriate numbers of participants at any one time
- Camp Cooby staff will clean all shower & toilet facilities twice daily, following above guidance from QLD Health
- Hand washing facilities are available throughout the ablution block
- Any amenities that are used by a participant who may present with COVID-19 like symptoms will be closed for use until a thorough clean and sanitise has been completed and checked by Camp Cooby Facility Management

Accommodation Facilities

- If there is less than 3 days between the departure and arrival of separate groups, accommodation facilities will be cleaned, sanitized, and left to rest for a minimum of 30 minutes prior to the arrival of the next group
- If there is at least 3 days between the departure and arrival of separate groups, accommodation facilities will be cleaned and aired out prior to the arrival of the next group

Communal Areas, Outdoor Education Activities, and General Cleaning

- Communal areas are cleaned daily when in use by groups
- If there is less than 3 days between use of communal areas by separate groups, areas will be cleaned, sanitized, and left to rest for a minimum of 30 minutes prior to use by the next group
- If there is more than 3 days between use of communal areas by separate groups, areas will be cleaned and aired out prior to use by the next group
- If there is less than 3 days between use of Outdoor Education activity equipment by separate groups, equipment will be cleaned, sanitized, and left to rest for a minimum of 30 minutes prior to use by the next group
- If there is more than 3 days between use of Outdoor Education activity equipment by separate groups, equipment will be cleaned and aired out prior to use by the next group
- Hand sanitizer and hand washing facilities are readily available at points throughout

the Camp Cooby campus

Camp Zoning and Social Distancing

In instances where multiple groups are onsite at the one time, the Camp Cooby venue has the capability to be separated into distinct, self-contained zones. Where possible, Camp Cooby staff will be allocated to groups in each Zone to minimize exposure between groups.

Participants will be encouraged to proactively engage in, and promote physical distancing of 1.5m. Accommodation facilities and communal areas are set up to maintain 1.5m physical distancing.

Record Keeping

Group Organisers are required to maintain an up to date participant roll including all medical and dietary requirements.

Camp Cooby maintains records of all groups attending site including:

- Booking dates and times
- Programming
- Facilities and accommodations booked
- Group contact details
- Outdoor education activities utilized
- Staff & participant medical & dietary requirements

Screening Precautions for Incoming Groups

Camp Cooby reserves the right to quarantine or send home any guests that display cold or flu like symptoms. Our *advice* to group organisers for all groups is as follows:

- In information sent to participants it must be clear that if they participant is experiencing any of the following, they should not attend camp
 - Experiencing cold or flu like symptoms
 - Have a temperature
 - Have been in contact with someone that is confirmed to have COVID-19
 - Has returned from overseas in the last 14 days
- Group organisers must monitor the health and may choose to confirm the temperature of camp attendees prior to boarding transport to the venue
- If a participant arrives at camp and are exhibiting CoVid-19 like symptoms (that cannot be explained by other medical conditions outlined in their medical form) they will be quarantined on arrival and required to be picked up by a care giver

Transport & Arrivals

Transport arrangements are not made by Camp Cooby. Camp Cooby's obligations commence when groups arrive at the venue. However, we remind guest groups of their social distancing obligations. Adult groups generally arrive in their own transport. Current advice for school groups is physical distancing requirements are exempt for public transport (including buses).

It is the Group coordinators responsibility to ensure that Transport operators will follow their industry's COVID guidelines. Group coordinators are responsible for ensuring that buses and surface touch points are cleaned according to CoVID-19 cleaning and disinfection recommendations.

Physical distancing measures will be implemented at arrival and departure times. These include:

- We ask that bus drivers stay with their allocated bus and not leave the bus unloading area
- Upon arrival, participants are encouraged to collect their OWN luggage from the bus and take it to the designated drop off point
- Camp Cooby requests that the school group conducts all wellness checks prior to guests entering the buses. We will observe the wellbeing of participants whilst onsite and will discuss any children who are identified as having symptoms with the allocated group leaders.

Accommodation

Camp Cooby will assign individual accommodation buildings to groups. Group Organisers are responsible for allocating staff and students to accommodation buildings and this must be confirmed with Camp Cooby prior to arrival. Upon check in, Camp Cooby staff will re-check these allocations with the Group Organiser. In the case of an infection on site, the room register will be used to inform close contacts of infection risks.

Food preparation and service

Physical Distancing and food preparation procedures will be consistent with the requirements of the relevant local government agency and augmented by the following COVID-19 related additions:

- Physical distancing of 1.5m is encouraged, and dining facilities are set up to maintain a minimum of 2m² per diner.
- Larger groups have the ability to stagger dining times for their group
- Indoor and outdoor dining options available
- Group staff will be responsible for sequencing food service by table groups
- Hand washing will be required from all participants and staff before entering food service area (as per normal practice). Sanitizer is available prior to entry at each food service area
- All food will be served by dedicated servers to ensure there is no cross-contamination from shared use of utensils and serving implements
- Participants will be told to bring their own labelled water bottle to camp and all communal cups removed and bubblers de-commissioned, leaving only water service taps
- All re-usable cutlery and crockery will be washed using our onsite commercial dishwasher. Cutlery could also be single-use and/or menu items will be eaten by hand.
- As many meals as possible will be served and eaten outdoors (i.e. morning tea, lunch, afternoon tea)
- Condiments should be single-serve packets unless served by dedicated server

- A full clean of each food service area and dining space at the conclusion of each meal
- We will still meet dietary needs. As per our usual practice the food will be labeled and provided to the participant with diet needs
- Cleaning after meals – we will clean the dining room between each allocated dining group. Each table group will have two people who will be allocated to wipe down the tables and chairs between each meal. Each meal we will have new clean warm water tubs of detergent and chux cloth
- At the end of each mealtime, participants will place dirty dishes in a tub and cutlery in hot soapy water. Cutlery and dishes will be rinsed and washed in our commercial dishwasher

Outdoor Education Activities

In line with current regulations and mandates as stated in the Queensland Public Health Direction, Camp Cooby has undertaken a COVID-19 audit of all Outdoor Education activities and Operating Procedures (OPs) have been adjusted to account for COVID Safe requirements.

Additional measures include:

- Camp Cooby facilitators have completed COVID Safe Training and have reviewed updated COVID Safe Operating Procedures
- Assessment of COVID Safe compliance (in accordance with our updated Operating Procedures) is included in regular pre-start checks for each activity
- Outdoor Education activities will observe and operate within the prevailing protocols and distancing required under the QLD Public Health Direction
- Hand sanitizer and/or hand washing is encouraged both before and after contact with activity equipment where appropriate
- Onsite Group activities will be in group rotations of no more than 20 participants per group. It is requested, if possible, that the group provide the same supervisor with the same group for the duration of the Camp. Camp Cooby will maintain records of activities operated and Camp Cooby staff who were in contact with each group at any point in time.
- Refer to cleaning procedures for Outdoor Education activity equipment in 'Health & Hygiene' above

Guest Isolation and illness

In the instance where a participant presents with symptoms of COVID-19, or general sickness:

- Isolation rooms are available for use by the group
- Camp Cooby staff will discuss any observations of symptoms with the Group Organiser/staff. If the participant's symptom/s are not explained by another medical condition or is known to the staff, then the Group will be asked to isolate participants in the provided isolation rooms
- It is up to the Group's Organisational Policy as to whether a Rapid Antigen Test (RAT) is necessary
- The Group Organiser will be required to arrange for the participant to be taken

home by a parent/caregiver. Camp Cooby will work with the group organiser to facilitate the pick-up of the guest as soon as practically possible

- The participant will need to be reviewed by a GP and results communicated back to the Group and Camp Cooby

CoVID-19 Suspected and/or confirmed cases

It is the responsibility of groups to inform Camp Cooby if they have a confirmed case of COVID-19 infection within their group.

If there is an onsite confirmed case of COVID-19, while the group is onsite:

- Isolation rooms are available for use by the Group
- A COVID PPE box containing masks, gloves, sanitisers, and protective clothing is available for staff that may have been in contact with the person who has been confirmed to have COVID-19
- The participant will be required to isolate in the isolation room designated to that Group
- It is up to the Group's Organisational Policy as to whether a Rapid Antigen Test (RAT) is necessary
- The Group Organiser will be required to arrange for the participant to be taken home by a parent/caregiver. Camp Cooby will work with the group organiser to facilitate the pick-up of the guest as soon as practically possible
- Facilities that have been used by the participant with COVID-19 will undertake a deep clean and sanitise by Camp Cooby facilities staff
- Other participants within the Group will be monitored for signs and symptoms of COVID-19

Workplace health and safety for Employees

The following measures and guidelines have been implemented:

- Staff have been provided with COVID Safe Training and signed their understanding and commitment of compliance
- Posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace
- Staff instructed to advise management and stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to perform a Rapid Antigen Test (RAT) or PCR Test and isolate at home until results are confirmed
- Staff instructed to inform management if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for CoVID-19
- Staff requested to eat outside or maintain distance when eating lunch

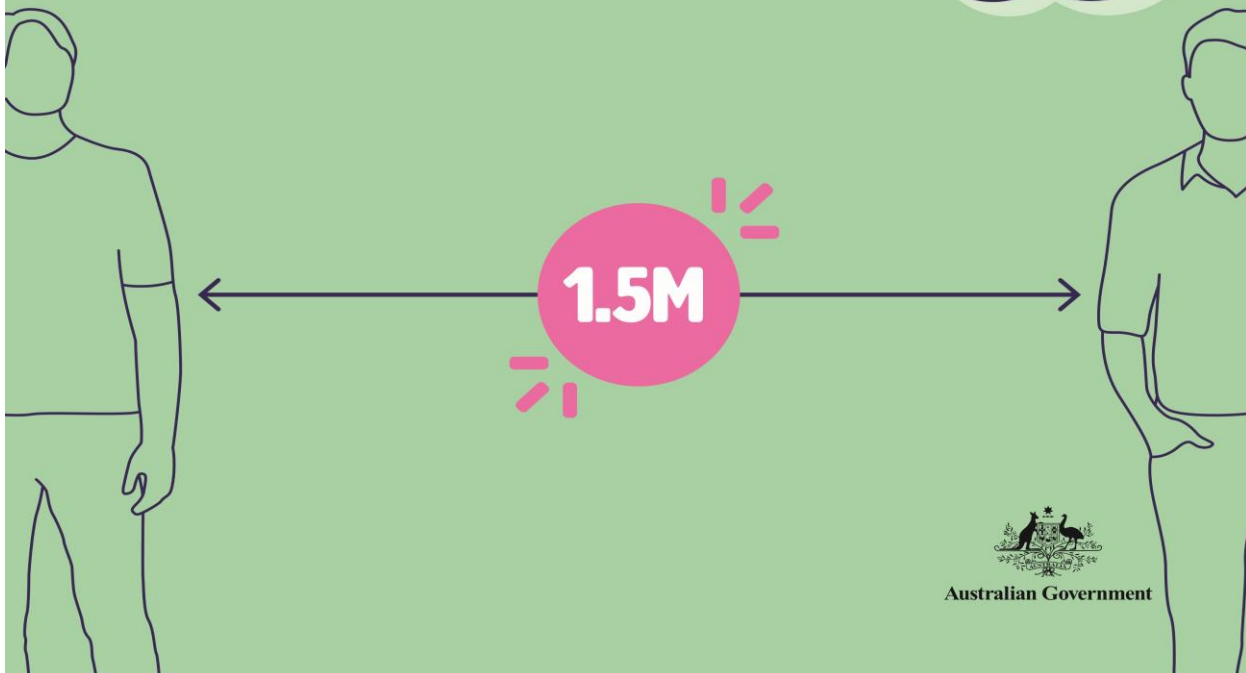
Coronavirus
(COVID-19)

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**



Coronavirus
(COVID-19)

KEEP THAT COUGH UNDER COVER.

Always cough or sneeze into your arm or a tissue and put the tissue in the bin straight away. Wash your hands with soap and water for at least 20 seconds afterwards.

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**



Australian Government

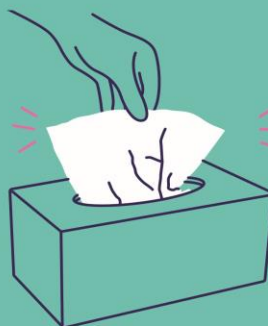
Coronavirus
(COVID-19)

SIMPLE STEPS TO HELP STOP THE SPREAD.

**Cough or sneeze
into your arm**



Use a tissue



Bin the tissue



Wash your hands



**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**



Australian Government

GOOD HYGIENE IS IN YOUR HANDS.

Coronavirus
(COVID-19)

Wash your hands thoroughly with soap and water for at least 20 seconds to prevent passing on germs. Dry your hands.

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**



Australian Government

Authorised by the Australian Government, Canberra

HEALTH WARNING CORONAVIRUS (COVID-19)

INFORMATION FOR TRAVELLERS

Developed a fever or cough?



FEVER



COUGH



SORE THROAT



**SHORTNESS
OF BREATH**

[KNOW THE SIGNS]



Australian Government
Department of Health

www.health.gov.au

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 **Duration of the entire procedure: 40-60 seconds**



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



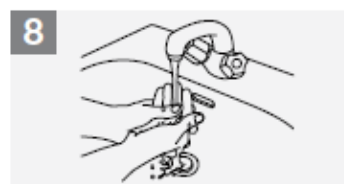
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



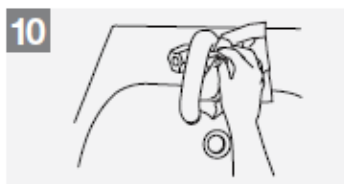
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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May 2009

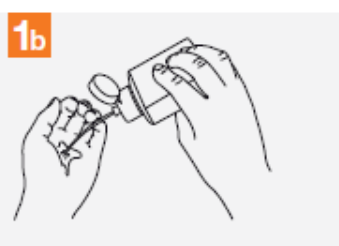
How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

 **Duration of the entire procedure: 20-30 seconds**



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



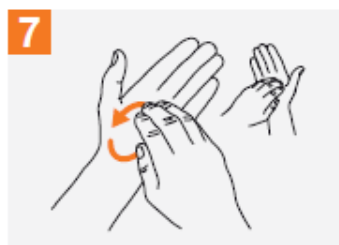
Palm to palm with fingers interlaced;



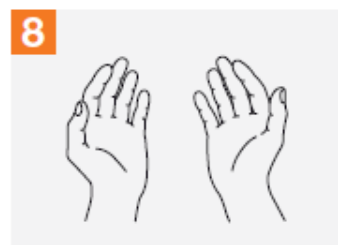
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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May 2009



STATEMENT OF COMPLIANCE

**This site is operating in compliance
with an Industry COVID SAFE Plan**

A copy of the Industry COVID SAFE Plan may be found at:
www.covid19.qld.gov.au/government-actions/covid-safe-businesses

- Follow the rules and keep us all safe
- Practice social distancing
- Wash your hands regularly
- Be prepared to leave your contact details for tracing purposes
- This is a COVID SAFE site

Signed by: 
(authorised business)

Date: 28/6/2020

covid19.qld.gov.au

