

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Caravan parks and camping grounds

Business details

Business name	Nambucca Valley Council
Business location (town, suburb or postcode)	197 Boultons Crossing Road, GUMMA
Completed by	Wayne Lowe
Email address	wayne.lowe@nambucca.nsw.gov.au
Effective date	7 December 2020
Date completed	16 December 2020

Wellbeing of staff and customers

Advise staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately get tested and stay in their accommodation or home until they have received their result.

Contact Council caretaker/ cleaner/ contractor that any staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately go home and get tested or, get tested at the Macksville drive through clinic and then go home or stay isolated in their accommodation until they receive their test results.

Consider how visitors could be isolated while awaiting results where practical.

If any visitors are unwell and require testing and are unable to return home immediately they are to be instructed to stay in an isolated area while awaiting their results where practical. Any visitors identified as unwell are to be instructed to either go home where possible or, stay isolated in their accommodation until they receive their test results.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

As Manager for Nambucca Valley Council I have worked through the COVID-19 plan with the contractor informing them if they feel unwell they are not to attend the camping area, they are to contact the Council Manager, they are required to get tested immediately and they are to stay at home isolated until they receive their test results. They are informed in relation to physical distancing, wear masks when collecting fees and cleaning.

Display conditions of entry (website, social media, venue entry).

COVID-19 plans are included in the condition of entry, registering on the QR code provided, informed upon entry and paying of fees and being provided with brochure of condition of stay by caretaker. Visitors are informed of social distancing and COVID-19 rules as a condition to stay by signage and by caretaker. Councils website has been upgraded to inform visitors that if they are feeling unwell they are to get tested and wait for their results before arriving at the Gumma Reserve. If visitors arrive feeling unwell they are to immediately get tested at the Macksville drive through test site located at the old Macksville Hospital site located on the corner of Boundary Road and Giinigay Way Macksville and isolate until test results are received.

Consider whether appropriate cancellation or similar flexible booking policies are in place where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

Gumma reserve has no pre booking system on arrival the visitors pay by epos and are asked to register via QR code or asked to leave if they do not comply. Visitors are asked if they have been feeling unwell and informed of the Old Macksville hospital testing site and are informed that they must stay isolated in their accommodation until their test results are provided to caretaker if negative.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact

details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Gumma Reserve is a primitive camp ground and only has toilet facilities that are independent cells all guests are required to bring their own hand sanitizers and disinfectant on arrival. This is noted on the COVID-19 plan and on Council web site

Physical Distancing

Where practical, have a staff member responsible for ensuring physical distancing of camp sites.

Signs are situated through the reserve requesting 6 meter separation of caravans and 3 meter separation of tents and 2 m² separation for visitors. At registration campers are informed of social distancing.

Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 2 square metres and appropriate physical distancing wherever practical.

No communal areas exist in Gumma Reserve primitive camp ground

Visitors staying at the grounds may have guests, but the total number of people at any outdoor gathering should not exceed 100. If the grounds are a person's place of residence they may have up to 50 visitors to their residence at any one time.

Only registered campers permitted to stay in camp ground with visitors limited under 20

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.

Staff are instructed to keep 1.5 meter distance

Use telephone or video for essential meetings where practical.

N/A

Review regular deliveries and request contactless delivery and invoicing where practical.

N/A

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Promote good hand hygiene

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene equipment.

Visitors have been informed to bring their own soap and hand sanitizers

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. If grounds are remote with minimal staffing, then visitors should be informed to practise good hygiene and bring their own cleaning equipment.

Cleaner cleans all surfaces before or after fee collection

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Visitors are informed to bring their own hand sanitizers and soaps

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Contract cleaner and caretaker has been informed to wear gloves and COVID safe practices

Encourage contactless payment options.

New contactless payment system introduced

Record keeping

Keep a record of name, contact number and entry time for all staff, visitors and contractors wherever possible for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

QR code used

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

Records and privacy are ensured.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Staff have been made aware of COVID-19 app to support contact tracing

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Council cooperated with all NSW Government agencies

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes