



PGL Adventure Camps COVID-19 Infection Control Policy and Risk Assessments





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Coronavirus Information

General

We continue to closely monitor state and federal government guidelines and advice with respect to Coronavirus (COVID-19).

We have developed a comprehensive hazard analysis and implemented control measures across all areas of our business in order to minimise risk to guests, staff, suppliers and contractors.

Our approach has been informed by guidelines and recommendations from the below organisations / bodies:

- Australian State & Federal Departments of Health
- World Health Organisation
- Australian Camps Association
- Outdoor Council of Australia
- Vertex Industry Group

Further information can be found at:

www.coronavirus.vic.gov.au/school-camps-during-coronavirus

www.education.vic.gov.au/about/department/Pages/coronavirus.aspx

ged.qld.gov.au/about-us/news-and-media/novel-coronavirus

www.education.vic.gov.au/school/Pages/school-camps.aspx

www.dhhs.vic.gov.au/coronavirus



PGL's COVID-19 Infection Control Policy

Policy Statement

PGL is committed to providing, so far as is reasonably practicable, for the health, safety and welfare of all staff, workers and contractors, when working with our customers

This commitment extends to ensuring that our operations and activities do not place our customers at risk of harm, injury, illness or damage, which includes awareness & due diligence around the global public health emergency of the Coronavirus; COVID-19.

We recognise our moral and legal responsibility to provide a safe and healthy work environment in our workplaces for all persons and that the safety and well-being of all persons are being monitored.

The Australian Government, Department of Health & the WHO; World Health Organisation websites are our resource library for the Coronavirus COVID-19 health alerts which will be reviewed daily.

Aims and Objectives

We will adopt procedures to eliminate or minimise risks to health, safety and well-being so far as is reasonably practicable.

To achieve this, we will, so far as is reasonably practicable:

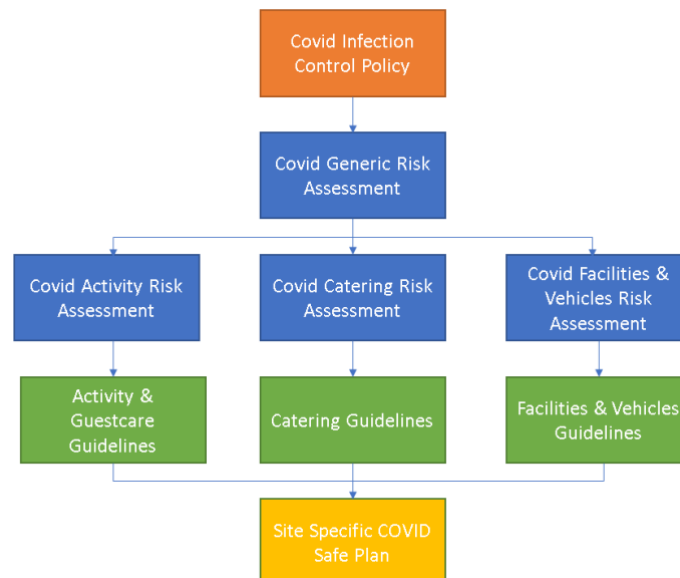
- provide all our workers with preventative measures to apply regarding good hygiene practises within the workplace:
 - encourage everyone to wash their hands regularly with hand sanitiser or soap and water if hand sanitiser is not available
 - avoid shaking hands and physical contact
 - maintain social distancing (keeping at least 1.5 metres distance between each other)
 - avoid touching eyes, nose and mouth
 - respiratory hygiene
 - provide all our workers with a list of common symptoms of the coronavirus so they can be diligent with their health and safety and seek medical advice as required:
 - sore throat
 - cough
 - fever
 - runny nose
 - respiratory problems, trouble with breathing
- create and maintain a coronavirus “register” which includes a list of all our workers, if they have recently travelled overseas; where they have travelled overseas and/or if they have been around someone who has travelled overseas



- provide all our workers with the current up-to-date list of “high-risk” countries and “moderate risk” countries, obtained from the Australian government, department of health website
- stipulate to our workers who have come in contact with any persons that have contracted the virus; to seek medical attention immediately and prepare to self-isolate
- provide all our workers with a list of people most at risk:
 - people with compromised immune systems
 - elderly people
 - people diagnosed with chronic medical conditions
 - young children and babies
 - people living in group residential settings
- ensure that all persons discharge and comply with their health and safety duties and obligations
- provide such information, instruction to all our workers, contractors and other persons as is necessary to ensure their continued health and safety
- provide support and assistance to all our workers and involve them in consultation on safety issues about the coronavirus and how this may impact their daily lives

Prevention and Minimising the Risk

PGL has created a comprehensive framework of control measures and guidelines to ensure that all reasonable precautions are in place to protect all users. An overview of the framework is below:



In order to prevent viruses spreading, the following guidance sums up our approach and will be adopted at all PGL camps;



Illness and Quarantine

We follow state and federal government's health and education departments advice and guidelines. Any instances of sickness among guests or staff must be assessed on a case by case basis, but the priority is to establish:

- the cause or potential cause of illness (with professional medical advice as necessary)
- the potential for contagion or spread of the infection
- the most appropriate course of action to minimise transmission and contagion, which may include asking the guest/staff member to leave the site or to apply quarantine measures
- the immediate closing of the whole or part of the camp

In response to any illness outbreak, our aim is to isolate those individuals who are currently at high risk, to promote scrupulous personal hygiene. In addition, a vigorous cleaning programme has been established to minimise the further transmission from the contaminated environment.

Any action taken must consider the 'high risk' areas of the camp operation; any points of congregation or where there is an increased risk of transmission or contagion through increased physical contact, considering:

- activities and other elements of the programme
- dining room and catering facilities
- accommodation / communal and shared toilets
- shared/social areas of the camp

Additional quarantine and specific plans may need to be applied to individuals who are not presenting symptoms, but are at high risk as they are more susceptible to illness and infectious diseases than others; for example, those who are pregnant, have depleted immunity, have cancer or another serious physical medical condition.



Responsibilities

The company, as the person conducting a business or undertaking, has the primary duty of care, and as such must ensure the health, safety and welfare of workers and other persons who may be affected by our operations, products, services and activities.

Officers of the company must exercise due diligence to ensure that the company complies with its occupational health and safety (OHS) duties.

Workers must take reasonable care for their own health and safety and for the health and safety of other persons and comply with any reasonable instruction or policy given by the company to enable it to comply with the Occupational Health and Safety Act.

PGL Sales and Reservations Manager responsibilities are to ensure that:

- guests have provided their COVID-19 policy and/or have completed a COVID-19 specific questionnaire
- guests have been provided with PGL's COVID-19 Infection Control Policy
- guests have access to PGL's COVID-19 Risk Assessments prior to travel as required

PGL Centre Manager responsibilities are to ensure that:

- suppliers and contractors have provided their COVID-19 policy and/or have completed a COVID-19 specific questionnaire
- all aspects of the PGL experience are operated in line with PGL's COVID-19 Risk Assessment and COVID-19 Safe Plan
- all PGL staff, Guests, suppliers, contractors and other visitors are aware, through arrival sign in, briefings and signage, of the need to maintain social distancing, good personal hygiene i.e. hand washing, reporting of symptoms, declarations and where appropriate the use of additional PPE i.e. face masks – and that this is followed up in practice
- the workplace attendance register is in place and completed by all staff and day visitors
- all PGL staff are aware of their obligation to report any illness and making sure that all guests are requested to make similar reports
- once any guest arrives on centre and either presents or develops symptoms during their stay will take all possible steps to mitigate the impact and reduce the risk of further infection and for;
 - ensuring that contact for instructions is made with the Australian Government Department of Health www.health.gov.au
 - following instructions and advice issued by this department with regard to quarantine procedures and travel
 - ensuring that all quarantined guests and/or staff are clear of the procedures and that working in conjunction with Party Leaders, their day to day needs (e.g. care, supervision, eating washing, cleaning etc.) are met
 - maintaining a system for 'tracking' details of cases / suspected cases of infectious illness, with an early warning system that identifies any 'clusters' (e.g. same School, same accommodation). It is recommended that this



includes both a list and a centre map as this will aid identification of potential contagion

- ensuring all staff nominated to undertake the role of Duty Manager and all Heads of Department are familiar with the COVID-19 Response Plan and know how to access the appropriate designated resources
- keeping up-to-date communication with appropriate members of staff who are specifically trained to respond to an outbreak. Where possible, a dedicated cleaning team for environmental cleaning and servicing should be appointed as this will limit the spread of contagion. No-one involved in food handling should engage in this cleaning

Guest 'Party Leader' responsibilities are to ensure that:

- each member of their party has declared that they have not:
 - travelled overseas in the last 14 days
 - had contact with known COVID-19 cases
 - displayed any COVID-19 symptoms
- any key messages/guidelines from PGL are passed on to participants or their guardians prior to arriving at the camp
- participants remain in their designated areas
- their group do not mix with any other guests on site
- they report to PGL Camp Management, any instances where a guest is unwell or showing COVID-19 symptoms
- they arrange transport home for guest(s) if a member(s) of their group has suspected COVID-19 symptoms

7 October 2020



Generic Risk Assessment Relating to COVID-19

Completed by: Michelle King – HR Manager

Date: 30/06/2020

Review date: 01/10/2020
(Stuart Davie – Centre Manager)

Likelihood \ Injury	Minor (First Aid)	Significant (SafeWork Notification)	Serious
Remote likelihood	Low Risk	Low Risk	Moderate Risk
Possible	Low Risk	Moderate Risk	Significant Risk
Probable	Moderate Risk	Significant Risk	Unacceptable Risk

Low Risk – Monitor current practice
Moderate Risk – Introduce additional measures
Significant Risk – Stop and take urgent steps
Unacceptable Risk – Do not continue

Hazards	Precautions and Current Control Measures in Place	Risk Level (with control measures in place)
Transmission of COVID-19 to and from staff	<ul style="list-style-type: none"> Staff screening questionnaire completed prior to any staff member returning to work or commencing work with PGL Adventure Camps, subjects covered in this: <ul style="list-style-type: none"> Overseas travel Declaration of no contact with known COVID-19 cases Have you had COVID-19 symptoms from list provided? Good hygiene practices Social distancing Cleaning regimes All staff have completed training module '<i>Coronavirus (COVID-19) Infection Prevention and Control Online Training Course</i>' www.sentriant.com.au/covid-19-coronavirus-courses All staff have been given resources on effective hand washing techniques All staff must sign in and out daily, confirming no change in circumstances since completing screening questionnaire Role-specific training delivered to all staff in all departments relating to additional measures implemented In Victoria, staff are to wear face masks as per DHHS guidelines. In other states, the wearing of face masks is optional unless directed by their manager for specific tasks 	Low Risk



	<ul style="list-style-type: none"> • Signage relating to good hygiene displayed across camps • Daily briefings will reinforce good hygiene and social distancing requirements • Staff will comply with all relevant DHHC COVID-19 guidelines 	
Transmission of COVID-19 to and from guests	<ul style="list-style-type: none"> • Party Leaders are either asked to provide a COVID-safe plan or asked declare travel history (have they travelled overseas in the last 14 days) and current medical information (have they experienced COVID-19 symptoms) of participants. PGL will provide Party Leaders with a template document • All customers will be provided with a full COVID-19 requirements briefing on arrival • Signage in place across the camps advising on good hygiene and social distancing requirements • All centre visitors must sign in and out. When signing in visitors must complete a declaration which includes: <ul style="list-style-type: none"> ○ Personal health ○ Contact with known COVID-19 cases ○ International travel in previous 14 days • Staff will comply with relevant DHHS COVID-19 guidelines 	Low Risk
Transmission of COVID-19 to and from 3 rd party suppliers such as contractors, delivery drivers etc.	<ul style="list-style-type: none"> • Signage in place to direct all visitors to sign in on arrival at the camp • All centre visitors must sign in and out. When signing in they must complete a declaration which includes: <ul style="list-style-type: none"> ○ Personal health ○ Contact with known COVID-19 cases ○ International travel in previous 14 days • Catering delivery drivers will go directly to the kitchen and not have any contact with guests or staff outside the catering environment • All regular suppliers have supplied their COVID-19 operating procedures or where they are not available have completed a COVID-19 questionnaire confirming procedures are in line with legislative guidelines 	Low Risk
Confirmed case of COVID-19 at a PGL camp	<ul style="list-style-type: none"> • Immediate report provided to State Department of Health for contact tracing and specific guidance sought and adhered to • Camp closed for appropriate duration as advised by State Department of Health • Deep sanitise cleaning undertaken to all appropriate areas of camp facility and including equipment as advised by State Department of Health 	Low Risk



Transmission of COVID-19 from administering first aid to guests and/or staff	<ul style="list-style-type: none">• For school groups, accompanying adults are in 'loco parentis' and should administer first aid in a first instance to guests• Venue hire groups are responsible for providing all first aid to their participants• PGL first aid kits to contain COVID-19 facemasks• If a staff member is required to assist in administering first aid to a guest then they should encourage the guest to administer first aid to themselves in the first instance, but if this is not possible then PPE (gloves and masks) to be worn	<p style="text-align: center;">Low Risk</p>
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Endorsed by: Carl Stanforth - Director

Date: 02/10/2020



Risk Assessment for Facilities and Vehicles Relating to COVID-19

Completed by: Robbie Spencer

Date: 30/06/2020

Review date: 01/10/2020
(Stuart Davie – Centre Manager)

Likelihood \ Injury	Minor (First Aid)	Significant (SafeWork Notification)	Serious
Remote likelihood	Low Risk	Low Risk	Moderate Risk
Possible	Low Risk	Moderate Risk	Significant Risk
Probable	Moderate Risk	Significant Risk	Unacceptable Risk

Low Risk – Monitor current practice
Moderate Risk – Introduce additional measures
Significant Risk – Stop and take urgent steps
Unacceptable Risk – Do not continue

This Risk Assessment details control measures that are in place to combat the spread of COVID-19 in an activity camp environment. During the time that this document is in effect, it should be used in conjunction with the camp's pre-COVID-19 Normal Operating Procedures and Risk Assessments. The COVID-19 Risk Assessment will provide an alteration to the Normal Operating Procedures and supersede these where relevant.

Hazards	Precautions and Current Control Measures in Place	Risk Level (with control measures in place)
Transmission of COVID-19 whilst multiple groups using site	<ul style="list-style-type: none"> Social distancing rules will be applied to all adults, including PGL staff Enhanced routine cleaning services to all high-use areas – leader lounges, walkways, communal toilets, access points and other touch points in line with accommodation guideline document and centre-specific cleaning list Zoning and/or markings to assist distancing. Site-specific 'wait zones' with markings on floor to assist with crowd control. Necessary markings to be identified by each centre Dining entry and exit separation with sanitiser available Toileting in own accommodations, communal toilets to be closed (unless can be managed safely with enhanced cleaning and programming) 	Low Risk
Transmission of COVID-19 from staying in close proximity accommodations	<ul style="list-style-type: none"> Enhanced routine cleaning services to all accommodations and bathrooms COVID-19 specific training undertaken by all staff Providing sheets only (no doona's or pillows unless specifically ordered) Sanitising (wiping down) of mattress covers between each use including touch points of beds (bed rails etc.) 	Low Risk



	<ul style="list-style-type: none">• Additional signage to assist guests with distancing, hygiene and compliance• Rooms will be cold-fogged with 'Biosan II' prior to occupancy	
Transmission of COVID-19 from travelling in car with others or after others	<ul style="list-style-type: none">• High-touch surfaces in the vehicle should be cleaned and sanitised regularly• If possible, open vehicle windows to increase ventilation• Drivers should also set the air-conditioning to external airflow instead of recirculation• Sanitiser kit in each vehicle	Low Risk
Transmission of COVID-19 within the office environment	<ul style="list-style-type: none">• Enhanced cleaning of high-touch points cleaned and sanitised twice a day during normal office hours (Monday to Friday)• Sanitiser available at all entrances• Hot drinks stations to have cleaning products and sanitiser available	Low Risk

Endorsed by: Carl Stanforth - Director

Date: 02/10/2020



Risk Assessment for Activity and Guestcare Provision Relating to COVID-19

Completed by: Stuart Davie
(on behalf of Centre Managers)

Date: 30/06/2020

Review date: 01/10/2020
(Stuart Davie – Centre Manager)

Likelihood \ Injury	Minor (First Aid)	Significant (SafeWork Notification)	Serious
Remote likelihood	Low Risk	Low Risk	Moderate Risk
Possible	Low Risk	Moderate Risk	Significant Risk
Probable	Moderate Risk	Significant Risk	Unacceptable Risk

Low Risk – Monitor current practice
Moderate Risk – Introduce additional measures
Significant Risk – Stop and take urgent steps
Unacceptable Risk – Do not continue

This Risk Assessment details control measures that are in place to combat the spread of COVID-19 in an activity camp environment. During the time that this document is in effect, it should be used in conjunction with the camps pre-COVID-19 Normal Operating Procedures and Risk Assessments. The COVID-19 Risk Assessment will provide an alteration to the Normal Operating Procedures and supersede these where relevant.

Hazards	Precautions and Current Control Measures in Place	Risk Level (with control measures in place)
Transmission of COVID-19 whilst on PGL activity sessions	<ul style="list-style-type: none"> Accompanying adults will not take part in any activity where social distancing and good hygiene standards cannot be maintained Participating guests will each receive their own set of PPE (harness, helmet or personal floatation device) for the duration of an activity session All guests will wash/sanitise their hands before and after activity sessions Alcohol-based hand sanitiser to be available at all bases for guests to use throughout activity sessions Where harnessing is required, in the first instance, instructors should direct participants to self-harness, if required the instructor can step in to help if fitted incorrectly. The below practices must be followed: <ul style="list-style-type: none"> The instructor must stand to the side of the guest to minimise the chance of respiratory droplets impacting them After assisting the guests, the instructor should sanitise their hands prior to continuing with the session Accompanying adults and staff should ensure good social distancing during this process Only activities that can ensure social distancing and good hygiene standards are maintained will be programmed for adult groups 	Low Risk



	<ul style="list-style-type: none"> • For any rescue situations where close contact to a guest is inevitable, then the staff member should wear additional PPE (such as gloves, mask and in some possible cases eye protection) • To ensure key safety messages are communicated properly, instructors may temporarily remove their mask to give a session safety brief. This will only be done outdoors, when all members of the group are stationary and at least 3 metres away from the instructor 	
<p>Transmission of COVID-19 whilst using PGL equipment and activity bases</p>	<ul style="list-style-type: none"> • PPE (harnesses, helmets, personal floatation devices) will be cleaned or quarantined for 72hrs after each use to ensure they are fit for use by the next person • Participants to wash and sanitise their hands prior to and after use of each activity base • PGL instructor to be provided with their own set of PPE (harness, helmet and/or personal floatation device) to use for the week which will be quarantined or cleaned at the end of each week • Specific touch points on activity bases will be sanitised as required. These touch points to be identified by each centre and detailed on a daily cleaning list • PGL activity session delivery will be adapted to ensure good hygiene standards are upheld throughout delivery • Additional equipment will not be shared unless sanitised first • If a participant is seen to sneeze or cough whilst participating on an activity in the direction of equipment, then the equipment should not be used until it is cleaned and sanitised correctly • Due to the increased wear and tear relating to the increased cleaning practices associated with the PPE, equipment checks will increase from monthly to weekly 	<p style="text-align: center;">Low Risk</p>
<p>Transmission of COVID-19 from other groups whilst completing PGL activities</p>	<ul style="list-style-type: none"> • Where reasonably practicable, groups will be programmed alongside their own group. If this is not practicable, social distancing rules should apply between groups • Guests will be encouraged to wash hands and sanitise throughout the day 	<p style="text-align: center;">Low Risk</p>
<p>Transmission of COVID-19 while taking part in evening entertainment program</p>	<ul style="list-style-type: none"> • Groups will be programmed and allocated their own space to take part in the evening program away from other groups • Equipment will be disinfected after each session • Accompanying adults will not take part in any activity where social distancing and good hygiene standards cannot be maintained • All guests will wash/sanitise their hands before and after activity sessions 	<p style="text-align: center;">Low Risk</p>



	<ul style="list-style-type: none">• Alcohol-based hand sanitiser to be available at all bases for guests to use throughout activity sessions• Staff to remind guests of importance of good hygiene levels throughout the session	
Transmission of COVID-19 from other groups during free time activities	<ul style="list-style-type: none">• All guests to maintain social distancing when around anyone not from their own group. This will be advised to all guests as part of site tour and induction. Staff and accompanying adults to monitor and enforce• Each group to be allocated own free time social area. Signage to be put up detailing this at all communal building entrances	Low Risk

Endorsed by: Carl Stanforth – Director

Date: 02/10/2020



Risk Assessment for Catering and Dining Room Operations Relating to COVID-19

Completed by: Trevor Carstein
(on behalf of Catering Managers)

Date: 30/06/2020

Review date: 01/10/2020
(Stuart Davie – Centre Manager)

Likelihood \ Injury	Minor (First Aid)	Significant (SafeWork Notification)	Serious
Remote likelihood	Low Risk	Low Risk	Moderate Risk
Possible	Low Risk	Moderate Risk	Significant Risk
Probable	Moderate Risk	Significant Risk	Unacceptable Risk

<p>Low Risk – Monitor current practice Moderate Risk – Introduce additional measures Significant Risk – Stop and take urgent steps Unacceptable Risk – Do not continue</p>

This Risk Assessment details control measures that are in place to combat the spread of COVID-19 in an activity camp environment. During the time that this document is in effect, it should be used in conjunction with the camps pre-COVID-19 Normal Operating Procedures and Risk Assessments. The COVID-19 Risk Assessment will provide an alteration to the Normal Operating Procedures and supersede these where relevant.

Hazards	Precautions and Current Control Measures in Place	Risk Level (with control measures in place)
Transmission of COVID-19 while in dining room	<ul style="list-style-type: none"> Social distancing rules will be applied to all adults, including PGL staff Only PGL staff will serve food To minimise the chance of respiratory vapours impacting food products, one of the following control measures will be implemented: <ul style="list-style-type: none"> Hygiene guards to be fitted to cold salad bars and breakfast stations, or Guests will be kept 1.5, from food being served by physical barriers and/or floor markings All guests to wash their hands before and after meal service Alcohol-based hand sanitiser to be available at all entry and exit points for guests to use throughout dining room service times 	Low Risk
Transmission of COVID-19 on hard surfaces and touch points	<ul style="list-style-type: none"> Cutlery supplied to tables in containers for table numbers Tables and chairs will be sanitised before and after each group's use Additional equipment will not be shared unless sanitised first (i.e. tongs and spoons) If a guest is seen to sneeze or cough in direction of equipment, then the equipment should not be used until it is cleaned and sanitised correctly 	Low Risk



	<ul style="list-style-type: none">• Schools/groups will be allocated their own mealtimes and designated areas of dining room facilities to allow for social distancing between each school/group• All shared facilities, including toilets, to be sanitised between each group's use• PGL dining room plans with pre-determined seating to ensure adults can socially distance when eating• Guests with allergies allocated 1 staff member to conduct service• Only 1 adult to manage clearing up system to maintain social distancing• Programming to allow adequate time between groups for cleaning the dining room	
Transmission of COVID-19 from deliveries	<ul style="list-style-type: none">• Manufacturing and supply must be single person weight loads to maintain social distancing. Where this is not possible staff must wear appropriate PPE, including face masks• Supply and delivery companies to make available their COVID-19 policy and/or complete the supplier/contractor questionnaire• All deliveries to have driver's name, company and arrival/departure times for tracking	Low Risk

Endorsed by: Carl Stanforth – Director

Date: 02/10/2020