

COVID – 19 POLICY

For

AGH CAMPS PTY LTD



Overview

AGH CAMPS Pty Ltd (AGH) are committed to providing an Outdoor Education experience for all students and teachers. With restrictions easing we are confident that the opportunities for students to have this experience is not far away. This policy is designed to be fluid and constantly adaptable to any Federal, State or School Legislations at any given time. It will be updated on our website at this link when new information comes to hand.

Table of Contents

Part 1 - Planning	3	Part 10 - Hand Hygiene	13
1. Description	3	Part 11 - Information for Cleaning Staff	
2. Levels	3-6	14-15	
Part 2 - Bathroom Facilities	7	1. Risk	14
Part 3 - Catering	8	2. Protection	14
Part 4 - Accommodation	9	3. Use of Disinfection	15
Part 5 - Equipment	9-10	a) Preparation	15
Part 6 - Hygiene	10-11	b) Dilution Table	15
Part 7 - Routine Care	11	Part 12 - Communication	15
Part 8 - First Aid	12	Part 13 - Room Sizes	15-16
Part 9 - Environmental Cleaning	13	Part 14 - Management of Cases	16-17
		Part 15 - Masks	17

Part 1 - PLANNING

1. Description

We have broken up our learning environment into a series of Levels to allow schools to plan future camps along with allowing our staff to be prepared as we move through the changes in legislation

- Level 0 – Legislation doesn't allow schools to hold any camps or excursions
- Level 1 – Schools can go on excursions in limited numbers and with appropriate social distancing guidelines. One school per day
- Level 2 – Schools can go on excursions with no limitations on numbers as long as social distancing guidelines are followed. One school per day
- Level 3 – Schools can go on camps with overnight accommodation. One school per centre
- Level 4 - Schools can go on excursions with no limitations on numbers as long as social distancing guidelines are followed. Where multiple schools are on site then accommodation, activities, equipment and staffing will be programmed to minimise or eliminate any cross contamination. Where it is impossible to avoid cross contamination between groups, all cleaning protocols will be increased.
- Level 5 – All camps and centres return to pre Covid conditions

2. Levels

Level 0

- Legislation doesn't allow camps or excursions to happen. AGH will continue to maintain and improve each campsite in preparation for future Levels.

Level 1

- Schools will come to each campsite with smaller numbers (depending on the current legislation).
- Students will be pre organised with group numbers prior to arriving at camp (e.g. on buses).

- Upon arrival at camp instructors will be well spaced out with Numbered Signs indicating their group number to allow students to separate and maintain minimal social distancing
- Each instructor will brief their own group on the social distancing standards and guidelines for the day which will include
 - Not leaving their group unless directed by the instructor or teacher
 - The bathroom allocated to each group (Bathrooms will be divided to ensure minimal contact between students)
 - A clear program of activities for their group the day and their general location and pathway
 - Guidelines for expected behaviour for the day
 - Emergency and evacuation procedures
- Supervising teachers will have the option to participate or maintain their social distance where possible while still remaining with their group.
- Only 1 school will be allowed at each centre at this time.
- Each bathroom and any high contact points will be cleaned whilst students are on activities

Level 2

- Schools won't be restricted with numbers attending camp, however, only 1 school will be permitted at each campsite per day.
- Each instructor will brief their own group on the social distancing standards and guidelines for the day which will include
 - Not leaving their group unless directed by the instructor or teacher
 - The bathroom allocated to each group (Bathrooms will be divided to ensure minimal contact between students)
 - A clear program of activities for their group the day and their general location and pathway
 - Guidelines for expected behaviour for the day
 - Emergency and evacuation procedures
- Supervising teachers will have the option to participate or maintain their social distance where required.

- Only 1 school will be allowed at each centre at this time.
- Each bathroom and any high contact points will be cleaned whilst students are on activities

Level 3

- Schools are allowed to have overnight camps, however, only 1 school will be permitted at any one time.
- Students will be briefed on arrival with the regular “Welcome Briefing” at camp as usual, however, additional messages about maintaining Covid Safe health and hygiene standards.
- Students will be spread throughout the camp to ensure any guidelines regarding students in a single room are followed
- Supervising teachers will have the option to participate or maintain their social distance.
- Only 1 school will be allowed at each centre at this time.
- Each bathroom and any high contact points will be cleaned whilst students are on activities

Level 4

- Schools won't be restricted with numbers attending camp during that day and multiple schools can attend camp at the same time. Overnight campers may be capped depending on the regulations relating to accommodation at the time.
- The campsite and activities will be divided to limit the potential of students from different schools coming in contact with each other.
- Bathrooms will be divided to limit the contact between students from different schools.
- Each instructor will brief their own group on the social distancing standards and guidelines for the day which will include
 - Not leaving their group unless directed by the instructor or teacher
 - The bathroom allocated to each group

- A clear program of activities for their group the day, their location and pathway
 - Guidelines for expected behaviour for the day
 - Emergency and evacuation procedures
- Supervising teachers will have the option to participate or maintain their social distance where required.
- Each bathroom and any high contact points will be cleaned whilst students are on activities

Level 5

Camps return to pre Covid conditions

PART 2 - BATHROOM FACILITIES

AGH CAMPS Pty Ltd (Sydney) has 5 bathrooms for students and 17 bathrooms for teachers (16 ensuite and 1 in the teachers dining area). All are separated from each other and allows for appropriate social distancing to be maintained. They are shown in the map below



PART 3 - CATERING

Our catering staff already hold high standards of cleaning when catering food for our clients. However, our catering and instructing staff have all undergone the Covid – 19 Awareness of Food Safety training on the NSW Food Authority Website and have increased our cleaning and serving protocols accordingly.

During day visits schools have the option of self catering (Either students and teachers bring their own morning tea and lunch, or students bring their own lunch and we prepare lunch for the teachers)

During overnight camps we only offered catered options with our staff preparing all meals for students and teachers.

PART 4 - ACCOMMODATION

School-age children from the same school / group who are accommodated at present are not required to adhere to the NSW Health's rule of 1 person per 4 square or 1 per 2 square metre, however, where possible should adhere to the minimum physical distance of 1.5 metres rule. However, visiting teachers or any adults with each group are to follow the current guidelines. These will be explained on arrival at camp.

Where there are multiple groups at the one site, coordination and traffic flows will be put in place to ensure that there is no crossover or mingling between groups. Where possible groups will be allocated their own bathrooms, activities and eating facilities

Once students, teachers or staff are allocated a bed / room they are not to switch for the remainder of the camp.

Schools will allocate the students to the rooms and a record will be retained by the school and AGH for a minimum of 56 days

PART 5 - EQUIPMENT

An audit of AGH 's Standard Operating Procedures (SOP's) has been completed to comply with the changed required for maintaining Covid safe standards. The following areas are of focus

- If it is identified that an activity possesses a high risk of Covid-19 infection transfer which is unable to be controlled the activity is removed from possible selection by groups.
- Where an activity that is usually delivered in a confined indoor area (e.g. Initiatives, games etc) SOP's have been redefined to allow the activity to be run in an open-air environment.
- Instructors will be regularly briefed on the Covid Safe method for operating each activity they will be involved in as per the revised SOP's.
- Traffic flows are put in place at activities to deter students from mingling in amongst their own group.
- Protocols are in place to allow instructors, teachers and other adults to maintain a safe distance whilst ensuring the safety of everyone in the group.
- Sanitising of point of contact (e.g. hands) both before and after contact with activity equipment
- All other activity equipment will be appropriately sanitised at the end of each session

PART 6 - HYGIENE

Everyone must practice good hygiene to reduce infection and prevent the spread of COVID-19.

Good hygiene practices include:

- washing hands with soap and water for 20 seconds, or using hand sanitiser, when using the bathrooms, and at regular intervals throughout the day

- particularly before and after eating, and after going to the toilet
- students and teachers will be encouraged to wash hands after each activity
- covering coughs and sneezes with one's elbow or a tissue
- placing used tissues straight into the bin
- avoiding touching one's eyes, nose and mouth
- not sharing food or drink, or
- For day visits, schools are encouraged to get students to bring a full water bottle to camp. Teachers will be provided with bottled water if they prefer.
- promoting strictest hygiene amongst food preparation, staff and their close contacts (see [Food Standards Australia and New Zealand](#) for further information)

Mobile phones are regularly touched and breathed on. Use of mobile phones at camp should be discouraged and if possible, restricted. Where mobile phones must be used, they should be cleaned regularly.

PART 7 - ROUTINE CARE

Standard precautions are advised when it is necessary to come into physical contact with someone for the purpose of providing routine care and/or assistance (e.g. helping a student put on a harness).

Staff must always wash hands with soap and water or use a hand sanitiser before and after performing routine care and other close interactions with students and ensure environmental cleaning where relevant.

It is not recommended non-medical face coverings be used as a mitigation strategy against transmission of COVID-19 or other similar communicable diseases, as the use of these masks has the potential to create more harm than good.

Additional Personal Protective Equipment (PPE), for example medical face masks, is not required to provide regular care for children or young people who are well, unless such precautions are usually adopted in the routine care of an individual child or young person. Good hygiene practices and environmental cleaning are more important for reducing risk.

AGH will not conduct wide-scale temperature checking of students as there is limited evidence to demonstrate the value of such checks.

PART 8 - FIRST AID

Standard precautions should be adopted when providing first aid, for example gloves and an apron to use when dealing with blood or body fluids/substances.

Always wash hands with soap and water or use a hand sanitiser before and after providing first aid.

Clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution between each episode of patient care

Take care to clean/disinfect surfaces in areas that patients have directly in contact with or have been exposed to respiratory droplets.

PART 9 - ENVIRONMENTAL CLEANING

Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work.

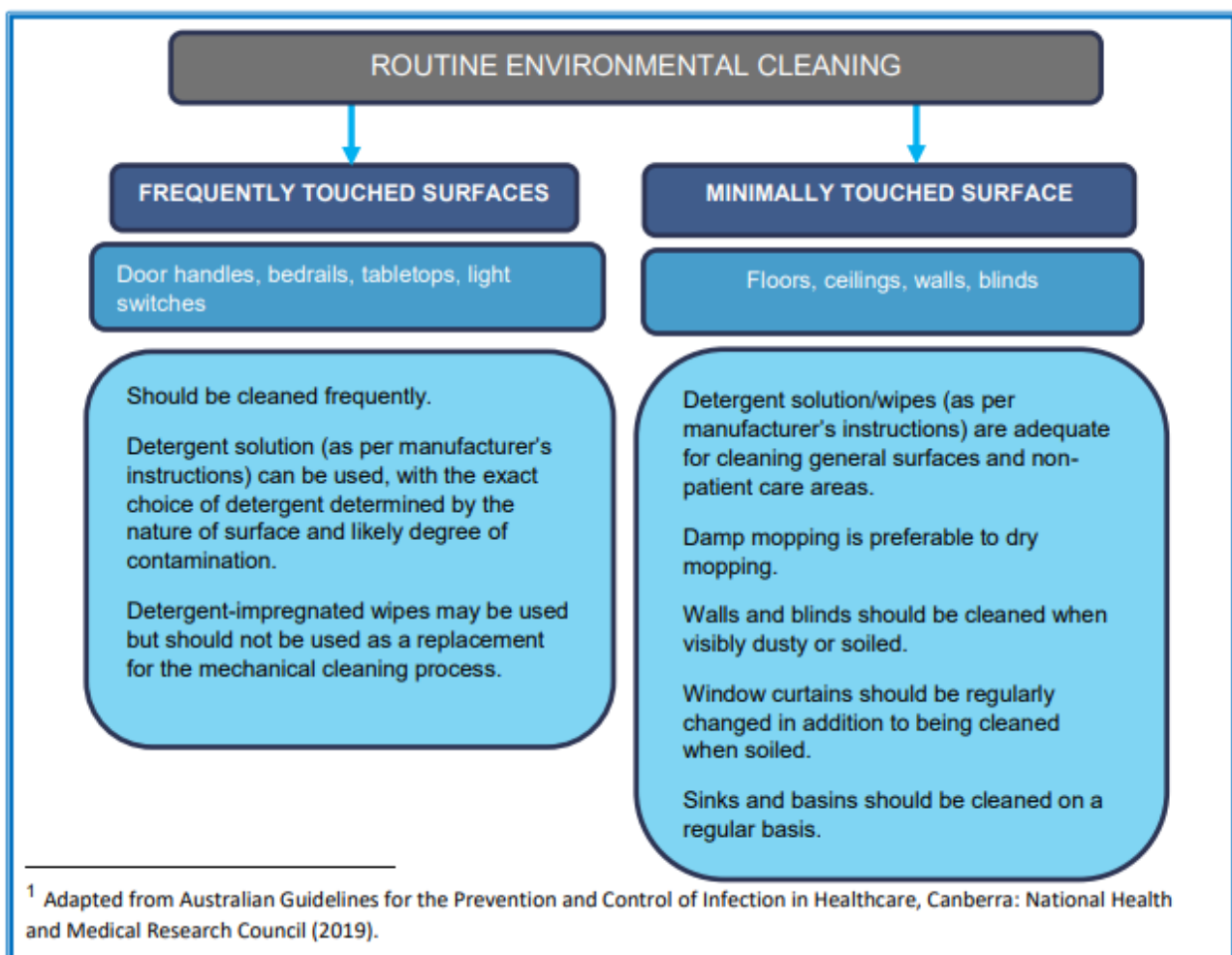
Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

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 – such as respiratory droplets – present and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

It is good practice to routinely clean surfaces as follows:

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

Routine environmental cleaning requirements can be divided into two groups¹:



PART 10 - HAND HYGIENE

Soap and water should be used for hand hygiene when hands are visibly soiled and alcohol-based hand rub at other times (e.g. when hands have been contaminated from contact with environmental surfaces). Cleaning hands also helps to reduce environmental contamination.

PART 11 - INFORMATION FOR CLEANING STAFF

1. Risk

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 and after removing the surgical mask and eye protection.

2. 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.

- 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)

- 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.

3. Use of disinfection

- Use freshly made bleach solution and follow manufacturer's instructions for appropriate dilution and use (see below for dilution instructions).
- 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.
- 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.
 - a) Preparation of disinfectant solution
 - Gloves should be worn when handling and preparing bleach solutions.
 - 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, i.e., at least 10 minutes contact time.
 - b) Bleach ratio table

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 disinfectant in bleach.

PART 12 - COMMUNICATION

Continuing clear and consistent communication will help to ensure everyone has access to current and accurate information. This will also help students, teachers and parents understand we all have a part to play in slowing the spread of COVID-19.

AGH should continue to communicate key messages to students and teachers through, where possible, age-appropriate posters also displaying key messages relating to physical distancing, hygiene and mental health.

PART 13 – ROOM SIZES (per sqm)

- Student Accommodation
 - Dorm A Rooms 1 to 6 – 18sqm each
 - Dorm B Rooms 1 to 6 – 18sqm each
 - Dorm C Room 1 – 38sqm
 - Dorm C Room 2 – 42sqm
 - Dorm C Room 3 – 30sqm

- Dorm C Room 4 – 42 sqm
- Lodges 1 to 7 - 19sqm each
- Teacher Accommodation and Dining
 - Dorm A Rooms 1 to 4 – 9sqm each
 - Dorm B Rooms 1 to 4 – 9sqm each
 - Lodge C Rooms 1 to 4 – 9sqm each
 - Lodge D Rooms 1 to 4 – 9sqm each
 - Lodge E Rooms 1 to 4 – 9sqm each
 - Teachers Dining Room 1 – 31sqm
 - Teachers Dining Room 2 – 35sqm
 - Teachers Covered Outdoor Dining – 27sqm
- Group Areas
 - Dining / Meeting Hall – 247 sqm
 - Deck (Covered outdoor Area) – 240sqm
 - Activity shelters – 14 sqm each
 - Breakout Room - 68sqm
 - Lookout Room - 22sqm
 - Hall Room - 88sqm
 - Top Kitchen – 40sqm
 - Bottom Kitchen – 27sqm

PART 14 - MANAGEMENT OF SUSPECTED AND CONFIRMED CASES

Where there is a suspected or confirmed case of COVID-19 at AGH, management will contact the National Coronavirus Helpline (1800 020 080) which operates 24 hours a day, 7 days a week for further advice.

If a student, visiting teacher or staff member is unwell, they should not attend camp or should leave to go home. If they are a suspected COVID-19 case, they should self-isolate and seek testing in accordance with state or territory guidelines.

Staff, visiting teachers or students at camp experiencing symptoms compatible with COVID-19 (fever, cough or sore throat) will be isolated in an appropriate space (with their own bathroom) with suitable supervision, and either collected by a parent/carer or returned home as soon as possible.

PART 15 – FACE MASKS

The use of facemasks for AGH Staff will follow and adjust in accordance with any NSW Government Guidelines. Some staff may opt to wear a mask outside of these requirements. It is expected that any visitors to our campsite will adhere to the same guidelines.

**The information in this policy has been compiled using resources from the Australian Government Department of Health and the NSW Government Department of Health.*

***This Covid – 19 Policy will be regularly updated as legislations and regulations are changed.*