

Stage

Approval

Submitter Email

wayne.finck@nsw.scouts.com.au

Person Responsible

Kerry Griffin, Wayne Finch

Your Full Name

Wayne Geoffrey Lees Finch

Your Phone Number

0407219528

Your Region

Sydney North

Name of Campsite or Activity Centre

Camp Ku- Ring - Gai

Is the property owned by Scouts NSW?

Yes

Please comment on who owns the property and what approval the owner has provided.

Tent Camping

Does your Campsite or Activity Centre offer tent camping?

Yes

Consider how distancing rules might impact the sqm area your guests will require for their tents

- Please briefly describe your approach
One person per tent as per Scouts NSW rules, Max of 50 people per group as of 27th January 2021 in camping area. Kwong Building to adhere to max number per bunk rooms , Kitchen , laundry, & hall area.
- You should also inform tent campers of total number of people allowed in common areas, as they might need to plan to stagger their use of the areas.
- Due to the 'creep' of extra tents, identify the areas that are unsafe to use (such as driveways or close to roadways).
- Physical distancing rules do not apply to families from the same household in the same tent, but it does apply in areas that are shared with other guests.
- In order for campers to abide by physical distancing rules, more tents than usual might be required and therefore the tents may take up a larger area than usual. Estimate the total usable area so you can inform guests at the time of booking if they ask.

Physical Distancing

Physical Distancing

- It is the total capacity of your sleeping areas that will determine how many guests you can accommodate overnight.
- Complete - please state the maximum capacity for each building
Kwong Building - , hall area 33 people , Total Bunk rooms are 22 people , Kitchen 4 , laundry 1 Maximum number in building is 33 , as the halls can be used by campers.
- Display a poster in each bunk room and communal area showing the max number of people allowed in the room or area.
- Consider establishing a protocol for maximum number of people in the bathroom at one time.

- It is essential to maintain booking numbers within the parameters of 1 person per 4sqm for each accommodation area (excepting family bookings)
- Your guests are expected to manage physical distancing during their stay however they will need to be guided by the instructional posters that you provide.
- Guests must be assigned to the same room for their entire stay.
- Only one guest per double bunk is recommended including youth.
- Now is a good time to inspect mattresses and mattress protectors to make sure they are in a satisfactory condition.
- The beds should be at least 1.5 m away from each other in order to assign guests to adjoining bunks. Consider removing mattresses from rooms to facilitate compliance. Only move mattresses if safe to do so and do not store them in front of an emergency exit!
- Err on the side of caution by rounding down the result instead of rounding up. For example, if you calculate that the room can accommodate 4.7 people, round your answer down to 4 people and not up to 5 people. This is particularly important with smaller rooms and sleeping areas.
- Physical distancing rules do not apply to families from the same household in bunkrooms, but it does apply in areas that are shared with other guests.
- The maximum number of people allowed includes adults and youth.
- Shared sleeping and common areas raise concern around infection, which increases the number of primary contacts should a case arise.

Segregating multiple groups

Kwong Building - , hall area 33 people , Total Bunk rooms are 22 people , Kitchen 4 , laundry 1 Maximum number in building is 33 , as the halls can be used by campers. Camp area - max of 50 people as of 27th January 2021 per site Camp showers / toilets 2 people per room. 6 large paddock camping sites .

Hygiene

Hand Sanitiser

Yes - Complete

Excess items and equipment

Yes - Complete

Display instructional posters

Yes - Complete

Optional - Australian Government 30 minute on-line COVID-19 infection control training.

No - training has not been completed at this stage

Cleaning

Cleaning Supplies for Campsite and Activity Centres

Yes - complete

Cleaning methods

Complete - please state who is responsible for monitoring, purchasing and replenishing stock levels on-going

Camp Warden's in conjunction with the Camp Manager is responsible for monitoring hires distancing rules as per their application to hire the site , Hires informed to provide own hand Sanitizing products, disposable disinfection wipes & disposable gloves, all other items provided by the camp.

Safe storage and use

- Please briefly describe your approach and who has been trained
All hires - Cleaning is to take place when first arriving and at the conclusion of the hire period. Handles, handrails, switches, door knobs, taps, chairs, tables and other high use surfaces are to be wiped clean with a detergent solution and disinfected with detergent solution (as supplied). Additional cleaning with detergent solution to be completed on frequently touched areas several times a day.
- The manager of the site (or their delegate) must train cleaners on the cleaning requirements and provide relevant safety information eg dilution methods, storage methods and PPE (personal protective equipment). Remember that BLEACH can ruin clothing.
- Cleaners should follow manufacturer's instructions when diluting and using the product. Wear gloves and wash hands after cleaning.
- Safety Data Sheets for Cleaning products should be displayed. These are generally available on the manufacturer's website.
- Cleaning products should be stored in clearly and accurately labelled containers that are intended for the purpose.
- Only basic cleaning products such as non-bleach surface sprays which should be made available to guests. Other cleaning chemicals must be stored safely away from unauthorised access.

Activity equipment

There is no activities on site supplied by the camp.

Catering

Food service

- Please briefly describe your approach and who has been trained
Camp Ku - Ring - Gai does not provide catering, Hirer is responsible for own catering , The 2 x main halls can be use for dinning area total of 33 people, Kitchen area is a Max. 4 people. All plates , cups , knives & forks have been removed.
- Stagger meal times to comply with capacity requirements and reduce contact between groups. Implement queuing requirements and consider placing markers on the floor to promote 1.5m distancing.
- Discourage self-service from the large drink containers or jugs. Instead, use a dedicated server for the drink container or jugs. Servers should be careful not to allow the lip of the cups and glasses to make contact with the tap or jug.
- When offering buffet style, use dedicated people to be 'servers'. Do not allow your diners to handle serving utensils and servers should not swap serving utensils – one server, one utensil. When diners bring their own plate to the buffet, volunteer servers should not handle the diners' plates.
- No self-service buffet style food, no communal dishes or condiments.
- Implement distancing and hygiene measures including hand washing, hand sanitiser, gloves for kitchen volunteers
- Select low(er) risk menu options (i.e. those requiring less direct food handling/contact)
- Ideally, a person with a Food Handling Certificate is present in the kitchen.
- The site manager (or their delegate) must provide training and other information to caterers and volunteers who work in the kitchen about these requirements.
- Stagger your dining times if necessary to reduce group numbers, implement practical physical distancing and cleaning between dining sessions.
- Adhere to maximum number of people allowed in the room (as sign-posted). In addition, apply any additional public health orders in place at the time (for example, as at 25th June, up to 50 people are allowed in the dining area and no more than 20 at each table). This is subject to change so monitor the latest public health orders on the NSW Health website.
- Check that dish washing machines are operating properly (if provided)
- Self-catering is discouraged (except for families).
- Food service - make sure that your kitchen and dining area can be adopted to meet the required standards.

Table Setting

- Remove excess chairs from the area, or leave them in place but tape them off or label them (taping off or labelling excess chairs might be beneficial in that it will also deter diners from moving chairs closer to one another). Only remove excess chairs from the dining room if you can store them away somewhere safe - i.e. not blocking an emergency exit.
- Arrange tables so that the distance from the back of one chair to the back of another chair shall be at least 1.5 m apart and that guests face each other from a distance of at least 1.5 m.

Laundry

- If guests are washing their own laundry on site, check that washing machines are operating properly.
- To reduce the health risk of handling used linen for staff, guests should be advised to bring their own linen, (including bottom sheet) pillows and towels. If linen is provided, supply a linen bag to guests and request they place the linen in there before departure.

Entry and exit to the site

- Please provide your comments here
It is the hirer's responsibility to adhere to all limitations for the number of people in the buildings as indicated by signage and to manage appropriate hygiene and physical distancing measures at all times. At the time of booking a contact list of all prospective attendees (name and contact no) will be sent to Region HQ. On arrival at camp the names and contact numbers of all persons finally attending will be entered into the Services NSW QR Code & log in sheet provided near kitchen area. (bring your own pen).A Electronic Spread sheet to also be provided for all attendees.
- Consult with your local emergency services or council, etc. to determine if there are any travel restrictions to remote or vulnerable communities in the area and how this can be communicated to guests.
- Eliminate sharing of pens at reception.
- Consider staggered arrival and/or departure times for different groups/teams
- Hand sanitiser stations at entry and exit.
- Contactless payments only.

Attendance

Bookings etc

- Please briefly describe your approach
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- Review regular deliveries and request contactless delivery and invoicing where practical.
- Develop a policy regarding cancellation for reasons of COVID-19 restrictions
- Maintain name, phone number or email address for all volunteers and other workers, guests, visitors and contractors for at least 28 days. Records must be maintained in a confidential manner.
- What will you do if guests are not abiding by the rules? Discuss this with staff,
- Have a policy and be ready to cancel / rebook / refund the booking if the public health orders or Scouts NSW change in a way that will now disallow the plan to take place.

Isolation Protocols

The hirer will be informed that if a participant is unwell ,not to attend the site, if unwell at the site that the person is to be isolated and arrangements to be made for the person to be sent home.

Things to clarify with your guests at time of Booking

- Guests should stay at home if they have symptoms of COVID-19 or have been in contact with a known COVID case.
- Be clear on whether your guests are from the same family or not. Physical distancing rules do not apply to families from the same household in bunkrooms or shared tents, but it does apply in areas that are shared with other guests.
- Guests are expected to follow the instructions provided by the posters and other information.
- Guests should report any cases of illnesses or suspected illness to the site manager immediately.

In case of evacuation

- If an evacuation is necessary, try to maintain physical distancing at the assembly point.

Attachments (Optional)

[Camp_K_camp_sites.docx](#)
[05022100.PDF](#)
[Southbound_Adventures.zip](#)
[Camp_Somerset_-_COVIDsafeMPJan21.pdf](#)
[GUIDELINES_FOR_CAMP_HIRERS_Covid-19_Camp_Kur_Ring_Gai_5_.docx](#)
[P1010041.JPG](#)
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Attachments

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	05022100.PDF	05022100.PDF	05/02/2021 04:46 PM	Wayne Finch	183 KB
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	Southbound_Adventures.zip	Southbound_Adventures.zip	05/02/2021 03:47 PM		2.25 MB
	Camp_Somerset_-_COVIDsafeMPJan21.pdf	Camp_Somerset_-_COVIDsafeMPJan21.pdf	05/02/2021 03:47 PM		491 KB

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