



**Balnarring Beach
Foreshore & Parks Reserve**

COVID-19 Safety Plan

Effective 8th November 2020

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Approved by:	Balnarring Beach Foreshore Committee of Management

The Balnarring Foreshore Committee of Management and their team of Rangers are committed to ensuring the health and safety of both residents and visitors to the Balnarring Foreshore and Parks Reserve.

This COVID-safety plan outlines the actions required by campers, staff and the management to ensure a COVID-safe Summer. Campers should make themselves aware of the contents of this plan and the latest advice of the Chief Health Officer prior to departing for their camping trip. This advice may change and it is up to the camper to ensure they are aware of the latest advice.

The latest advice is available at: <https://www.dhhs.vic.gov.au/coronavirus>

REQUIREMENTS FOR CAMPERS

REQUIREMENT	PROCEDURE
Wellbeing of campers and the community	
Campers are to follow the latest advice of the Chief Health Officer and Foreshore Rangers whilst camping on the Foreshore.	Campers should make themselves aware of the latest advice on a Covid-safe summer at: https://www.coronavirus.vic.gov.au/how-we-live
Campers must provide contact tracing information for all campers in their group prior to setting up their campsite on the reserve.	Campers must sign in on, or prior to, arrival using the Balnarring Foreshore QR code. Campers should screenshot their registration to display when asked by Rangers.
Campers who are unwell with symptoms consistent with COVID-19 must not enter the camping grounds or, if present camping must leave the reserve immediately. You must immediately get tested and isolate at home until they have received their result.	Anyone staying in the Park who show signs of any respiratory illness will be required to self-isolate at home. Close contacts including all those booked on the same site will be required to leave and return to their usual place of residence.
Campers are responsible for the safety of themselves and their group. They should ensure all members of their group observe advice regarding social distancing, hand sanitising, density limits in toilets and use a mask when social distancing is not possible.	Campers should bring their own supplies of hand sanitiser, wash hands regularly with hot soapy water. Campers must carry a mask, observe social distancing at all times and wear the mask when it is not possible to do so.
Campers must not allow visitors to enter the camping reserves. You may meet visitors at the beach or other areas of the reserve however visitors are not permitted to enter the camping reserves.	Rangers will be undertaking regular patrols of the camping grounds to ensure only registered campers are on the reserves.
Campers failing to comply with either the Chief Health Officer's or a Ranger's direction will have their camping permit revoked.	Campers who do not comply with the directions above will be directed to leave the camping grounds by a Ranger. Campers will receive written notification of the revocation of their camping permit and will need to leave the camping grounds immediately. Failure to comply may result in action by Victoria Police including fines up to \$1652 for each person.

REQUIREMENTS FOR BALNARRING FORESHORE

Requirements for the workplace and the actions that will be put in place to keep customers and workers safe.

REQUIREMENT	PROCEDURE
Wellbeing of staff and customers	
Advise staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately get tested and to stay at home until they have received their result.	Refer to the flowchart for the procedure to be followed in the event of a guest or staff member who shows signs of any respiratory illness.
Guests/employees who become ill with respiratory symptoms will be asked to leave the reserve and isolate at home.	Anyone staying in the Park who show signs of any respiratory illness will be required to self-isolate at home. Close contacts including all those booked on the same site will be required to leave and return to their usual place of residence.
Provide staff, volunteers and guests with relevant information to prevent the spread of COVID-19.	Appropriate signage will be located in the amenity blocks, the office and emailed to campers prior to arrival.
Signage will be placed at entry/exit points of all communal facilities to provide guests and staff with relevant information to prevent the spread of COVID-19.	Signage is located at the Park office entrance, together with the Parks three amenity blocks, three laundry facilities and one camp kitchen.
Display conditions of entry to the park on website and social media.	Our website and social media will be updated with the latest advice for campers.
Consider flexible booking policies where customers cancel due to COVID-19 factors.	Campers will be able to defer or cancel their bookings without penalty.
Hygiene and cleaning	
Cleaning supplies, liquid soap, running water, alcohol-based hand rub and hand dryers are to be provided at entrances/exits to communal facilities.	The Parks amenity blocks, laundry facilities and camp kitchen have automated alcohol-based hand sanitiser at each doorway. These must be used prior to entering the facilities.
Hand washing facilities are adequately stocked with liquid soap and paper towel or hand dryers and these are kept clean and in good working order.	Areas which contain hand washing facilities, such as Amenity Blocks, will be checked and stocks of liquid soap will be maintained daily.
Communal facilities must be kept clean and hygienic. Frequently touched surfaces, such as kitchens, bathrooms, door handles and light switches, will be routinely cleaned to reduce contamination.	Amenity Blocks are cleaned daily and during high tourist periods will be cleaned a minimum of twice daily. The Park's laundry facilities will be cleaned at least daily. Cleaning activities will be recorded and

	displayed at each facility.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff will be provided with disposable gloves to wear when cleaning facilities.
Good respiratory hygiene practices will be promoted.	Staff will be provided with surgical grade face masks to wear whilst at work.
Encourage contactless payment options.	Request payment from either credit card or electronic funds transfer.
Physical distancing	
Ensure and communal areas where people gather, such as kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing of 1.5 metres wherever practicable.	Appropriate signage reminding guests of the spacing requirement will be posted at amenity blocks, laundries and camp kitchen.
Businesses should introduce a mandatory rule of 1.5m social distancing excluding a 'household unit'. Those outside the 'household unit' must observe this 1.5m rule unless relevant health directives authorize this to cease.	Appropriate signage reminding guests of the spacing requirement will be posted in the Parks amenity blocks and laundry facilities.
Where reasonably practicable, ensure staff maintain 1.5 metres physical distancing at all times, including meal breaks and in office.	Signs are in place to ensure all staff observe social distancing requirements at work.
Use telephone or video for essential meetings where practical.	Monthly committee meetings to continue via video conferencing.
Review regular deliveries and request contactless delivery and invoicing where practical.	

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**PROCEDURE TO BE FOLLOWED IN THE EVENT OF A
GUEST OR STAFF MEMBER WHO SHOWS SIGNS OF
ANY RESPIRATORY ILLNESS**

Remove guest or staff to an area which is at least 2 metres away from other people and communal areas.



Call the Victorian Caronavirus hotline [1800 675 398](tel:1800675398), or call 000 if it is an emergency.



In the case of an emergency, the individual should remain in an isolated area until an ambulance arrives. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue directly into a bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.



If not an emergency, the individual will be asked to go directly to the closest testing location, and then isolate at home until they receive their results.



If results are positive, follow advice from the Department of Health and Human Services for **Management of a confirmed case at your workplace.** (See below)

Department of Health and Human Services

Management of a confirmed case at your workplace

If the person with a confirmed case of coronavirus (COVID-19) is deemed to have attended work while infectious, or could possibly have acquired coronavirus at work, the following steps should be undertaken:

1. Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance at the workplace. The more accurate these details are and the more readily available, the more confident DHHS can be about which areas of the workplace need to be closed and for how long.
2. Consult with DHHS on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS staff to attend the workplace to perform a risk assessment and provide advice.
3. Work with DHHS to provide details that will assist in contact tracing such as records of staff attendance and up-to-date contact details for staff should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask the company to make first contact with relevant staff members with agreed messages.
4. Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.
5. Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed.
6. Wider cleaning and disinfection of the site, paying particular attention to high-touch areas as may be advised by DHHS.
7. Any staff member who tests positive for coronavirus (COVID-19) must remain at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The staff member should follow DHHS guidance and their employer's policy with regards to return to work.
8. Ensure staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must quarantine at home for this period. During their quarantine, the staff member should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell.
9. If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.
10. The workplace should work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.
11. Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures should be reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.