



## COVID-SAFE INFORMATION AND REQUIREMENTS FOR GROUP COORDINATORS

QCCC's operations are informed by the COVID-Safe Industry Plan for the Outdoor Education Industry and/or the Tourism and Accommodation Industry Plan (copies can be provided by request). This includes some additional expectations for Group Coordinators to assist QCCC to operate in a COVID-SAFE manner.

### Health declarations:

As part of your registration process, please include a signed (either paper based or electronic) declaration that is completed by anyone who will attend camp (or their responsible guardian), that they:

- a. Are NOT experiencing cold or flu like symptoms.
- b. Do not have a temperature.
- c. Have not been in contact with someone that is confirmed to have COVID-19.
- d. Have NOT returned from overseas or an Interstate Hotspot in the past 14 days or been contacted as part of Contact Tracing efforts by Queensland Health.
- e. Are not awaiting results of a Covid Test.
- f. Acknowledge that if they, or a minor they're responsible for, become sick or exhibit symptoms of illness, after they have signed the declaration, they should withdraw from the camp.
- g. For school groups, that parents acknowledge the name of their child will be provided to QCCC to assist with contact tracing.

On or before arrival at the venue, organisers of non-school groups will need to provide QCCC with electronic contact tracing details of all participants on camp (this can take the form of an Excel spreadsheet with all appropriate details or scanned copies of physical Participant Declaration forms).

On or before arrival School groups will need to provide QCCC with the names of all participants in compliance with the Queensland Chief Health Officer's Restrictions on Businesses, Activities and Undertakings Direction (No. 4) (or its successor).

We have provided a template for this declaration you may wish to use. For privacy reasons we request group coordinators keep these declarations securely, available should they be required by Queensland Health authorities for the purposes of contact tracing.

### Water bottles:

Individual water bottles are essential equipment for camp to ensure every guest has their own water bottle and minimise the use of single-use drink containers to assist the environment. Please advise members of your group that a labelled water bottle is essential on "what to bring" lists.

## **Importance of fire and activity group records:**

QCCC already requires guest registers for individual rooms as part of its fire safety policy. This register will also be used to assist health authorities to conduct contact tracing if required. It is therefore essential that guests understand once they are assigned to a room, they are not to swap or change.

Activity group registers will be used to assist contact tracing, including which QCCC staff interacted with individual groups, and which activities have been accessed for full clean purposes. A list of participants in each activity group needs to be kept so it can be matched to QCCC's activity and staffing rosters if contact tracing is required.

## **Bed configurations:**

QCCC will expect a specific sleeping arrangement in onsite beds. Posters will be in each bedroom of the sleeping configuration which will be required to ensure 1.5m spacing between sleepers. We will require the cooperation of guest coordinators to ensure these configurations are followed.

## **Designated servers**

In catered arrangements most of the food service will be conducted by QCCC staff. Measures are in place to ensure no shared use of utensils and implements. QCCC may ask group coordinators to provide "designated servers" at mealtimes to assist QCCC staff with some aspects of food service (eg pouring milk from a jug on cereal at breakfast).

## **Pick-ups in the case of illness:**

If a guest starts to exhibit symptoms of COVID, or is contacted by Queensland Health Contact Tracing efforts, QCCC staff must be informed immediately. The priority will be to immediately move them to a quarantine area and facilitate their departure from the QCCC venue. This could take the form of a pickup by a responsible person or transfer to nearby medical facilities. QCCC venues each have a designated quarantine sick bay for patients to convalesce while arrangements are made for their ongoing care.

## **Travel arrangements (where by bus):**

QCCC's obligations commence when groups arrive at the venue. However, we encourage groups to work with their transport providers to ensure they are working to their Industry COVID SAFE Plan. Current advice for school groups is physical distancing requirements are exempt for public transport (including buses). Transport operators should ensure that buses and surface touch points are cleaned according to COVID-19 cleaning and disinfection recommendations.

Onsite physical distancing guidelines will be followed at bus interchange locations, pick-ups and drop-offs. Please ask drivers to stagger the arrival of each bus by 10 minutes so each bus can be met by QCCC staff, unloaded and guests taken to their appropriate facilities before the arrival of the next bus.

Changes to arrival and departure times and incoming/outgoing meal arrangements may be required to limit contamination between different groups whilst maintaining an excellent guest experience. QCCC will work with coordinators on the individual arrangements required for each event.

## **Up to date COVID information:**

QCCC has a designated webpage with up to date Covid information and arrangements for all venues at <https://www.qccc.org.au/home/covid19-info/>