

COVID-RELEVANT INFORMATION AND REQUIREMENTS OF GROUP COORDINATORS

Tunnel Ridge Ranch's operations are informed by the COVID-Safe Industry Plan for the Outdoor Education Industry (which can be provided by request). This includes some additional expectations for Group Coordinators to assist TRR 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 in the past 14 days
- e. 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.

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 Health authorities for the purposes of contact tracing. We will require a signed statement from Group Coordinators (attached) acknowledging this information has been collected.

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:

TRR 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 TRR 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 TRR's activity and staffing rosters if contact tracing is required.

Bed configurations:

TRR 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 TRR staff. Measures are in place to ensure no shared use of utensils and implements. TRR may ask group coordinators to provide “designated servers” at mealtimes to assist TRR 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, the priority will be to facilitate their departure from the venue. This could be in the private car of a responsible person or by pick-up by a responsible person for the patient. TRR venues each have a designated quarantine sick bay for patients to convalesce until it is possible for them to leave.

Travel arrangements (where by bus):

Transport arrangements are not made by Tunnel Ridge Ranch. Tunnel Ridge Ranch’s obligations commence when groups arrive at the venue. However, we remind guest groups of their social distancing obligations to ensure they are guided by the expectations. Adult groups generally arrive in their own transport. Current advice for school groups is physical distancing requirements are exempt for public transport (including buses).

It is the Group coordinators responsibility to ensure that Transport operators will follow their industry’s CoVID Safe plan.

Group staff who drive personal vehicles to Tunnel Ridge Ranch will be required to park in designated parking spots and upon arrival, wash hands and/or sanitise immediately following proper hand wash guidelines before joining their accompanying group.

Toilets and Showers Use

Group staff will be required to monitor the use of ablution blocks. Managing the entry exit points to ensure appropriate numbers of participants at any one time.

Personal Items and Sharing:

Group Coordinators must communicate to and remind their participants that they MUST NOT share any personal items with other participants during their stay at Tunnel Ridge Ranch. This includes clothing, electronic items, water bottles, hygiene products or items (toothbrushes, deodorant, etc), and any other item that may be a cause of cross-contamination from physical touching.

Up to date COVID information:

TRR has a designated webpage with up to date Covid information and arrangements for all venues at <http://tunnelridge.com.au/covid-19-info/>

Declaration of Group Coordinator

- I have read and understood the COVID-relevant information and requirements document
- I declare that all participants attending camp:
 - Are NOT experiencing any cold, flu or COVID symptoms eg. fever, cough, sore throat, fatigue or shortness of breath.
 - Have NOT been exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested), or
 - Have NOT undertaken any travel overseas of hotspots within Australia in the past 14 days.
- In the event Queensland Health authorities need to undertake contact tracing I will make available the information necessary to them
- I have included a labelled water bottle as an essential item to bring to camp in the information to camp participants
- I understand camp participants must be accommodated in the sleeping arrangements as per the sleeping arrangements provided by Tunnel Ridge Ranch
- I understand camp participants must remain in the activity group assigned to them to assist with contact tracing their interaction with the Tunnel Ridge Ranch team and/or its providers

Name of Group: _____

Dates of camp: _____

Name of Group Coordinator: _____

Signed: _____

*Please return this signed form prior to camp (scanned, photograph, or physical) to:
bookings@tunnelridge.com.au*