



Talooge COVID-19 Safety Plan

Overview

This plan has been prepared to communicate the ST4WDC approach to COVID-19 safety and minimise the risk of members and visitors contracting COVID-19 whilst at Talooge.

Note that training events are covered separately under the DTU COVID Safety Plan.

The plan has been prepared to comply with our interpretation of ACT and NSW COVID-19 restrictions at the date of the plan. The plan will be updated as the situation changes and in accordance with ACT and NSW restrictions.

Definitions

- **Trip** – means any trip out to Talooge for any purpose other than driver training.
- **Trip Leader** – means the person leading the trip.
- **Participant** – means anyone going on the trip.

Wellbeing

Self-declaration

Prior to attending Talooge, **all participants** will be required to complete self-declarations, and withdraw from the trip if necessary:

- **Pre-Trip Self-Assessment Form** (Each participant must complete and return to the Trip Leader at least 3 days prior to the commencement of the training)
- **Trip Assessment Form** (This form is to be used at the start of the trip or event by the Trip Leader)

These forms can be found on the Club website at <https://st4wdc.com.au/covid-19-assessment-forms/> and are appended to this plan.

Temperature Check

Temperature checks of participants should be conducted **at the Trip Leaders discretion** upon arrival at the meeting place. People returning a temperature above **38 degrees** may not be able to participate in the trip at the discretion of the Trip Leader. Note that there are other reasons for returning a high reading including medication, and other illnesses.

The decision to conduct temperature checking should consider the risk of participants contracting the COVID-19 virus prior to the trip, and the ability for participants to physically distance. Factors influencing this include:

- numbers – trips with 20 or more participants should adopt temperature checking.
- familiarity – people who stay in regular contact represent a lower risk.
- origin – participants from areas with active COVID-19 cases.

If temperature checking is to be carried out, Trip Leaders should obtain the Club's contactless thermometer prior to the trip from the Events and Trips Coordinator (currently Michael Patrick).



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Briefing

Trip Leaders must brief participants on COVID-19 safety at the meeting place prior to heading off on the trip. The briefing is to include the following.

We have developed a **COVID-19 Safety Plan** so that we can make Talooge a safe environment for use by Club members and their guests.

If you become **unwell** at any time during the trip, please immediately advise the Trip Leader and **self-isolate**. Symptoms to look out for include *fever; cough; sore throat; and difficulty breathing*.

Please observe **physical distancing** and maintain a **1.5m separation** from other people. The number of people that can be in the clubhouse at one time is limited, so please follow instructions on this. Where possible use separate entrances and exits. Please do not congregate in the clubhouse.

We will be cleaning surfaces regularly. Please practice good hygiene and regularly wash hands or use hand sanitiser at least: *before and after preparing food; after going to the toilet; before and after eating; after coughing or sneezing*. **Sanitiser** and **handwash** is available in the clubhouse and at the toilets.

The **kitchen** will unfortunately be **closed** other than for washing hands and water. You will need to **supply your own** coffee / tea / milk / food / cooking and washing up facilities. Please also **do not** share food, utensils, cups, plates, etc.

And finally, we recommend you install and activate the **COVIDSafe** app on your phone.



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Physical Distancing

Attendance

Noting that the Club has a COVID-19 Safety Plan, group size restrictions are understood to be:

- **Talooge:** groups of up to 150 / 500 people (NSW corporate event / community sporting activity – depending on interpretation).
- **Talooge Training Room:** 10 people max.
- **Talooge Club Room:** 10 people max.

Physical Separation

We will practice 1.5m separation always. Indoor and outdoor seating should be arranged to achieve this separation.

Separate entry and exit routes should be used where possible to assist in maintaining physical distancing.

People who do not live together should not travel in vehicles with other people.

Signs

The following signs may be used.





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Hygiene and Cleaning

Talooge Amenities

The kitchen in the clubhouse will be closed for general use though handwashing and water will be available. No coffee, tea, milk, food, or utensils will be available. Toilets at the clubhouse and Thurbon Flat will be open.

Sharing

Participants are to be self-sufficient in terms of food, cooking, and washing up facilities. Sharing of food, cooking, and washing up facilities is not permitted.

Hand Washing and Sanitising

Hand sanitiser is provided, though participants are encouraged to carry their own also.

At Talooge:

- hand sanitiser will be provided in the training room and kitchen along with signs on how to use hand sanitiser hygienically.
- soap dispensers will be provided at the toilets and kitchen along with signs on how to handwash hygienically.
- signs explaining how to cover coughs will also be displayed in the training room, kitchen, and BBQ shelter.





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Cleaning

A cleaning schedule to disinfect commonly touched surfaces is to be developed for each trip to Talooge and will cover the following at minimum.

Area	Frequency
Clubhouse: <ul style="list-style-type: none"> • Doors and door handles, • Seat backs and arm rests, • Tables and benches, • Kitchen tap. 	After each use as relevant.
Clubhouse Toilets: <ul style="list-style-type: none"> • Doors and door handles, • Seat, top, flush buttons. 	After each break and end of day (5pm).
BBQ Area: <ul style="list-style-type: none"> • Seat backs and arm rests, • Tables and benches, • Urn tap (if used). 	After each break and end of day (5pm).

Cleaners will:

- Sanitise hands before putting on gloves,
- Use disposable gloves while cleaning,
- Dispose of gloves after cleaning,
- Sanitise hands after cleaning,
- Avoid touching your face.

Cleaning Schedule

Who	Where	When



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Record Keeping

Membership Database

Trips are only available to members. Our membership database includes contact names, phone numbers, email addresses, and completed events and trips.

Trip Register

Each course requires members to register and be approved by the Trip Leader.

Forms

Prior to attending Talooge, **all participants** will be required to complete self-declarations, and withdraw from the trip if necessary:

- **Pre-Trip Self-Assessment Form** (Each participant must complete and return to the Trip Leader at least 3 days prior to the commencement of the training)
- **Trip Assessment Form** (This form is to be used at the start of the trip or event by the Trip Leader)

COVIDSafe

We recommend to participants the use of the COVIDSafe app during club activities.

Cooperation

The Club and Trip Leader will cooperate with health authorities if necessary.

The points of contact for coordination for Club activities are:

- Trips and Events Coordinator
- Club President

Contact details are available on the Club website at www.st4wdc.com.au



Self-Assessment for ST4WDC Club Trips

For the safety of members and the general public the below questions are to be answered by all members participating on a club trip, and is to be sent to the Trip Leader no later than 3 days prior to the trip commencing.

Note: If you develop any cold/ flu like symptoms after providing this information you must notify the trip leader - even on the day of trip. Unfortunately, if anyone turns up on the day of the trip that is visually sick, they will be not be included on the trip. Participation is at the Trip Leader's discretion.

Name(s):

Trip:

Date:

No.	Question	Yes	No
1	Do you have any flu like symptoms now?		
2	Have you had the flu or flu like symptoms in the past 14 days?		
3	Has anyone amongst your immediate contacts been confirmed with COVID-19?		
4	Has anyone amongst your immediate contacts been instructed to self-isolate by the authorities?		
5	Do you have any special needs that the Trip Leader should be made aware of?		
6	Have you travelled to any region that has been under lockdown or considered a high risk area in the last 2 weeks		

If you answer “**yes**” to questions 1- 6, contact the Trip Leader **and do not** attend the trip unless advised by the Trip Leader that it is permissible to do so.

Note: Immediate contacts are people you may have been in close proximity with or at a gathering which they have attended in the past 14 days.

Social distancing of 1.5 must be maintained whilst on the trip with the exception of family members.



Self-Assessment for ST4WDC Club Trips

For the safety of members and the general public Attendees are required to sign this attendance sheet at the commencement of the trip.

Note: If you develop any cold/flu like symptoms during the trip, or immediately after, you must notify the trip leader. Unfortunately, if anyone develops cold/flu like symptoms they will be requested to depart the trip at the first possible opportunity. Participation is at the Trip Leader's discretion.

Trip:

Date:

Trip Leader(s):

By signing the attendance sheet I Declare that:

- 1. I do not have any flu-like symptoms**
- 2. I have not had flu-like symptoms in the past 14 days**
- 3. No-one amongst my immediate contacts has been confirmed with Covid 19**
- 4. No-one amongst my immediate contacts has been instructed to self-isolate by the authorities**
- 5. I have made the Trip Leader aware of any special needs that I may have relating to my health and/or Covid 19**
- 6. I have not travelled to any region that has been under lockdown or considered a high risk area in the last 2 weeks**

Note: Immediate contacts are people you may have been in close proximity with or at a gathering which they have attended in the past 14 days.

Social distancing of 1.5 must be maintained whilst on the trip with the exception of family members.

