



Pegasus Lodge Mt Hotham

COVID Safe Plan
for Unmanaged Operations
As at 13 November 2020



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1 Introduction

This is the COVID Safe Plan for Pegasus Ski Lodge and sets out the steps and actions to be taken to try to minimise the spread of Coronavirus at Pegasus Lodge during the green season when there is no lodge manager present. An alternative plan has been developed for use during Managed operations.

All members, guests and visitors to the Lodge are required to comply with this plan as a condition of entry to and use of the Lodge during the COVID-19 pandemic.

2 Government Requirements

The Plan and use of the Lodge is subject to all relevant Mount Hotham Alpine Resort Board (RMB), Victorian Government and Australian Government orders, directions and requirements (Government Directions). If this Plan is inconsistent, you must follow Government Directions instead.

2.1 Current Victorian Government Directions

Details of current Victorian Government Directions are available here:

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

If any member or guest is subject to any Government Directions restricting their movement they should not attend the Lodge, even if their booking was made before the restrictions applied.

2.2 Reference sites

The Club wishes to direct members and guests to the following resources for more information:

- <https://www.dhhs.vic.gov.au/coronavirus>
- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- <https://www2.delwp.vic.gov.au/media-centre/home/snow-skiing-and-snow-activity-on-public-land>
- <https://www.mthotham.com.au/discover/connect-with-us/latest-news/covid-19-update#98031-mt-hotham-alpine-resort-management-board>

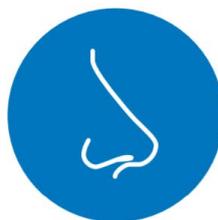
3 Use and Occupation of Lodge

3.1 General requirements

The single most important thing that everyone can do is practice good personal hygiene:



WASH your hands often with soap and running water, for at least 20 seconds
Dry with paper towel or hand dryer



TRY not to touch your eyes, nose or mouth



COVER your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow.

Additionally you should maintain social distancing:

- if you are sick stay home
- minimise physical contact
- keep 1.5 metres away from others as far as possible



- observe capacity limits

And in the Lodge environment:

- regularly wash down and disinfect surfaces
- use alcohol-based hand sanitisers

There are hand sanitisers located strategically around the Lodge to assist members and their guests comply with these requirements as well as advice in relation to cleaning requirements. There are also appropriate cleaning products located in the stores.

Appendix B contains the cleaning checklist for the Lodge which must be strictly complied with as a minimum.

3.2 Restrictions on attendance

Given the requirements to closely follow this COVID safe plan and directions issued by the RMB only members, their immediate families and guests with bookings will be entitled to use the Lodge until further notice. No visitors are to be admitted to the lodge, other than in an emergency.

Any government restrictions on group bookings and the sharing of bedrooms must be complied with.

A member, guest or their family members will not be permitted to attend the Lodge if:

- They are or have been infected with COVID19 and have not recovered and are clear of the infection (ie COVID negative).
- They have been or have returned from overseas immediately prior to visiting the Lodge and have not been through the required quarantine/isolation period and have not tested negative for COVID19.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They have or may have been in contact with a known infected person and have not tested negative for COVID19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing symptoms of COVID19 and have not tested negative or those test results are not yet available.

3.3 Occupation Limits for the Lodge

In line with Government Directions the use of the Lodge during the COVID pandemic will change in the following ways:

- There will be a restriction in the number of people using the Lodge at any one time.
- There will be restrictions as to how internal spaces can be used.
- Members and guests (including children) must not enter bedrooms occupied by other members or guests.
- There will be a greater focus on continuous cleaning and hygiene.
- All people entering the Lodge will be required to enter their details in the Tracing register.
- There will be requirements in the event that a member or guest is infected by COVID whilst at the Lodge, or if they display COVID like symptoms.

3.4 Tracing register and temperature taking

A tracing register will be established and all people entering the Lodge will be required to enter their name, email, contact number and room, either on the sheet provided or via the website accessible via



the internet, QR code or SMS (if available). Members and guests will also be required to check out, via internet, QR code or email. The register will be placed in the entry/shedding area. If the manual form is used a photo of the register must be emailed to the Booking Officer at pegasus.register@gmail.com after your arrival at the Lodge and immediately prior to your departure.

In the event anyone has an elevated temperature (exceeding 37.5°C) they and all occupants of their room will be required to leave the mountain ASAP and the procedure for a possible infection will be followed.

3.5 Numbers using the Lodge

The government has advised that, within accommodation and other similar facilities, a minimum of 4 square metres is required for each person (typically in dining areas but this figure can also be used for other communal areas) and that social distancing requirements, including maintaining 1.5 metres between each person where possible, and wearing face masks should be practiced. Other restrictions may also apply (including limits on the number of people permitted in the Lodge or a particular area) and these must be complied with.

It has been determined that the maximum number of people in the Lodge at any time will be limited to 35 people (unless otherwise restricted or relaxed), and that shared bathrooms will be dedicated to particular rooms, unless the requirements to do so are relaxed.

During the summer months the call may be made to restrict usage more tightly if considered appropriate.

Unless otherwise determined by the Board the total number of available rooms will be the 5 ensuite rooms and 3 other rooms, with allocated bathroom, unless the Lodge is occupied for a single group booking.

Any Government Direction further limiting (or relaxing) book group sizes or composition will be observed.

3.6 Drying room

The drying room is to be used for boots only. All clothing (including outer wear, helmets and gloves) must be kept in your room or locker.

3.7 Kitchen usage

Kitchen usage is to be restricted, with Members and guests encouraged to pre-prepare meals and only use the facilities to re-heat. All utensils must be dishwasher washed after use. If it can't go in the dishwasher, don't use it.

Usage of the kitchen is to be limited to two groups at any time, with no more than 4 people located in the kitchen at any time.

No communal provisions or supplies will be provided this year.

3.8 Dining area

Each room will be allocated a colour coded table for their use during their stay. Depending on the number of rooms occupied, the time of usage may be limited. The table and all chairs must be wiped down and sanitised after every use.

3.9 Lounge areas

Each room will be allocated a colour coded area for use. It is not acceptable for members or guests to congregate in front of the fire this year.

If sharing an area social distancing must be practised, and chairs should not be shared.

3.10 Bedrooms

It is a requirement that all Members and guests bring doona covers for use on all beds this year, unless otherwise agreed by a Board member. Any Lodge doona covers used without another cover must be



washed between guest use. No blankets will be available for use this year.

Use of non-ensuite rooms will be staggered for alternate bookings, unless the Lodge is occupied for a single group booking.

All ensuite rooms must be vacated by 10.00am, with bags placed in the allocated area in the designated spare room (1, 8 or 9) or drying room.

Members and guests (including children) must not enter another bedroom occupied by other members or guests.

3.11 Bathrooms

All bathrooms will be dedicated for use by the occupants of particular rooms, with colour coding and you are expected to maintain hygienic conditions at all times and thoroughly clean the bathroom before departure.

4 Lodge cleaning

Members and guests are responsible for ensuring the Lodge has been cleaned to a high standard as this is an important strategy to minimise transmission risk.

Members and guests will be required to thoroughly clean and sanitise their rooms and the allocated dining area and lounge area by regularly wiping down and disinfecting all surfaces during and at the end of their stay. High touch areas are to be cleaned twice daily. Not following this directive may lead to the Lodge being shut down. Further access rights for the season may be withdrawn for any non-complying members or guests.

The checklist in Appendix B provides guidance on the cleaning approach. All members at the Lodge must work co-operatively in ensuring compliance with these requirements.

5 Cancellations

5.1 Cancellations due to infection

In the event of an infection in the Lodge the guidance of DHHS will be followed and it may be necessary for bookings to be cancelled at short notice. If this occurs Members will be offered a full credit, and guests, unless part of a full lodge booking, will be fully refunded, less any credit card fee.

In the event any members or guests develop COVID19 symptoms before their arrival at the Lodge, their booking can be cancelled and a credit for members or refund for guests, unless part of a full lodge booking, issued, less credit card fees. A doctor's certificate will be required.

Any members or guests required to leave the Lodge early due to an infection or possible infection will be offered a full credit (for members) or refund (for guests) less credit card fees for any booked nights which cannot be used, unless part of a full lodge booking.

5.2 No change of mind cancellation

Once a booking is confirmed other than as set out above the booking will be non-refundable.

6 Actions in the Event of a COVID contamination in Lodge

6.1 Infection in Lodge

If a person staying in or visiting the Lodge has or contracts COVID19, the Booking officer must be contacted and the member's residence will take the lead and the following process will be undertaken:

- The infected person and all others in their room will immediately be isolated. The infected person will then be transferred to suitable premises/accommodation/hospital as soon as possible.



- Ring the DHHS coronavirus (COVID-19) hotline on 1800 675 398 for advice on testing.
- The Lodge will be shut down as rapidly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing if directed by DHHS.
- The Club will follow any direction issued by the DHHS.
- The RMB will be advised of the infection and the Club will follow any direction issued by the RMB.
- The Club will organise cleaning of the Lodge as directed by DHHS. No subsequent occupation will be permitted until such cleaning is complete.
- All members of the Club will be advised an infection has occurred, but the privacy of the person who has been infected will be respected and maintained.

6.2 Possible infection in Lodge

What are the symptoms of coronavirus (COVID-19)?

The symptoms to watch out for are:

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell/taste

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhea may also be considered.

To get further advice, call the 24-hour coronavirus hotline 1800 675 398, your local doctor or use the DHHS [online self-assessment tool](#).

If a person develops any of the symptoms of COVID whilst at the Lodge the following process will be undertaken:

- The person who has the symptoms will be required to have a COVID test without delay. The person and all occupants of the same room will be requested to leave the Lodge. The person will be requested to inform the Club of the outcome of the COVID test. If the person refuses to undertake a COVID test they will not be permitted to return to the Lodge during the pandemic.
- The Booking officer will inform all members and guests staying in the Lodge of the potential risk of infection, respecting the privacy of the potentially infected person as far as possible.
- Additional cleaning may be required in the areas the person has accessed as directed by DHHS.
- The Club will follow up to confirm the results of the COVID test. If that test is positive, the Club will immediately inform the Board and all other persons that have occupied the Lodge in that week of the infection (respecting the privacy of the infected person) and commence the process set out above for a COVID infection.

Appendix A

COVID19 Action Plan

Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.

Area	What are the risks/issue	What actions to take
Shedding room/entry	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, security lock 	<ul style="list-style-type: none"> Provide hand sanitiser station Members responsible for ensuring daily cleaning/sanitising COVID safe signs displayed Ensure social spacing & restriction of numbers
Kitchen	<ul style="list-style-type: none"> High risk infection area due to communal cooking situation Contamination when persons enter and touch surfaces, door handles, garbage receptacle covers, dishwashers, ovens, sinks, shared cutlery, shared pots/pans, microwaves. Contamination from food preparation Social distancing constraints 	<ul style="list-style-type: none"> Co-ordinated cooking times to ensure social spacing Members in occupation responsible for ensuring all surfaces and communal equipment to be wiped after use and sanitised twice daily. COVID safe signs displayed Ensure social spacing & restriction of numbers Limited fresh food preparation. Recommend guests bring pre-prepared food. Heating/cooking of pre-prepared food in the oven or microwave is preferred. All utensils must be dishwasher washed after use. If it can't go in the dishwasher, don't use it. No communal provisions provided Provide boxes of disposable gloves. Provide specific guidance on use of the kitchen via signage
Dining room	<ul style="list-style-type: none"> High risk infection area due to communal eating situation Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs Social distancing constraints 	<ul style="list-style-type: none"> Hand sanitiser on each table Allocate tables to ensure social spacing & restriction of numbers Co-ordinated dining times to ensure social spacing Members in occupation responsible for cleaning/sanitizing after every meal COVID safe signs displayed

Area	What are the risks/issue	What actions to take
Lounge room	<ul style="list-style-type: none"> High risk infection area due to communal seating situation Contamination when persons enter and touch surfaces, door handles, sit on seats Social distancing constraints 	<ul style="list-style-type: none"> Hand Sanitiser station Hand washing notices required Allocate areas by room - colour and number coding signs to be affixed COVID safe signs displayed
Games room	<ul style="list-style-type: none"> High risk infection area due to communal access Contamination when persons enter and touch surfaces, door handles, sit on seats Social distancing constraints 	<ul style="list-style-type: none"> Hand Sanitiser and wipe station Hand washing notices required Cleaning/sanitizing pool table and cues after every use COVID safe signs displayed
Bedrooms	<ul style="list-style-type: none"> Infection transfer by pillows, linen, doonas, blankets, heaters, windows 	<ul style="list-style-type: none"> Members in occupation responsible for cleaning/sanitising after use Require members and guests to use their own doona covers and linen Wash doona covers used and mattress protectors between use Usage to be staggered as far as possible
Bathrooms	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, heaters, windows 	<ul style="list-style-type: none"> Dedicated bathrooms to be used – colour and number coding signs to be affixed Members in occupation responsible for cleaning/sanitising at least twice daily and after use Hand washing notices required COVID safe signs displayed
Coolroom	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, freezer, trays 	<ul style="list-style-type: none"> Members in occupation responsible for cleaning/sanitising high touch areas daily Hand washing notices required COVID safe signs displayed
General use areas	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, heaters, windows Door handles, railings 	<ul style="list-style-type: none"> Members in occupation responsible for cleaning/sanitising high touch areas twice daily Hand washing notices required COVID safe signs displayed
Laundry	<ul style="list-style-type: none"> Contamination when people enter and touch surfaces, door handles, sinks, washing machine, dryer, storage, heaters, windows 	<ul style="list-style-type: none"> Hand washing notices required COVID safe signs displayed Signage -No mixed room washing loads permitted

Area	What are the risks/issue	What actions to take
Drying room	<ul style="list-style-type: none"> • High risk infection area due to communal storage of ski clothes exposed to resort facilities that may be contaminated • Contamination when persons enter and touch surfaces, door handles, heaters 	<ul style="list-style-type: none"> • This area is high risk and is proposed to be closed other than for the use of boots. – signage required • Members in occupation responsible for cleaning high touch areas daily.
General	<ul style="list-style-type: none"> • Provide tools for people to use to self check and sanitize. • Manager to brief all members and guests on arrival of requirements. 	<ul style="list-style-type: none"> • Forehead thermometer in Lodge. • Ensure sufficient masks, disposable gloves, sanitiser and disinfectant are available

Managing numbers within the Lodge at any one time to achieve social distancing guidelines		
Room	Area	Maximum People
Common areas		
Kitchen	16.56 m ²	4
Dining area	52 m ²	13
Red couch seating end Dining room	14 m ²	3
Fire room	33 m ²	8
Sitting room	28 m ²	7
Games room	40 m ²	10
Guest Laundry	2.5 m ²	1
Member Laundry	7 m ²	1
Coolroom	6.3 m ²	1
Drying room	22 m ²	5
Shedding room	19 m ²	4
Undercroft	Nom. 26 m ²	6
Work room	17 m ²	4
Boiler room	12 m ²	3
Bedrooms		
Manager's bedroom	12.8m ² + 3.24m ² ensuite	3 people, unless occupants ordinarily live in the same household or are intimate partners
Rooms 1 + 2	15.37 m ²	2 each room, unless occupants ordinarily live in the same household or are intimate partners
Rooms 3 - 7	13.02 m ²	2 each room, unless occupants ordinarily live in the same household or are intimate partners
Room 8	10.36 m ²	1 person, unless occupants ordinarily live in the same household or are intimate partners
Room 9	8.12 m ²	1 person, unless occupants ordinarily live in the same household or are intimate partners
Room 10	17.76 m ² + 2.9 m ² ensuite	3 people, unless occupants ordinarily live in the same household or are intimate partners
Rooms 11, 12 + 14	16.56m ² + 4.56m ² ensuite	3 each room, unless occupants ordinarily live in the same household or are intimate partners
Room 13	21.16m ² + 3m ² ensuite	4 people, unless occupants ordinarily live in the same household or are intimate partners



Appendix B

Follow the Victorian Government Cleaning guidelines: <https://www.dhhs.vic.gov.au/cleaning-and-disinfecting-reduce-covid-19-transmission-building-and-construction-sites>

Method/Approach	Actions
Ventilate rooms before you clean.	Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
Wash your hands thoroughly before and after each cleaning.	Use soap and water, and scrub for at least 20 seconds. If that's not possible, use a hand sanitizer with at least 70% alcohol.
Wear disposable gloves while you clean.	Gloves should be thrown out after each cleaning. Make sure to wash your hands immediately after gloves are removed
Clean, then disinfect.	Cleaning is when you use soap or detergent and water to remove dirt, germs and impurities. Disinfecting refers to the use of chemicals like bleach or alcohol to kill germs. Doing both is the best way to reduce the spread of infection.
Use the right disinfectant.	Diluted household bleach solutions, cleaning products with at least 70% alcohol, and most common disinfectants are believed to be effective against the coronavirus. Bleach is a strong chemical and care should be taken when using it.
Focus on frequently touched surfaces.	Light switches, doorknobs, and tap handles are just a few of the areas you'll need to disinfect.
Lounges and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's instructions.
Wash all linen at the highest heat setting recommended by the manufacturer	That includes mattress covers, kitchen towels, and blankets. Wear gloves when handling dirty laundry.



General Cleaning Checklist for Lodge Areas

Note: This is in addition to vacuuming each area and replenishing supplies.

Area	Items to Clean and disinfect	
General	Doorknobs/surfaces Appliances - toasters - coffee machines - Zip hot water Ironing board and iron (if used) Garbage and recycling bins Hanging space	Light switches Railings Key pads Laundry – sinks, washer, dryer Table tops Heater knobs Vacuum cleaners
	All utensils, appliances, pots/pans, etc Cabinet handles Dishwashers, microwave ovens, ovens	Kitchenware that isn't dishwasher safe Sinks, benchtops Ovens/microwaves Fridges - handles, internal areas Surfaces
Bathrooms	Shower doors Showers and tubs Basins Bins	Tap handles and spouts Door Handles Toilets Heater knobs
Dining	Railings Light switches	Tabletops/seats Window sills
Lounge	Doorknobs Railings Light switches	Lounge chairs especially arm rests Tabletops Window sills and window handles
Bedrooms	Switches and door knobs Hangers and luggage racks Bedheads/foot Nightstands/side tables and surfaces	Cupboards/dressers Bedding – wash doona covers, pillow cases, mattress protector Window sills and window handles Safe (if used)