

## Risk Management Plan COVID 19 DEEC – QORF

Plan Updated - **04/11/2020**

The Term 3 restart of camps and excursions required OEEC's to develop a **COVID 19 Management Plan** reflective of **COVID-19 Risk Management Plan – Boarding schools and school-based residential facilities**.

On the 4<sup>th</sup> of August, through the Director Generals COVID-19 Operating guidelines for Queensland state schools, the OEEC's were directed to redevelop their plans to align to COVID Safe Industry Plans - Outdoor Education Providers specifically developed by QORF. See **COVID-19 operating guidelines for Queensland State Schools 30/10/2020** to find current information under Excursions and Camps.

QORF is a non EQ/QG outdoor education provider based organisation.

To assist the DEEC and schools we have abridged this document. We believe this has been necessary to minimise the length and repetition of the original plan and to provide a more familiar alignment to Education Queensland's organisations and procedures. While this has created a more functional document we do recommend that it be considered along with all information presented through the Director Generals COVID-19 Operating guidelines for Queensland state schools.

**Risk Management Plan COVID 19 DEEC - QORF and Supporting Documents** - Importantly our Risk Management Plan COVID 19 - QORF must be read in conjunction with the associated documents located on the DEEC Website - <https://daradgeeeec.eq.edu.au/planning-your-visit>

- **Risk Management Plan COVID 19 DEEC - QORF** – This is an abridged version of the DEEC's **COVID Safe Industry Plan – Outdoor Education Providers**.

### Supporting Documents

- **Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures** - These details outline specific COVID safe procedures.
- **Clearance Statement COVID 19** - A completed copy is handed to Daradgee staff on arrival, original returns to school administration.

Completed copies of the following documents are handed in to the office at DEEC prior to departure, originals return to school administration.

- **Group List-Roll COVID 19**
- **Accommodation Layout COVID 19** - These layouts designate the bed spaces/sleeping arrangements for students and adults.
- **Flow Chart for a Symptomatic Person COVID 19**

If you have any questions please email on [principal@daradgeeeec.eq.edu.au](mailto:principal@daradgeeeec.eq.edu.au) or phone 4063 1333.

## Risk Management Plan COVID 19 DEEC - QORF

Physical Distancing	
Area	Protocols
School Camp/Excursion Management	<ul style="list-style-type: none"> <li>• DEEC will keep detailed records on the movement of participants and workers at the venue. This would include:               <ul style="list-style-type: none"> <li>○ Details of each person attending the DEEC maintained through documents stored at DEEC and at the visiting school.</li> <li>○ A list of the DEEC staff who were in contact with each school group during the program,</li> <li>○ A program detailing where and when each visiting school group and sub-group is undertaking the different aspects of the program (including accommodation, dining, ablutions, activities), and</li> <li>○ Records of attendees, lists and program schedules must be maintained for a minimum of 56 days.</li> </ul> </li> <li>• DEEC can operate at full capacity (max 132 beds) – visiting school staff and students.</li> <li>• Multiple school groups may attend DEEC where management is maintained to prevent/limit co-mingling/ cross-contamination for the duration of the camp/excursion. For example, school groups must not share the same facilities/amenities, unless Education Queensland and Queensland Health recommended cleaning and hygiene protocols have been implemented between uses.               <ul style="list-style-type: none"> <li>○ Limit co-mingling – students sleeping in school cohorts, separate toilet &amp; shower facilities, adults observe social distancing - 1.5m where practical.</li> <li>○ Students will co-mingle in dining and programmed activities. Students will follow hand washing, adults will sanitise frequently used surfaces, DEEC kitchen staff and cleaners will follow twice daily high touch point and surface sanitizing, visiting school staff will have access to cleaning and sanitizing products and equipment to use as required.</li> </ul> </li> </ul> <p>All visiting staff and students participate in a centre induction outlining <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> and associated documents.</p> <ul style="list-style-type: none"> <li>• DEEC will direct schools to proactively engage in and promote physical distancing practices as directed by Education Queensland and Queensland Health.</li> <li>• School-aged children may exceed the base occupant density requirements as directed by Education Queensland and Queensland Health, however should maintain physical distancing protocols where practical.</li> <li>• DEEC and visiting school staff must maintain social distancing 1.5m where practical.</li> <li>• Specific instruction presented through DEEC website - <b>Risk Management Plan COVID 19 DEEC – QORF Supporting Documents</b> and the Student &amp; Adult Inductions.</li> <li>• Signage will be used to reinforce physical distancing and personal hygiene protocols.</li> <li>• DEEC must consider their capability to safely manage the expected number of people at the venue, and arrangements must be made to reduce occupancy numbers to allow effective implementation of all COVID risk mitigation strategies eg. physical distancing, cleaning of equipment and amenities, food service, etc..</li> </ul>
Managing Visiting staff and students,	<ul style="list-style-type: none"> <li>• DEEC will limit traffic movement to DEEC staff, visiting school staff, contractors and deliveries as required.</li> <li>• Sign in/induction procedures to be followed.</li> </ul>

Deliveries and Contractors	
Adult Accommodation - sleeping arrangement, dining and bathroom facilities	<ul style="list-style-type: none"> <li>• Adults from the same school group must adhere to base occupant density as per the <a href="#">Qld Tourism and Accommodation Industry COVID Safe Plan</a></li> <li>• Once allocated to a tent or bunk, participants will only use that resource for the duration of the program/stay at the venue.</li> <li>• The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with <a href="#">Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and health.</a></li> </ul>
Student Accommodation - sleeping arrangement, dining and bathroom facilities	<ul style="list-style-type: none"> <li>• Students from the same school group may exceed the base density of one person per 4m<sup>2</sup>, however should maintain physical distancing protocols where possible.</li> <li>• Note – this arrangement applies to school-aged children in sleeping arrangements of bunk style and tent accommodation, dining, and bathroom facilities</li> <li>• Once allocated to a tent or bunk, participants will only use that resource for the duration of the program/stay at the venue.</li> <li>• The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with <a href="#">Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and health.</a></li> </ul>
DEEC camp/excursion program	<ul style="list-style-type: none"> <li>• An audit of all activity risk assessments and procedures must be conducted to account for COVID safety.</li> <li>• Adjustments are documented in the <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> published on the DEEC website.</li> <li>• The delivery of outdoor recreation activities will observe and operate within the prevailing protocols required under the approved Outdoor Recreation Activity Providers COVID SAFE Plan - <a href="#">COVID Safe Industry Plans</a> , with consideration given to; <ul style="list-style-type: none"> <li>○ School-aged students may exceed the base occupant density requirements as directed by Education Queensland and Queensland Health.</li> <li>○ Maintaining physical distancing in adult to adult, and minimising adult to child and child to child interactions and physical contact where possible.</li> <li>○ Where the risk of infection can be managed with the provision of an appropriate sanitising process (adhering to equipment manufacturer guidelines and/or industry best practice guidance) and a modification to procedures, then updated changes must be documented appropriately.</li> <li>○ Visiting school staff are to be inducted regarding COVID SAFE modified procedures for activities.</li> <li>○ Sanitising of point of contact eg. hands both before and after contact with activity equipment e.g. harnesses, helmets, and ropes where appropriate.</li> <li>○ Sanitise activity equipment between activity groups using an appropriate sanitisation method.</li> </ul> </li> <li>• Hand and respiratory hygiene are to be encouraged.</li> </ul>
Conducting Business	
Area	Protocols
Booking Management	<ul style="list-style-type: none"> <li>• Bookings should be managed to ensure effective implementation of the COVID Safe Operational Plan</li> <li>• DEEC should ensure that the new requirements for COVID 19 for their Centre are provided to schools ahead of arrival.</li> </ul>
Signage	<ul style="list-style-type: none"> <li>• DEEC must ensure that signage is in place that reminds visiting school staff and students about key public health messages of</li> </ul>


	<p>physical distancing, respiratory hygiene and hand hygiene.</p> <ul style="list-style-type: none"> <li>The following signage should be displayed in prominent positions around DEEC to ensure visiting staff and students understand their requirements under the COVID Safe plans: <ul style="list-style-type: none"> <li>Health precautions</li> <li>Hand sanitiser locations</li> <li>COVID 19 symptom information</li> <li>How to wash your hands.</li> </ul> </li> </ul>
Visitors/ Contractors/ Delivery Drivers	<ul style="list-style-type: none"> <li>DEEC requires all DEEC staff and visiting school staff and students, contractors and delivery drivers to be COVID 19 symptom free prior to visiting this site.</li> <li>All procedures are outlined through the DEEC induction/sign in and the Clearance Statement COVID 19, Clearance Statement Visitors and Contractors COVID 19 and published on the DEEC website.</li> <li>DEEC requests contractors and delivery businesses to supply copies of their COVID 19 Management Plan to ensure compliance.</li> </ul>
Contact Tracing	<ul style="list-style-type: none"> <li>DEEC must maintain records of all school staff and students who they work with.</li> <li>Contact details are available through Group List - Roll COVID 19, OneSchool, and other collection points.</li> <li>Visiting school staff and students must be authorized by the schools administration to attend camp through the <b>DEEC Clearance Statement COVID 19</b>.</li> <li>Tracing information must be maintained for a minimum of 56 days from the end of each program.</li> <li>All documentation will be recorded and stored as per EQ requirements.</li> <li>Tracing information must be provided to public health officers when required.</li> </ul>
Client Management	
Area	Protocols
Pre-Screening	<ul style="list-style-type: none"> <li>DEEC and visiting schools ensure all visiting staff and students are COVID 19 symptom free via the <b>Clearance Statement COVID 19, Clearance Statement Visitors and Contractors COVID 19</b> and associated documents.</li> </ul>
Cash Payments	<ul style="list-style-type: none"> <li>DEEC have hygiene procedures in place for the handling of cash.</li> </ul>
Conditions of Entry	<ul style="list-style-type: none"> <li>Place signs at entry points to instruct visiting school staff and students, visitors/ contractors/ delivery drivers not to enter the facility if they are unwell or have COVID19 symptoms.</li> <li>DEEC and visiting schools ensure all visiting staff and students, are COVID 19 symptom free via the <b>Clearance Statement COVID 19, Clearance Statement Visitors and Contractors COVID 19</b> and the and through steps outlined in the <b>Flow chart for a Symptomatic Person COVID 19</b>.</li> </ul>
Inductions	<ul style="list-style-type: none"> <li>DEEC inducts centre staff and visiting school staff to specific procedures to reduce risks related to COVID 19. Induction strategies include: staff meetings, formal inductions and website sharing of documents.</li> <li>Adjustments are documented in the <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> and associated documents.</li> <li>In the event of a confirmed COVID case, follow <b>DEEC Emergency Response Plan</b> and the direction of <b>FN Region Regional Director</b> and <b>COVID 19 Project Manager</b> and <b>Queensland Health directives</b>.</li> </ul>
Cleaning & Hygiene	
Area	Protocols

Personal Handwashing & Hygiene	<ul style="list-style-type: none"> <li>• DEEC will adhere to and promote enhanced hygiene standards as outlined by Education Queensland and Queensland Health recommendations including provision of hand washing facilities and consumables, teaching hand, respiratory and personal hygiene.</li> <li>• Particular focus will be on frequent and correct soap and water handwashing and sanitizing for all staff and visitors.</li> </ul>
General Cleaning	<ul style="list-style-type: none"> <li>• DEEC must ensure facilities are cleaned and sanitized using Education Queensland and Queensland Health recommended products and schedules focusing on high touch surfaces.</li> </ul>
Vehicles	<ul style="list-style-type: none"> <li>• Drivers will be responsible for sanitising hard surface touch points when entering vehicles.</li> <li>• Vehicles will be equipped with appropriate sanitisation supplies.</li> </ul>
Bathroom and Toilet Amenities	<ul style="list-style-type: none"> <li>• Toilets, basins and bathroom facilities will be cleaned regularly with increased and scheduled frequency where practical.</li> <li>• DEEC will provide cleaning equipment and consumables to enable bathroom facilities used by adults to be cleaned after every use.</li> </ul>
Accommodation (sleeping arrangements)	<ul style="list-style-type: none"> <li>• DEEC must ensure facilities are cleaned and sanitized using Education Queensland and Queensland Health recommended products and schedules focusing on high touch surfaces.</li> <li>• All visitors supply their own linen and pillow. Any DEEC supplied bedding must be laundered after use.</li> </ul>
Food Service	<ul style="list-style-type: none"> <li>• This plan provides a relaxation to the base density requirement of one person per 4 m<sup>2</sup> for school-aged children in the DEEC dining setting, however food preparation, cleaning, hygiene and sanitisation protocols as prescribed in the <a href="#">Retail Food Services Industry COVID Safe Plan for Restaurants, Cafes and Caterers</a> must be adhered to.</li> <li>• No buffet self-service.</li> <li>• DEEC staff and visiting school staff must adhere to the base density requirement of one person per 4 m<sup>2</sup> where practical.</li> </ul>
<b>Staff Safety</b>	
Area	Protocols
Staff Health and Wellbeing	<ul style="list-style-type: none"> <li>• All DEEC staff and visiting school staff who present with COVID 19 symptoms are directed to seek medical advice and not return until medically cleared as instructed via the <b>Flowchart for a Symptomatic Person COVID 19</b> - published on the DEEC website.</li> <li>• DEEC inducts centre staff and visiting school staff to specific COVID 19 procedures. Induction strategies include informal and minuted staff meetings, formal inductions and website sharing of documents.</li> <li>• DEEC will manage staff stress through informal conversations, informal and minuted staff meetings, reaching out to Education Queensland Employee Assistance Program 1800 604640. Further information is available through OnePortal Staff Wellbeing.</li> </ul>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• Appropriate PPE should be supplied to DEEC and visiting school staff based on their roles and responsibilities in adherence with Work Safe Guidelines.</li> <li>• Training on the appropriate use of PPE be provided to DEEC and visiting school staff.</li> <li>• Best practice guide: <a href="https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf">https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</a></li> </ul>
Pre-screening	<ul style="list-style-type: none"> <li>• DEEC and visiting schools ensure all visiting school staff and students are COVID 19 symptom free via the <b>Clearance Statement COVID 19, Clearance Statement Visitors and Contractors COVID 19</b> and associated documents.</li> </ul>
Staff Inductions	<ul style="list-style-type: none"> <li>• DEEC inducts DEEC staff and visiting school staff to specific to COVID 19 procedures. Induction strategies include informal and minuted staff meetings, inductions and website sharing of documents.</li> <li>• In the event of a confirmed COVID case, follow <b>DEEC Emergency Response Plan</b> and direction of <b>FN Region Regional Director</b> and <b>COVID 19 Project Manager</b> and <b>Queensland Health</b> directives.</li> </ul>

Staff Education & Training	<ul style="list-style-type: none"> <li>Industry and workplace-specific training must be undertaken for DEEC and visiting school staff as required/ directed by EQ. <ul style="list-style-type: none"> <li><a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</a></li> </ul> </li> </ul>
Safety/Risk Management	
Area	Protocols
Risk Management - CARA's, SOP's, RA's	<ul style="list-style-type: none"> <li>COVID 19 controls are contained within the <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> and associated documents published on the DEEC website.</li> <li>DEEC should regularly monitor the COVID 19 situation as directed by Education Queensland and Queensland Health including any new public health advice, reviewing the effectiveness of their safety/risk management response, and adjusting responses accordingly – see <a href="https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf">https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</a></li> </ul>
Records of Safety/Risk Management Processes	<ul style="list-style-type: none"> <li>COVID 19 specific hazard identification, risk assessment and control measures, training, are contained within the <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> and associated documents published on the DEEC website.</li> <li>When undertaking and reviewing Safety/Risk Management Processes, DEEC must consider the identification and management of any new or changed hazards that may have arisen as a result of the implementation of this industry COVID SAFE Plan.</li> <li>Controls are contained within the <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> and associated documents published on the DEEC website. Following any period of closure, DEEC should carry out checks in preparation for reopening, including equipment and facilities in good working order, staff are trained and prepared to begin operations.</li> </ul>
Emergency Management	
Area	Protocols
Emergency Response Plan	<ul style="list-style-type: none"> <li>The instruction outlined through the <b>DEEC Emergency Response Plan</b> and the direction of <b>FN Region Regional Director</b> and <b>COVID 19 Project Manager</b> and <b>Queensland Health</b> directives should be followed in the event of a viral outbreak and/or infectious disease.</li> <li>The <b>DEEC Emergency Response Plan</b> and DEEC site specific emergency plans should follow social distancing procedures only when practical to do so.</li> </ul>
Suspected Case Response	<ul style="list-style-type: none"> <li>Controls are contained within the <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> and associated documents published on the DEEC website. Specific instructions outlined in <b>Flowchart for a Symptomatic Person COVID 19</b>.</li> </ul>
Confirmed Case Response	<ul style="list-style-type: none"> <li>In the event of a confirmed COVID case, follow <b>DEEC Emergency Response Plan</b> and direction of <b>FN Region Regional Director</b> and <b>COVID 19 Project Manager</b> and <b>Queensland Health</b> directives.</li> </ul>
Managing a suspected/confirmed case of COVID-19	<ul style="list-style-type: none"> <li>Controls are contained within the <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> and associated documents published on the DEEC website. Specific instructions outlined in <b>Flowchart for a Symptomatic Person COVID 19</b></li> <li>In the event of a confirmed COVID case, follow <b>DEEC Emergency Response Plan</b> and direction of <b>FN Region Regional Director</b> and <b>COVID 19 Project Manager</b> and <b>Queensland Health</b> directives.</li> <li>Controls are contained within the <b>Risk Management Plan COVID 19 DEEC - QORF - Specific Procedures</b> and associated documents published on the DEEC website. Specific instructions outlined in <b>Flowchart for a Symptomatic Person COVID 19</b></li> <li>In the event of a confirmed COVID case, follow <b>DEEC Emergency Response Plan</b> and direction of <b>FN Region Regional Director</b> and <b>COVID 19 Project Manager</b> and <b>Queensland Health</b> directives.</li> </ul>

Other Facilities and Services	<i>For the following facilities and services it is recommended that providers take a consistent approach with the approved industry plan for that specific area. The approved Industry plans are located at <a href="http://www.COVID19.qld.gov.au">www.COVID19.qld.gov.au</a>.</i>
Area	Recommendations
Off site venues	<ul style="list-style-type: none"> <li>All DEEC procedures are to be followed at off site venues. These will include correct soap and water handwashing and high touch surface sanitising.</li> </ul>

Appendix 1 - Outdoor Education Providers COVID SAFE Checklist	
	<i>Implementation of the Outdoor Education Providers COVID SAFE Plan should be done through the completion of a COVID Safe Operational Plan for each Venue. The plan should address all the elements of the industry plan listed below:</i>
✓	<b>Physical Distancing:</b> All applicable protocols under <i>Physical Distancing</i> within this plan has been implemented. (Group Management, Managing Egress, separation of client groups, Accommodation and Outdoor Education Activity)
✓	<b>Conducting Business:</b> All applicable protocols under Conducting Business within this plan has been implemented. (Approvals, Booking Management, Signage, Visitors/Contractors/Delivery Drivers, Contact Tracing)
✓	<b>Client Management</b> All applicable protocols under <i>Client Management</i> within this plan has been implemented. (Pre-Screening, Payments, Conditions of Entry, Inductions)
✓	<b>Cleaning &amp; Hygiene</b> All applicable protocols under <i>Cleaning &amp; Hygiene</i> within this plan has been implemented. (Handwashing & Hygiene, General Cleaning, Vehicles, Bathroom & Toilet Amenities, Accommodation)
✓	<b>Worker Safety</b> All applicable protocols under <i>Workers Safety</i> within this plan has been implemented. (Worker Health & Wellbeing, PPE, Pre-Screening, Induction, Worker Education & Training)
✓	<b>Safety/Risk Management</b> All applicable recommendations under <i>Safety/Risk Management</i> within this plan has been implemented. (Risk Register, Standard Operating Procedures, Records)
✓	<b>Emergency Management</b> All applicable protocols under <i>Emergency Management</i> within this plan has been implemented. (Emergency Management Plan, Suspected Case

	Response, Confirmed Case Response, Managing a suspected/confirmed case of COVID-19)
✓	<b>Other Facilities and Services (if applicable)</b> The other industry plans applicable to my business have been reviewed and I am consistent with those requirements.
<b>Outdoor Education Providers COVID Safe Plan</b>	
<i>This organisation has completed and complies with the Outdoor Education Providers COVID Safe Plan Checklist and can demonstrate to the community and relevant government authorities that we are following the Outdoor Education Providers COVID SAFE Plan.</i>	
<b>Signature:</b>	
<b>Name:</b>	Noel Cristaudo
<b>Position:</b>	Principal
<b>Organisation:</b>	Daradgee Environmental Education Centre
<b>Date :</b>	04/11/2020