



BREATHE EXPERIENCE DISCOVER

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COVID SAFE GUIDE

FOR SCHOOLS

VERSION 1.6 – 4 JUNE 2021



CHRISTIAN YOUTH CAMPS



+ COVIDSAFE +
+ COVIDSAFE +

WELCOME

**FIRST THINGS FIRST,
HERE AT CYC WE ARE THRILLED
TO GIVE YOU A WARM WELCOME.**

OVERVIEW

CYC's highest priority is to safeguard the health and well-being of our workers and guests (our community) during the COVID-19 pandemic.

This document outlines our COVID Safe guidelines to help limit the spread of COVID-19. They are written in line with Federal and Victorian State Government guidance and will ensure that camps are a safe experience for everyone.

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PRINCIPLES

CYC IS FOLLOWING THE ADVICE PROVIDED BY THE VICTORIAN STATE GOVERNMENT WHO ARE ADMINISTERING THEIR GUIDELINES THROUGH THE DEPARTMENT OF HEALTH & HUMAN SERVICES AND SAFework AUSTRALIA.

INDUSTRY GOVERNANCE

As well as being guided by industry leaders such as:

- Department of Education
- VTIC (Vic Tourism Industry Council)
- ACA (Australian Camps Association)
- CVA (Christian Venues Association)

CYC also fits under a number of different specific industry guidelines. We have taken all of the relevant guidelines into account and applied those rules to each area of the camping experience to ensure that we are operating accordingly.

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CHRISTIAN YOUTH CAMPS

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IN THE BACKGROUND

CYC HAS BEEN BUSIER THAN EVER WORKING TO ENSURE THAT ONCE WE REOPEN WE ARE COMPLIANT WITH RELEVANT GUIDELINES AND RUNNING OUR SITES TO THE HIGHEST SAFETY STANDARD. WE ARE USING A VARIETY OF RECOMMENDED STRATEGIES TO REDUCE THE RISK OF TRANSMISSION AS OUTLINED IN THE GUIDE.

We have completed a thorough OHS Risk Assessment on all of the tasks that we do in order to host our guests. The results have been analysed, discussed, appropriate measures have been implemented and resources have been purchased to accommodate these changes as outlined in the following pages. We are confident that we can deliver our camps to you safely.

STAFF TRAINING

Our staff have undertaken specific COVID-19 training and are competent in CovidSafe practises. The training covers all aspects of COVID-19 and our staff have also participated in department specific training unique to their area of expertise.

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OFF TO CAMP...

THERE'S A FEW THINGS WE NEED FROM YOU. ON TOP OF PREPARING FOR CAMP AS USUAL, WE ALSO REQUIRE YOU TO:

- 1 Ensure that your guests are bringing the required linen to camp and ensure that your guests are making up their beds with their linen once they arrive.

(Check with your site for site specific linen requirements. CYC City does not require guests to bring their own linen)

- 2 Provide the following upon arrival at camp:

- A room allocation list (first name and surname) of all guests (including students, teachers, leaders, visitors) attending the camp and/or
- A full list (first name and surname) of all guests (including students, teachers, leaders, visitors) attending the camp for a day visit.

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BEFORE YOU ARRIVE,
**HERE'S WHAT
 WE'LL DO...**

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CLEANING

At CYC, we have increased our cleaning regime to now include the following:

- Additional routine cleaning of all areas
- Additional disinfecting of 'high touch points' (door handles, light switches, buttons and more outlined below)
- Additional routine cleaning after the conclusion of each camp
- Assurance from our suppliers that our cleaning products are suitable for COVID-19

HIGH TOUCH POINTS

Our high touch points are now being cleaned multiple times a day. These include:

- Light switches in all common areas
- Door handles in all common areas
- Toilet facilities in all common areas
- Elevator buttons
- Stair rails and handles

HAND HYGIENE PROVISIONS

Where soap and water are not available, we have provided hand sanitiser. We have also set up hand sanitising stations at all entry points to common areas throughout our sites.

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ARRIVING ON CAMP

BUS TRAVEL

If you have purchased a travel package through CYC, be assured that our bus companies are also following strict guidelines outlined by the Department of Transport (DOT) and Department of Education & Training (DET).

To keep passengers safe they will:

- Sanitise High Touch Points before departure.
- Perform anti-viral fumigation by way of disinfecting fogging twice a week.
- Provide hand sanitiser to all drivers.
- Ensure physical distancing for the driver is maintained by cordoning off the front row of seats on both sides of the bus. This will mean the 4 front seats will be not available for passenger seating (e.g. reducing a 57-seat bus to 53 seats).
- Ensure that drivers maintain physical distancing both inside and outside the bus.
- Ensure drivers handle luggage using gloves and sanitizer.

- Advise all passengers that food should not be consumed whilst on the bus.
- No directive has been given by the DOT to limit passenger numbers at this time therefore passenger numbers and physical distancing on board buses are currently at the school's discretion.
- Unfortunately, there is not enough seating to offer separate seating for all adults. If you require this, please contact us to discuss. This may mean that your school provides additional transportation.

MULTIPLE SCHOOLS ON SITE

If multiple schools are using one of our facilities, we have strategies in place to prevent mixing between groups. These may include: staggered dining times and full cleaning/sanitising in between groups.

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DURING YOUR STAY

MASKS

CYC staff and guests are required to follow the current government guidelines in relation to masks. As these guidelines are constantly changing, please ensure that your campers bring masks with them so that they are ready to wear them if required.

HYGIENE FOR OUR STAFF

We have increased our hygiene requirements for all staff. As well as physical distancing where practical and keeping up personal hygiene, our staff are cleaning and sanitising their hands before and after:

- Preparing your food
- Handling your belongings
- Handling equipment
- Cleaning and sanitizing areas
- Arriving at work
- Coming back from tea/lunch breaks

HYGIENE FOR OUR GUESTS

All of our of guests will be asked to wash and/or sanitise their hands:

- Upon entering our sites
- Before and after eating
- Before and after using equipment
- Regularly throughout the day

WHERE SOAP AND WATER ARE NOT AVAILABLE, WE HAVE PROVIDED HAND SANITISER. WE HAVE ALSO SET UP HAND SANITISING STATIONS AT ALL ENTRY POINTS TO COMMON AREAS THROUGHOUT OUR SITES.

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PHYSICAL DISTANCING

At CYC, we recognise that some people need to maintain physical distancing at this time. To allow this we will:

- Encourage non-contact greetings
- Create extra space at kitchen serveries where required
- Discourage congregating in confined spaces
- Where practical, limit the time of close proximity between staff and guests when we have to get close eg. checking your harness before you fly down the flying fox!

YOU MIGHT NOTICE THAT OUR STAFF ARE ALSO PRACTICING PHYSICAL DISTANCING TOO.

HOWEVER, THERE ARE TIMES WHEN THIS IS NOT PRACTICAL, SUCH AS WHEN THEY ARE WORKING IN OUR KITCHENS OR PROVIDING DIRECT CARE. THE GOVERNMENT GUIDELINES SAY THAT THIS IS ACCEPTABLE, AND WE NEED TO WORK CLOSELY SOMETIMES TO PROVIDE YOU WITH THE MOST AMAZING DISHES!

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YOUR DINING EXPERIENCE

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AS FOR THE AFOREMENTIONED DELICIOUS FOOD?

Serving food will be done a little differently to ensure everything is up to our COVID-safe standards, such as:

- Guest self-serve buffet areas will be replaced with a 'we serve you' approach and additional hygiene measures
- We will be providing more individually wrapped snacks and suppers
- Sharing of food should not occur

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CAMP ACTIVITIES

IF THERE'S ONE THING WE KNOW YOU LOVE ABOUT CAMP, IT'S GETTING OUT IN THE FRESH AIR TO ENJOY OUR OUTDOOR ACTIVITIES.

At sites such as **CYC Phillip Island Adventure Resort**, **CYC The Island**, **CYC Adanac**, and **CYC Forest Edge**, we have implemented changes to how we look after our guests by:

- Sanitising and cleaning all helmets, harnesses, carts, ropes, grip handholds, and all of our other awesome activity gear more regularly
- Routinely cleaning and sanitising all equipment around our sites
- Washing hands before and after equipment use

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At **CYC City**, where camp organisers generally plan their own activities, there are also changes:

- CYC City has researched, contacted, and updated their recommended list of external activities around Melbourne to ensure all excursions and activities suggested to groups are safe and have new COVID-19 protocols in place.

At each site, we will promote fresh air flow indoors and maximise use of outdoor activities and environments with enhanced ventilation where practical (depending on weather conditions).

Our programs and activities across all five sites have been carefully reworked, risk assessed, and have COVID-safe protocols in place to protect everyone. For further information on specific activities, protocols, risk assessments, policies, or a particular site, please get in touch with us and we will gladly help you.

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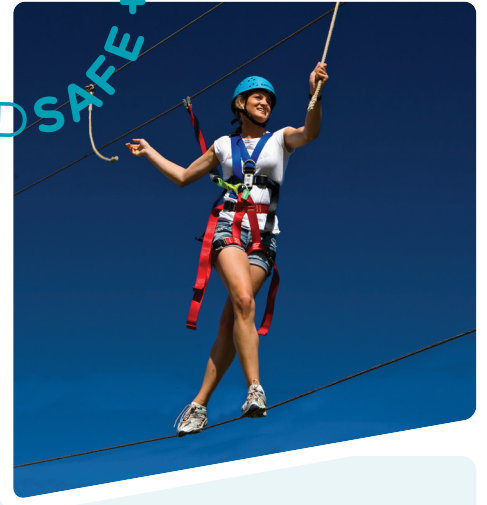
BUT MOST IMPORTANTLY...



**FROM ALL OF US AT CYC WE CAN'T WAIT
TO WELCOME YOU!**

**WE'RE HERE TO SERVE YOU DURING YOUR STAY.
PLEASE FEEL FREE TO APPROACH ANY OF OUR STAFF
IF YOU HAVE ANY QUESTIONS OR CONCERNS.**

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FAQs

1. ARE ALL OF YOUR OUTDOOR ACTIVITIES RUNNING?

Yes, all our outdoor activities are running and we have implemented controls to keep everyone safe. If physical distancing is required between adults, there may be some activities that adults will not be able to participate in eg. Team Rescue and Initiative Courses

2. WILL WE STILL BE ABLE TO HAVE 'DUTY GROUPS'?

Yes, you can still implement duty groups for kitchen/dining duties but this will look a little bit different. We will limit the amount of people touching items such as cutlery etc

3. WILL OUR ROOMS BE SERVICED MORE OFTEN?

Your rooms will be cleaned to a COVID safe standard before you arrive. Your room will be serviced if you are staying for more than 2 nights.

4. WILL THE OUTDOOR GAMES AREAS BE OPEN?

Yes, all outdoor games areas will be open for your guests to use as per usual. These areas will be cleaned more frequently.

5. WILL THE PUBLIC BATHROOMS AND TOILETS BE AVAILABLE FOR US TO USE?

Yes, the public bathrooms and toilets will be available for you to use. These areas will be cleaned more frequently.

6. WHAT IF WE HAVE A MAINTENANCE EMERGENCY IN A GUESTS ROOM?

Our experienced and trained maintenance crew will continue to help with any urgent issues that arise during your stay. They will only enter a room after it has been vacated, they will use appropriate PPE and will clean and sanitise the areas that they have worked on upon completion.

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FAQs

7. CAN WE STILL COME INTO THE OFFICE IF WE NEED ANYTHING?

Of course, we love helping make your stay perfect! We just ask that you sanitise your hands on the way in and that you maintain physical distancing between adults.

8. HOW WILL FOOD BE SERVED?

We have adjusted our procedures to ensure that food is served in a safe way. This means that we may be wearing gloves, have sneeze guards at our servery and we will also pre-package some foods like morning/afternoon tea and supper.

9. DO WE STILL CLEAR THE TABLES OURSELVES?

Yes, your guests will still clear the tables, they will just be directed to do it a little differently.

10. CAN WE STILL GRAB A COFFEE WHENEVER WE WANT? [OR NEED!]

Yes, you will still be able to access our self service tea and coffee areas. We just ask you to sanitise your hands on the way in and we will also clean these areas more frequently.

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