



## Mid North Coast Caravan Club

### STANDARD OPERATING PROCEDURES MANUAL

### COVID-19 SAFETY PLAN

DOCUMENT NO.: SOP-MNCCC-0014

ISSUE NO. : 1

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Accepted at Club Meeting: Date.....30-07-2020
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## **COVID-19 SAFETY PLAN.**

### **1. PURPOSE**

The Mid North Coast Caravan Club is a group of caravanning enthusiasts who enjoy gathering regularly for rallies, even in the troubled times of the Covid-19 Pandemic.

Whilst abiding by the guidelines of the MNCCC Constitution, By-Laws and Standard Operating Procedures Manual in attending Club rallies, each and every one of the MNCCC membership must abide by current Commonwealth, State and Territory Health Orders legislated and issued throughout the course of the Covid-19 Pandemic.

The purpose of this document is to make every Club Member aware of the safety processes we must all obey throughout the term of the Covid-19 Pandemic and to provide step by step guidelines to assist the MNCCC in meeting the requirements of all Health Orders issued. NSW Government guidelines have been followed and adapted to assist in the development of this Standard Operating Procedure.

**Please note: The Legislated requirements of Health Orders is continually changing in response to the Covid-19 Pandemic and Club members must abide by the latest and most current Health Order requirements.**

### **2. SCOPE**

This document applies to the following Mid North Coast Caravan Club personnel:

The Club President.

The Club Vice President

The Club Secretary.

The Club Treasurer.

Other elected Committee Members:

All financial MNCCC Members.

### **3. REFERENCES**

Referenced in this procedure are:

Mid North Coast Caravan Club Standard Operating Procedures Manual. (SOP)

Mid North Coast Caravan Club Constitution.

Mid North Coast Caravan Club By-Laws

### **4. ABBREVIATIONS**

Abbreviations used in this procedure are:

“The Club” refers to “The Mid North Coast Caravan Club”

“SOP” refers to a “Standard Operating Procedure”

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## COVID-19 SAFETY PLAN.

### 5. OPERATING METHODS and PROCESSES.

**Please Note:**  
**This Plan can be subject to change by Commonwealth, and/or State Governments, local Councils and Caravan Park requirements at any stage throughout the current pandemic.**

#### Covid-19 Safety Kit

The Club has purchased materials to serve as a Covid-19 Safety Kit for use at Club rallies. This Safety Kit is to be passed from Rally Leader to Rally Leader for use at each rally and supplies replenished when required as approved by the Club Treasurer.

#### MNCCC Covid-19 Safety Marshal

The Rally Leader for each rally is to act as the designated MNCCC Covid-19 Safety Marshal for each rally but the Rally Leader can delegate the Safety Marshal role to another suitable Club Member if required. The MNCCC Covid-19 Safety Marshal is responsible for ensuring all persons attending a MNCCC Rally abide by the following Covid-19 Safety Plan.

#### Physical Distancing

Where practical, members are responsible for ensuring [physical distancing](#) at camp sites. **Physical distancing** means reducing the close physical contact we have with one another and staying 1.5 metres away from other people where possible. Ensure at any communal areas where people gather, such as BBQ or kitchen facilities, you maintain capacity limits of [one person per 4 square metres](#). and appropriate [physical distancing](#) wherever practical.

Visitors staying at caravan parks or grounds may have guests, but [the total number of people at any outdoor gathering](#) should not exceed 20

#### Hygiene and Cleaning

Adopt good [hand hygiene practices](#).

Sanitize hands on arrival at all club functions.

Sanitize your hands immediately after exiting ablution blocks. Treat the door as if it is contaminated.

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### Record Keeping

Contact tracing is vital in managing the spread of the Covid-19 virus. It is imperative for Rally leaders to ensure all members enter their details on the MNCCC Rally Attendance sheet and that sheet is passed to the MNCCC Secretary within the week following each rally. Those details can be utilised for contact tracing by NSW Health if required but stored confidentially if not required..

MNCCC members should be aware of the [COVIDSafe app](#) and its benefits to support contact tracing if required.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 having been identified at any MNCCC Rally site.

### Hygiene and Cleaning - Food Handling

Adopt good [hand hygiene practises](#) and reduce the number of surfaces touched by members wherever possible.

There must be **NO** self-serve buffet style food service areas, communal bar snacks, communal condiments. **No** sharing of snacks at Club happy Hours.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available. Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

Members are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

### Happy Hour

Limited to 20 people and on arrival sanitize hands, using **sanitizer provided by The Club**.

Where reasonably practical physical distancing of 1.5 metres between people should be adopted.

Food is not to be passed around and shared. Consume your own food and beverages.

### Club Dinner

Limited to 20 people, with physical distancing to apply.

On arrival sanitize hands using **sanitizer provided by The Club**.

Under Club Covid-19 Safety Marshal supervision, food must be covered and placed on a serving table. Selected club members only will serve food. Those serving food **must** first wash or sanitize hands, wear plastic gloves provided by club and then wash or sanitize hands after removing gloves.

Any tables or equipment used must be sanitized using **sanitizer provided by The Club before** use.

Members are to clean their own plates and utensils at their own van.

**IF YOU FEEL UNWELL, GET TESTED AND GO HOME.**

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**COVID-19 SAFETY PLAN.**

## **Rally Leader / Covid-19 Safety Marshal Check List.**

**To be used only as a guide for rally leaders.**

- Is the Club Covid-19 Safety Kit available on site at the rally?**
- Has a Covid-19 Safety Marshal been delegated.**
- Have ALL Club members entered their details on the Rally Attendance sheet?**
- Have suitable conditions been met for Happy Hour and Communal Dinner.**
- Have ALL Club members been advised of Covid-19 restrictions for Happy Hour and Communal Dinner?**
- At completion of the rally – has the MNCCC Covid Safety Kit been passed to the succeeding rally leader?**
- Has the Rally Attendance Sheet been provided to the Club Secretary?**