COVID-19 Safe Group Checklist

15/7/22

As the coordinator for my group, I understand that to be COVID-19 safe, StayKCC requires me to make sure that:

o I stay in touch with the latest official government health information and advice here:
https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov

o I understand that no guest will be allowed to enter StayKCC if they demonstrate any COVID-19 symptoms. I will confirm with group members and ensure that no one arriving to StayKCC in my group to my knowledge:
   o Has tested positive to Covid-19 in the last 7 days
   o Is awaiting a PCR test result for COVID-19

o I have considered the need to have guests complete a Rapid Antigen Test prior to arriving at StayKCC. I have also considered the need to have some Rapid Antigen Test kits available should any guests display symptoms after arrival. Please note that StayKCC will have a limited number of test kits available, these are charged at a cost of $15 each.

o I will bring hand sanitiser for the group, and encourage group members to bring and use hand sanitiser. I understand that StayKCC will provide hand sanitiser at the main entry points of all dining and common areas.

o I will arrange for my group to bring their own bed sheets, pillow slip and sleeping bag – unless I have arranged full linen with StayKCC.

o I will ask and remind my group to be aware of any spot cleaning situations, such as a sneeze, where droplets may land on a surface, and I will ensure the surface is cleaned and sanitised as soon as possible. (StayKCC will provide a cleaner and sanitiser for your group's use and can assist you as needed).

o Where possible, I will encourage my group to reduce the number of surfaces touched by people and to minimise the shared use of toilets and showers.

o Where possible, I will encourage my group to increase the amount of fresh air available indoors by opening windows and doors.

o I have a plan for what to do if one of my group members becomes unwell during their stay, including:
   o Use of Rapid Antigen Tests
   o Discussing with StayKCC to identify an isolation room/area, ideally with its own bathroom area also
   o Making group members aware of where this is and directing them to access it if they become unwell during their stay
   o Ensuring group members let me know right away if they become unwell, and that I let StayKCC know of anyone displaying flu like symptoms as soon as this is identified, including which room they are staying in and other areas they have visited.

o Should a guest return a positive Rapid Antigen Test, then this guest will need to return home and follow the current isolation requirements. Roommates will need to undertake a Rapid Antigen Test and then monitor for symptoms. All other guests would be asked to monitor for symptoms and present for a Rapid Antigen Test should symptoms present. In the event of multiple positive results then StayKCC will liaise with you to determine the action required.

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- o I ensure that the most appropriate course of action is taken for an unwell person, which may include:
  - o To ask StayKCC for a mask for the unwell person to wear
  - o Arranging for the unwell person to go straight home without stopping anywhere except to be tested
  - o Calling a local doctor 02 4782 2222 or 02 4782 7280
  - o Calling the local Katoomba Hospital Emergency Department 02 4784 6500
  - o Calling NSW Health Direct 1800 022 222
  - o Calling the National Coronavirus Health Information Line on 1800 020 080
  - o Calling 000 for an ambulance if needed and ensuring the correct address is given, and informing StayKCC 0408 825 588 of any calls made for emergency services immediately after the call is placed

On behalf of the named group below, I have read and understand this StayKCC COVID-19 Safe Group Checklist above and agree to these conditions and accept that it is my responsibility as the group coordinator to ensure that they are followed and adhered to.

Name of group: _____

Name of group coordinator: _____

Signed: _____ Date: _____