



COVID-19 POLICY FOR MEROOL HOLIDAY PARK

(Document written & reviewed 21/5/2020)

This Covid-19 Policy has been written by the owners of Merool Pty Ltd for the use within the business, known as Merool Holiday Park. The purpose and aim of this policy is to maintain public safety for all people entering the grounds Merool Holiday Park either as an employee, guest or trade worker. This policy is written based on the recommendations of Safe Work Australia, The Caravan & Camping Association of NSW, Government Recommendations and Owner Experience.

Not only will this policy help reduce the spread and cross-contamination of Covid-19, but also other illnesses such as influenza, gastroenteritis and other highly contagious illnesses within our community.

The intent of this Plan is not to alarm anyone or cause panic. This is a plan in the event of an employee being diagnosed with COVID-19 and following our Business Continuity Plan.

Our guiding principles as we continue to move forward are:

1. Keep Merool Holiday Park employees and customers safe
2. Continue to serve our customers with the highest standards
3. Do our part to slow community spread of the virus where there appear to be outbreaks, so that the most vulnerable people are able to get the care they need

How COVID-19 spreads

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

The following checklist is our guidelines in the case that you as an employee suspect you may have COVID-19. Or, that a family member has become infected with COVID-19, a household member or anyone you have been in contact with.

This policy has been broken up into five categories:

1. All people visiting or working within Merool Holiday Park grounds
2. Annual Site Guests
3. Hire Cabin Guests
4. Powered Site Guests
5. Trade workers and other visiting businesses.

1.1 ALL PEOPLE VISITING OR WORKING WITHIN MEROOL HOLIDAY PARK GROUNDS:

The guidelines within this section of the policy are to be abided by all people who visit Merool Holiday Park for any purpose. This is not limited to, but includes:

- Employees
- Annual Site Guests
- Hire Cabin Guests
- Powered Site Guests
- Trade workers and other visiting businesses
- Family & Friends of owners
- Family & Friends of guests

All people must:

- 1.2 Abide by current day government regulations and restrictions associated with the public health control measures when onsite.
- 1.3 Are to stay home and not attend work, holidays or visits to the park if feeling unwell, running temperatures or any signs and symptoms associated with Covid-19.
- 1.4 Ensure social distancing practises are adhered to.
- 1.5 Report their attendance to their relevant office
 - Annual Sites Guests & Trades report to the Annual Site Office
 - Hire Cabin Guests & Powered Site Guests report to the General Reception.
- 1.6 Ensure handwashing occurs before entering any communal/shared space at Merool. This is not limited to, but includes:
 - Offices
 - Public Toilet/Amenity Blocks
 - Games Room
 - Camp Kitchen
 - BBQ areas
 - Jumping Pillows
 - Playgrounds
 - Pools
 - Cabins or onsite vans for sale that are undergoing inspection
 - Cabins or onsite vans for sale that are in need of work or inspections
- 1.6 Avoid sharing of equipment, be that work tools, sporting equipment, cooking equipment etc.
- 1.7 Respect Managements discretion at all times and the decisions made to ensure public health and safety is maintained at an optimum level and that the business suffers no adverse repercussions due to a Covid-19 outbreak.

2. ANNUAL SITE GUESTS:

The guidelines within this section of the policy are to be abided by all people who attend an annual site at Merool Holiday Park. These policies and procedures must be abided by the primary occupant and any person they choose to invite to their site.

The site refers to any person within the boundary of the site. Any person within the boundary of a site are the responsibility of the primary site holder for public health matters.

All Annual Sites Guests Must:

- 2.1 Abide by all dot points stipulated in the section 1.1 above: *All people visiting or working within Merool holiday park grounds.*
- 2.2 Use their cabin for the purpose of their immediate family only until the park reduces restrictions around this. Friends and extended family of the primary site occupant shall only visit the park when the threat of a Covid-19 outbreak has been declared a 'low risk' by park owners.
- 2.3 Avoid bringing fellow guests into their cabin, onsite van or site in attempt to reduce the possible transmission of Covid-19.
- 2.4 No mass social gatherings. Annual site guests must abide by the Occupation Agreement that stipulates no more than 12 people on a site at any time and the NSW regulations in relation to the number of people in a residence at any time, the lesser number of the two policies prevails.
- 2.5 No excessive drinking that may impair judgement in regards to behaviour and the ability social distance responsibly.
- 2.6 Report any positive Covid-19 test result to Merool Management immediately to ensure the associated health bodies can be notified and any tracking be completed.
- 2.7 To avoid self-isolating on the grounds of Merool Holiday Park where possible. If this can not be avoided, park owners must be personally notified and a discussion regarding how you will be managed when on the grounds of Merool Holiday Park must occur to ensure the public's safety and your safety are maintained.
- 2.8 Abide by all rules and requirements stipulated in the occupation agreement that has been signed and agreed upon by the site's primary occupant.

3 HIRE CABINS GUESTS

All Hire Cabin Guests Must:

- 3.1 Abide by all dot points stipulated in the section 1.1 above: *All people visiting or working within Merool holiday park grounds.*
- 3.2 Use the hire cabin for only the guests accommodating/sleeping within that cabin.
- 3.3 Remove all shoes upon entry to the cabins.
- 3.4 Strip all bed linen from beds upon departure and place (clean & used) in the linen collection bag provided.
- 3.5 Place all towels, hand towels, face washers and tea-towels (clean & used) upon departure in the linen collection bag provided.
- 3.6 Stack all used & unused dishes into dishwasher upon departure.
- 3.7 Remove all food items from fridge and cupboards upon departure.
- 3.8 Remove all rubbish bags and place them in the outside wheelie bin upon departure.
- 3.9 Avoid bringing fellow guests into the cabin in attempt to reduce the possible transmission of Covid-19.
- 3.10 No mass social gatherings, all hire cabin guests must abide by NSW regulations in relation to the number of people in a residence at any time.
- 3.11 No excessive drinking that may impair judgement in regards to behaviour and the ability social distance responsibly.
- 3.12 Report any positive Covid-19 test result to Merool Management immediately to ensure the associate health bodies can be notified and any tracking be completed.
- 3.13 No self-isolating within Merool Pty Ltd owned holiday cabins.

4. POWERED SITE GUESTS

All Powered Site Guests Must:

- 4.1 Abide by all dot points stipulated in the section 1.1 above: *All people visiting or working within Merool holiday park grounds.*
- 4.2 Use the powered site for only the guests accommodating/sleeping within the fully self-contained rig.
- 4.3 Use the amenities on-board the rig at all times and avoid use of the public amenities facilities.
- 4.4 Use the cooking facilities on-board the rig at all times and avoid use of the public cooking facilities.
- 4.5 Place all rubbish bags and in the outside wheelie bins provided.
- 4.6 Avoid bringing fellow guests to the powered site in attempt to reduce the possible transmission of Covid-19.
- 4.7 No mass social gatherings. All powered site guests must abide by park policy with no more than 12 people at a site at any time.
- 4.8 No excessive drinking that may impair judgement in regards to behaviour and the ability social distance responsibly.
- 4.9 Report any positive Covid-19 test result to Merool Management immediately to ensure the associate health bodies can be notified and any tracking be completed.
- 4.10 No self-isolating within independent rigs whilst on Merool Grounds.

5. TRADE WORKERS & OTHER VISITING BUSINESSES

All trade workers & other visiting businesses must:

- 5.1 Abide by all dot points stipulated in the section 1.1 above: All people visiting or working within Merool holiday park grounds.
- 5.2 Report to the annual site office before entering the park.
- 5.3 Only conduct work that is approved and deemed of extreme importance during this pandemic.
- 5.4 Dispose of all rubbish within the wheelie bins provided or source own skip for larger works.
- 5.5 Avoid bringing excessive number of employees where possible to reduce the possible transmission of Covid-19.
- 5.6 Report any positive Covid-19 test result to Merool Management immediately to ensure the associate health bodies can be notified and any tracking be completed.