



Westwood Lodge COVID Safe Plan

The ACT Government requires all businesses to have a COVID-19 Safe Plan. Westwood Lodge has adopted the protocols and guidelines set down in the ACT Health Directorate's School Excursions to the Australian Capital Territory COVID-19 Protocols and well as the requirements put in place by the ACT governments health directorate.

[School Excursion COVID-19 Protocols – Guidelines](#)
[COVID-19 Protocols Checklists, FAQs and Personal Health Declarations](#)

For the latest information about travel advice and restrictions in the ACT, visit the [ACT Government's COVID-19 website](#). Select the state or territory you're travelling from for specific information.

In line with these protocols, Westwood Lodge aims to provide the best protections against COVID-19. The measures in place to prevent the spread of COVID-19 include:

Maximum capacity

The maximum capacity of Westwood Lodge using the 2 square metre distancing rule is 120 people.

Managing staff or patrons/ visitors presenting with illness

All customers/guests entering Westwood Lodge are required to complete a daily health screen. Staff and customers who are unwell are excluded from the premises and if they are unwell with COVID-19 symptoms are encouraged to immediately get tested and place themselves in isolation until they have received their results. In the event a person needs to be isolated from the cohort, a self-contained unit is available adjacent to the Lodge for isolation purposes.

Check in Requirements

Staff and patrons aged 16 years or older must check in using the Check In CBR app. At arrival Westwood Lodge staff will monitor points of entry, requesting that patrons show staff the 'green tick' demonstrating they have checked in on the app. Patrons are required to check in every time they enter the premises. Check In CBR app signage is available at the entrance to each venue or space.

Face masks

Face masks are mandatory for all staff, and recommended for all patrons over the age of 12 when using shared areas within our facilities, except when eating or drinking.

COVID-19 Vaccination

All staff at Westwood Lodge are required to be fully vaccinated. Patrons are strongly encouraged to ensure that they are fully vaccinated before using the premises, for their protection and for the protection of others.

Staff training

Staff are provided with information and training on COVID-19, including COVID-19 vaccination, and are required to abide by the COVID regulations at all times.

Single cohort

Bookings will be accepted only for a single cohort (including the teachers and bus driver). Each adult within a coach cohort is encouraged not to share a room with anyone else.

Reduction of crowding wherever possible.

Staff and patrons are required to maintain 1.5 metre social distance at all times. Staff, teachers and drivers are required to physically distance from each other and from students – students within a cohort do not need to physically distance from each other. Take extra precautions to maintain social distancing in pick up and drop off zones and in the dining room area.

Hygiene practices

All patrons and staff using Westwood Lodge are required to adopt good hand hygiene and cough etiquette practices. Hand hygiene facilities are available to customers and staff including hand sanitising stations and all staff and patrons are encouraged to use them frequently. The bathrooms are well stocked with hand soap and paper towels and contain posters with instructions on how to wash hands.

Ventilation system

Westwood Lodge has 2 Energy Recovery Ventilators (ERV) installed. The ERV units are fully automated air exchange units which circulate fresh air within the building, while at the same time removing stale air and filtering pollutants.

High standard cleaning is performed daily:Frequently touched surfaces.

Door handles, tabletops, light switches, handrails, kitchen equipment, sinks, basins, bathrooms and toilets will be cleaned and disinfected each day using TGA approved disinfectants.

Floors

Floors will be cleaned daily. Hard surfaces will be damp mopped and soft surfaces vacuumed.

Minimally touched surfaces.

General surfaces will be cleaned daily using detergent/wipes.

Walls and blinds will be cleaned when visibly dusty or dirty.

Spills will be cleaned immediately.

PPE

Stocks of PPE including masks are available in Westwood Lodge.