



Whitecliffs to Camerons
Bight Foreshore Reserve
Committee of Management

COVIDSafe Plan 2021-2022



The WhiteCliffs to Camerons Bight Foreshore CoM acknowledge the Bunurong people as traditional owners of the coastal foreshore land at WhiteCliffs to Camerons Bight Foreshore Reserve. We pay our respects to their elders past, present and emerging. WCCB CoM acknowledges Aboriginal people as Australia's first people, and as traditional owners of the land on which we work and live.



WCCB is a not-for-profit Committee of Management appointed by the Department of Environment, Land, Water and Planning. Separate from Mornington Peninsula Shire, we manage 6km of foreshore reserve North and South of Point Nepean Road between WhiteCliffs Headland, Rye and Collins First Settlement Site, Blairgowrie.

Version control

Date	Version	Updates
15/10/2021	V1	2020-2021 plan review to form 21-22 draft
14/11/2021	V2	Incorporate guidance in DELWP summer plan
16/11/2021	V3	Incorporate advice following CoM review
25/11/2021	V4	Changes based on latest CHO directions
17/12/2021	V4.1	Update staff mitigation methods

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2. Introduction

WhiteCliffs to Camerons Bight Foreshore Cameron’s (WCCB) is a not-for-profit Committee of Management appointed by the Victorian Government Department of Environment, Land, Water and Planning (DELWP). Separate from Mornington Peninsula Shire Council, WCCB is appointed to manage 6.0km of foreshore reserve North and South of Point Nepean Road between WhiteCliffs Headland in Rye and the Collins First Settlement in Blairgowrie.

This includes 168 campsites, three passive recreation areas, Baytrail, Tyrone boat ramp and significant tracts of conservation areas.

The CoM also leases land to Blairgowrie Yacht Squadron, who are managing their operations with a separate COVIDSafe plan.

WCCB uses property management system Newbook to manage camping guests and associated bookings and correspondence.

3. Document purpose and background

WhiteCliffs to Camerons Bight Foreshore Committee of Management (WCCB) and staff are committed to providing a COVIDSafe environment for staff, the community, beachgoers, day trippers and campers alike. This will be achieved by the implementation, monitoring and regular review of a COVIDSafe plan to ensure compliance with the Victorian Government’s Chief Health Officer (CHO) DELWP guidelines. This will result in changes to the camping experience and use of public spaces throughout WCCB into the future.

This plan (“the plan”) has been developed with guidance from DELWP’s “Public Safety on Public Land and Waterways – 2021-22 COVIDSafe summer plan” and forms the operational and procedural basis for the management of areas under control of WCCB. Separate documents that are to be used in conjunction with this plan include:

- Public land and waterway incident escalation process (IEP), Appendix 1
- Site-specific CovidSafe plans for high-risk amenity blocks, Appendix 2;
- WCCB outbreak response plan, Appendix 3;
- Amenity block cleaning procedure, Appendix 4;
- 2020-2021 COVIDSafe plan review Appendix 5;
- WCCB risk register;
- WCCB camping terms and conditions;
- WCCB COVIDSafe work plan;
- DH - Victoria’s Roadmap: Delivering the National Plan;
- DELWP – Guidance for safe return to caravan and camping – coronavirus (COVID-19)

WCCB is responsible for the management of 5 distinct public areas which include:

- Campgrounds;
- Beaches;
- Boat sheds;
- Tyrone Boat Ramp;
- Park areas.
- Each of these areas is addressed individually in the plan due to the differing functions and different user groups that each area attracts creating a different risk profile.

The mitigations put in place by WCCB are to support the communications and other enforcement actions that are being applied by the Victorian Government and agencies such as the Department of Health (DH) and Victoria Police.

In particular, the mitigation measures will be informed by the management area risk assessments and the six COVIDSafe principles outlined by DELWP and aligned to CHO directions to keep public spaces safe, accessible and open for summer.

These principles are:

1. Ensure physical distancing.
2. Wear a face mask – as per DH and CHO directions.
3. Practise good hygiene.
4. Avoid crowding.
5. Promote record keeping and booking systems where possible.
6. Create workforce bubbles if required.

4. Planning assumptions

At present, under National Plan Phase C, when 80% of Victorians 16+ are fully vaccinated, camping will be permitted in metropolitan Melbourne to all guests intrastate. This plan is created with the assumption that the restrictions applied in this phase will be maintained and at best superseded with further lifting of restriction under National Plan Phase D. At which stage, certain mitigation methods may be reviewed.

The resumption of camping and restrictions within campgrounds will reflect the private gathering restrictions in place at any point in time.

For planning purposes, normal occupancy rates have been assumed for shoulder and peak seasons. Other planning assumptions include:

- Guests will use broader facilities managed by WCCB such as beaches, public open spaces, buildings and infrastructure, coastal trails, public amenities and community facilities;
- Many guests are 'seasonal' campers, returning each year. As such there is significant cross group socialisation at sites and other parts of the reserve;
- The mix of guests is roughly 70/30 split between metropolitan Melbourne and regional Victoria;
- A significant proportion of guests during peak periods are families; this results in children from different families playing together;
- Campsites and boat sheds to be treated as personal residences and as such must adhere to private gathering restrictions.

5. COVID-19 management plan implementation and escalation pathway.

The plan will be implemented as immediately as practical in preparation for campers arriving for the Summer 2021/2022 season and the increase in tourism expected with the holiday season.

This will be followed by close monitoring for compliance and areas where mitigation measures to allow closer alignment with CHO directions. In cases where persons breach CHO directions and/or mitigation measures, the IEP (*Appendix 1*) will be employed.

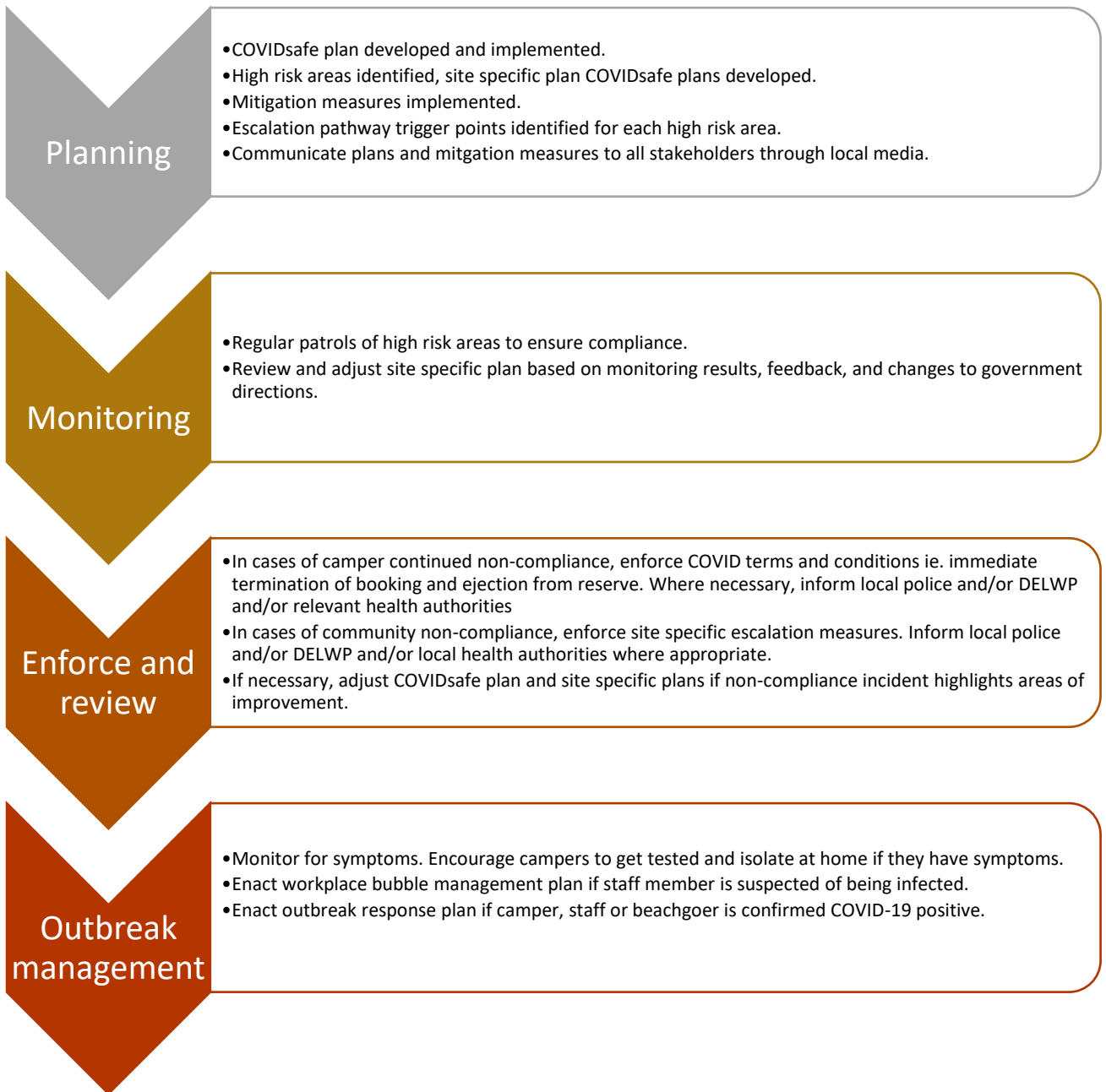
6. 2020-2021 COVIDSafe summer review

Fortunately, the state experienced a relatively COVIDSafe summer during 2020-2021, with cases remaining at low levels for a long period of time. This summer we are in a vastly different situation, with the Delta Variant and corresponding modelling leading to predictions of an average of 2500 cases a day in December. At the time of writing, the Mornington Peninsula LGA has maintained a low level of cases. However, with many campers originating in LGAs with a high number of cases it is important we have strong mitigations in place to ensure compliance with CHO directions.

A review was conducted into the effectiveness of measures introduced (**Appendix 5**). With the results of this review leading to an overhaul of COVIDSafe measures including refinement of existing measures and introduction of new measures. This has been necessary to ensure an appropriate response to the much greater compliance required in the context of the Delta strain and a high level of active cases in the community.

Only mitigation measures where problems have been identified are included in the review, those deemed to have a high rate of compliance and subsequent effectiveness have been maintained unchanged, if they also reflect the state-wide restriction levels and requirements.

A key change is the removal of the COVIDSafe declaration and rolling the mitigations and subsequent camper obligations into the general terms and conditions. As the pandemic enters a new phase of 'living with the virus', the wider community is aware of their personal responsibility in regard to showing symptoms and requirements to isolate. These changes to the terms and conditions will be communicated to current booking holders via a summer newsletter, this will also be sent to all new bookings, to ensure that everyone is aware of their obligations.



7. Risk

Overall risk = coronavirus (COVID-19) impact due to failure to comply with the CHO directions under the *Public Health and Wellbeing Act 2008* (i.e. distance, masks PPE etc) on public lands and waterways.

This plan responds to the threat scenario relevant for Phase C restrictions.

Risk event: The introduction and spread of COVID-19 within WhiteCliffs to Camerons Bight Foreshore Reserve and the greater local community.

Likelihood: Unlikely

Consequences: Major

Risk rating: Moderate

8. Goals of COVIDSafe summer plan

These goals are informed by the management area risk assessment and mitigations.

8.1 Reinforce the need for good hygiene and social distancing

Good hygiene and social distancing practices have now been established in the community for a long period of time and as such, visitors should be accustomed to these new behaviours. However, there may be potential for the foreshore environment to breed complacency among visitors, diminishing the effectiveness of these measures.

Whilst WCCB is doing everything possible to create a safe environment for summer; campers and visitors must take responsibility for their own safety and always carry hand sanitiser and a mask (or in accordance with DH or CHO) and use them as required. As well as adhering to CHO directions and acting in the spirit of COVID-19 restrictions and mitigation measures to prevent risky situations from occurring.

Actions to support goal	
i	COVIDSafe plan mitigations that require camper compliance are to be rolled into the general terms and conditions. These obligations include: Practice social distancing as directed by signage or staff, particularly in amenity blocks. Check in to the amenity block during every visit using the Service Victoria QR code app

	<p>Informing WCCB management if they have symptoms or are subject to any isolation requirements before their arrival.</p> <p>Informing WCCB management if they test positive to COVID-19 while staying on-site or if they test positive in the 14 days following their departure.</p> <p>Informing all guests on their campsite and visitors of their obligations.</p> <p>Practice good hand and respiratory hygiene where appropriate.</p> <p>Always carry a face mask and use in accordance with DH or CHO directives refer https://www.DH.vic.gov.au/coronavirus for updates and direction.</p> <p>Wear a face mask when unable to socially distance.</p> <p>Guests limit their use to communal facilities to the same facilities throughout their stay.</p> <p>Advise guests of expected queuing and delays with use of communal facilities.</p> <p>And any other CHO direction that affects private gathering restrictions (campsites) or indoor spaces (amenity blocks).</p>
ii	Signage throughout the reserve reinforcing good hygiene and social distancing requirements.
iii	Increased monitoring and activation of relevant escalation pathways where breaches have or are taking place.
iv	Hand sanitiser available at entrance to amenity blocks; to be used before and after entry to amenity blocks.
v	Regular blast texts to remind all in campgrounds of obligations, targeted texts in campgrounds where non-compliance is observed.
vi	Development of video to be sent upon arrival, a visual guide to communicate WCCB Terms and Conditions.

8.2 Closure of some non-essential facilities

Ideally, all WCCB facilities would be open to allow passive recreation of all foreshore user groups during summer. However, the opening of some facilities has the potential to add unnecessary risk. In response to this, WCCB may close all or part of some facilities in response to the assessed-risk or the need to activate the escalation pathway of the facility's area at any time.

The following facilities may be closed based on this response:

Camp Kitchen;

Laundry facilities;

Outdoor showers;

Dump Points;

Fitness facility;

Public BBQs.

Stakeholders will be updated via social media, direct email or on-ground signage as to the status of each facility.

Actions to support goal	
i	Close non-essential facilities based on assessed risk and Incident Escalation Pathway (IEP) activation.

8.3 Enhanced cleaning and monitoring of shared facilities

Amenity block patronage during the peak summer period is expected to be high, leading to queues and the need to monitor CHO direction adherence. It requires enhanced cleaning regimes to ensure further risk mitigation.

Actions to support goal	
i	Hygiene and social distancing signage prominently displayed at all amenity blocks
ii	Early and regular engagement via newsletter, update emails etc. to manage guest expectations around increased wait times.
iii	Instruct cleaners to monitor adherence to social distancing, seek daily feedback. Disseminate texts to areas where low compliance is observed.
iv	Increased cleaning frequency of amenities and points of contact during peak times.
v	Encourage guests with their own purpose-built facilities to minimise their use of shared facilities, so long as grey water is stored and disposed properly.

vi	Reduce patronage of amenity blocks by limiting external visitors to use of amenities. Install signage advising amenities for use by registered campers only.
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8.4 Monitor adherence to mandatory social gathering rules

It is important that while on-site, guests maintain adherence to the social gathering rules as directed by the Victorian Government as if their site was a household.

Actions to support goal	
i	Early newsletter to inform of mandated requirements to manage expectations.
ii	Regular reminders of social gathering rules, including signage, disseminate texts before large events i.e., New Year's Eve.
iii	Increased staffing to monitor adherence, activate IEP in cases of non-compliance.
iv	External visitors must check in via Service Victoria QR code when visiting amenity block. Visitation to be permitted in line with private gathering restrictions.

8.5 Ensure guests who are deemed 'high risk' if they test positive to COVID-19 are not disadvantaged

Those identified as high-risk of serious infection by the Commonwealth Department of Health, such as those over 65 and those with existing health conditions, may be hesitant to travel and it is important these guests are not disadvantaged.

Actions to support goal	
i	Assess 'seasonal' guest's cancellations on a case-by-case basis to determine their eligibility to cancel their booking while maintaining 'recurring booking' status for upcoming years. Evidence sought to confirm medical condition requiring special consideration. Determination to be made by the Foreshore Manager.

8.6 Ensure the safety of staff

The health and safety of staff is our highest priority of the committee and their maintenance of strict health and safety procedures are critical to the operation of WCCB. Refer to WCCB COVIDSafe work plan for further operational details.

Actions to support goal	
i	All staff and contractors required to be fully vaccinated.
ii	Strongly encourage that guests onsite are fully vaccinated
iii	Limit guest interaction where possible, implementation of the Newbook's self-check-in and self-check-out two-way SMS system.
iv	Greater use of technological channels to ensure campers are aware of camping terms and conditions, limiting need for compliance. Develop information video for the most important terms and conditions.
v	Campers who are required to quarantine or isolate for any reason cannot do so on-site, as the proximity to other campers and shared amenities renders it impossible to facilitate safely.
vi	Purchase rapid antigen tests for staff use once per week and when symptoms are shown.

8.7 Limit the spread in the event of a positive case of COVID-19

The ability to respond quickly and effectively to a positive COVID-19 test result will limit the spread of the virus. Refer to the COVID-19 outbreak response plan in **Appendix 3** for more details.

Actions to support goal	
i	Implement COVID-19 outbreak response plan if a guest or staff member returns a positive result.
ii	Maintain accurate records of all guests' arrival, site location and departure date.
iv	Guests and visitors must check in using the Service Victoria app upon each visit to the amenity block.
vi	Strongly encourage that guests onsite are fully vaccinated.

9. Resource implications

Additional resources may be engaged to ensure effective implementation of mitigation measures particularly during the peak season. Additional team resources may be allocated for the following:

- Increased cleaning and sanitisation of amenity blocks;
- Doubling of cleaning staff to create cleaning staff bubble;
- Provision of hygiene products;
- Increased staffing to monitor adherence to CHO directions and new conditions;
- Increased staffing to maintain workplace bubbles, if required
- Increased guest communication using Newbook tools, including self-check-in and departure, QR Code timely reminders, two-way SMS system, mitigation measure communication.

10. Management area risks and mitigation measures

9.1 Camping

Camping is the primary activity managed by WCCB in the peak summer period. This is the area of highest risk within WCCB. This is largely due to shared amenities and as such, there will be stringent mitigation measures in place to ensure the safest environment possible in these areas. Their management is covered separately by a site-specific CovidSafe plan found in **Appendix 2**.

9.1.1 Cleaning of amenity blocks

DELWP COVID-19 guidelines state that high use amenity blocks must be cleaned twice a day. WCCB will maintain its high season twice a day cleans as has been in place for many years. Due to the need for a thorough clean including disinfection and sanitisation, amenity blocks will be closed for longer than usual while cleaning takes place.

Further detail can be found in WCCB cleaning procedure in **Appendix 4**.

9.1.2 Camping risks and mitigation measures

	Physical distancing risk	Contact Area Risk	Behavioural Risks
Risks	<p>Amenity blocks (covered separately)</p> <p>Paths/walkways to beach.</p> <p>Crowding during busy arrival days.</p>	<p>Amenity blocks (Covered separately)</p> <p>BBQ Shelter.</p> <p>Office.</p> <p>Outdoor showers.</p>	<p>Inviting too many people to campsite.</p> <p>Inviting external visitors to campsite.</p> <p>Diminished mask use.</p>

		<p>Sewerage Dump Points</p> <p>Use of recycling and waste bins.</p>	<p>Campers attending site when experiencing symptoms or awaiting COVID-19 test results.</p>
Mitigations	<p>Encourage campers/beachgoers to wait until other path user has exited path before taking the path to ensure physical distance.</p>	<p>Office closed. Campers to contact staff members by appointment only</p> <p>Campers must use hand sanitiser provided before and after using amenity block.</p>	<p>Campers to comply with CHO private gathering restrictions</p> <p>Early distribution of updated Terms and Condition allow familiarisation.</p> <p>Reserve eviction and/or revocation of seasonal status if campers breach COVID-19 T's and Cs.</p> <p>Change in Ts And Cs to ensure campers are aware of obligation to notify WCCB if their conditional arrival status changes. Ie. They develop symptoms or test positive.</p>

9.1.3 Temporary Terms and Conditions changes

General Terms and Conditions to be temporarily introduced as mitigation measures this summer. Important notes:

- Campers Safety: First and foremost, it is their responsibility to ensure they are COVIDSafe
- If the campers feel that they cannot be safe or disagree with additional conditions of camping they have 48 hours (from distribution of information) to cancel their booking and receive a full refund.

Camping terms and conditions changes:

During your stay at Whitecliffs to Camerons Bight, you must:

1. Practice social distancing as directed by signage or staff, particularly in amenity blocks.
2. Check in to the amenity block during every visit using the Service Victoria QR code app
3. Inform WCCB management if you have any symptoms or are subject to any isolation requirements before your arrival.
4. Inform WCCB management if you test positive to COVID-19 while on-site or 10 days post-departure
5. Inform all guests and visitors on your campsite of their COVIDSafe obligations
6. Practice good hand and respiratory hygiene where appropriate.
7. Always carry a face mask and use; in accordance with DH or CHO directives refer <https://www.DH.vic.gov.au/coronavirus> for updates and direction.
8. Limit your use of communal facilities to the same facilities throughout your stay.
9. Work to maintain a Density Quotient of 4 within the amenity blocks at all times, by waiting outside the amenity block if the maximum number of patrons is reached
10. Capture greywater and dispose of it safely at a dump point.
11. Not shower on-site without the correct self-containing facilities.
12. Comply with any other CHO direction or direction from WCCB staff in relation to COVID-19.

The Foreshore Manager has the authority to terminate the booking of an occupant upon any breach of these rules and conditions, to relocate or cancel any booking at his/her discretion, and to decline any application.

9.2 Beaches

WCCB manages 6.0km of beaches along the WhiteCliffs to Camerons Bight Foreshore. Primary visitation areas include Camerons Bight Jetty carpark, Hughes Rd Picnic area, Blairgowrie Commercial precinct and several beach access carparks.

These areas will be managed in conjunction with the DELWP campaign to enjoy a safe summer.

	Physical distancing risk	Contact Area Risk	Behavioural Risks
Risks	Crowding on the beach. DQ4 exceeded.	N/A	Potential for large gathering to develop.

	Beachgoers passing each other on tracks down to beach.		
Mitigations	Signage to be reviewed to avoid sign pollution and ensure communication is targeted.	N/A	Regular beach patrols to monitor activity, employ IEP if CHO direction breaches are suspected. Police will also be patrolling over summer.

9.3 Parkland/reserve areas

Hughes Rd Picnic area, Car Park 1 & 2, the open park area and picnic tables (excluding amenities block which are maintained and cleaned by MPSC) opposite Blairgowrie Shops these areas may experience relatively high volumes of visitors on fair weather days, particularly weekends. At present, WCCB believe that the minimal parking available works to limit the number of people able to attend the park and DQ4 is safely exceeded. The areas will be monitored daily, and the IEP activated if breaches are deemed to be taking place.

	Physical distancing risk	Contact Area Risk	Behavioural Risks
Risks	DQ4 exceeded Difficult to physically distance in car park.	Public toilet and BBQ patronage	Potential for large gathering to develop.
Mitigations	Areas monitored daily for unlikely DQ < 4 event. IEP activated if DQ4 exceeded.	Public toilets and BBQ cleaned twice per day.	Regular beach patrols to monitor activity, employ IEP if CHO direction breaches are suspected. Police will also be patrolling over summer on their ATV.

9.4 Boat sheds

WCCB manages 139 boat sheds across its management area. Over summer, these are highly frequented by the license holders and their families/visitors. Boat sheds fall under the same restrictions as private gatherings and as such, license holders should ensure they enjoy their boat shed whilst adhering to restrictions for households as stipulated by the CHO.

	Physical distancing risk	Contact Area Risk	Behavioural Risks
Risks	Complacency around visitors leading to physical distancing breaches.	N/A - No public access	Potential for large gathering during times such as New Year's Eve.
Mitigations	Monitor regularly via beach patrol for potential CHO direction breaches, employ IEP.	N/A	Monitor during times of potential CHO direction breaches, employ IEP.

9.5 Tyrone Boat Ramp

Tyrone Boat Ramp experiences high volumes of boat and jet-ski users during the peak period. It is important to note that the ramp does not feature any shared facilities other than bins and a single public toilet.

	Physical distancing risk	Contact Area Risk	Behavioural Risks
Risks	Crowding at ramp in peak periods.	N/A	Boating/fishing in summer is generally supplemented with alcohol, this could lead to low adherence to mitigation measures.
Mitigations	Monitor area regularly, activate IEP if breaches in CHO directions are seen.	N/A	Monitor area regularly, activate IEP if breaches in CHO directions are seen.

11. Key performance indicators

Output KPI	Outcome KPI
All guests are informed of their obligations	Guests adhere to social distancing/gathering requirements and practice good hygiene
Monitoring is in place and visible	
Signage is in place and visible	

Issues and breaches reported an addressed promptly	
Enhanced cleaning regimes in place	
Public informed of obligations when using WCCB areas and facilities i.e. Parks, Boat ramp, beaches	Public adheres to CHO directions
Responses are timely and effective	Spread of COVID-19 is reduced in the event of an outbreak.
Local community advised of our commitment to our CovidSafe plan	Minimal concern expressed by community

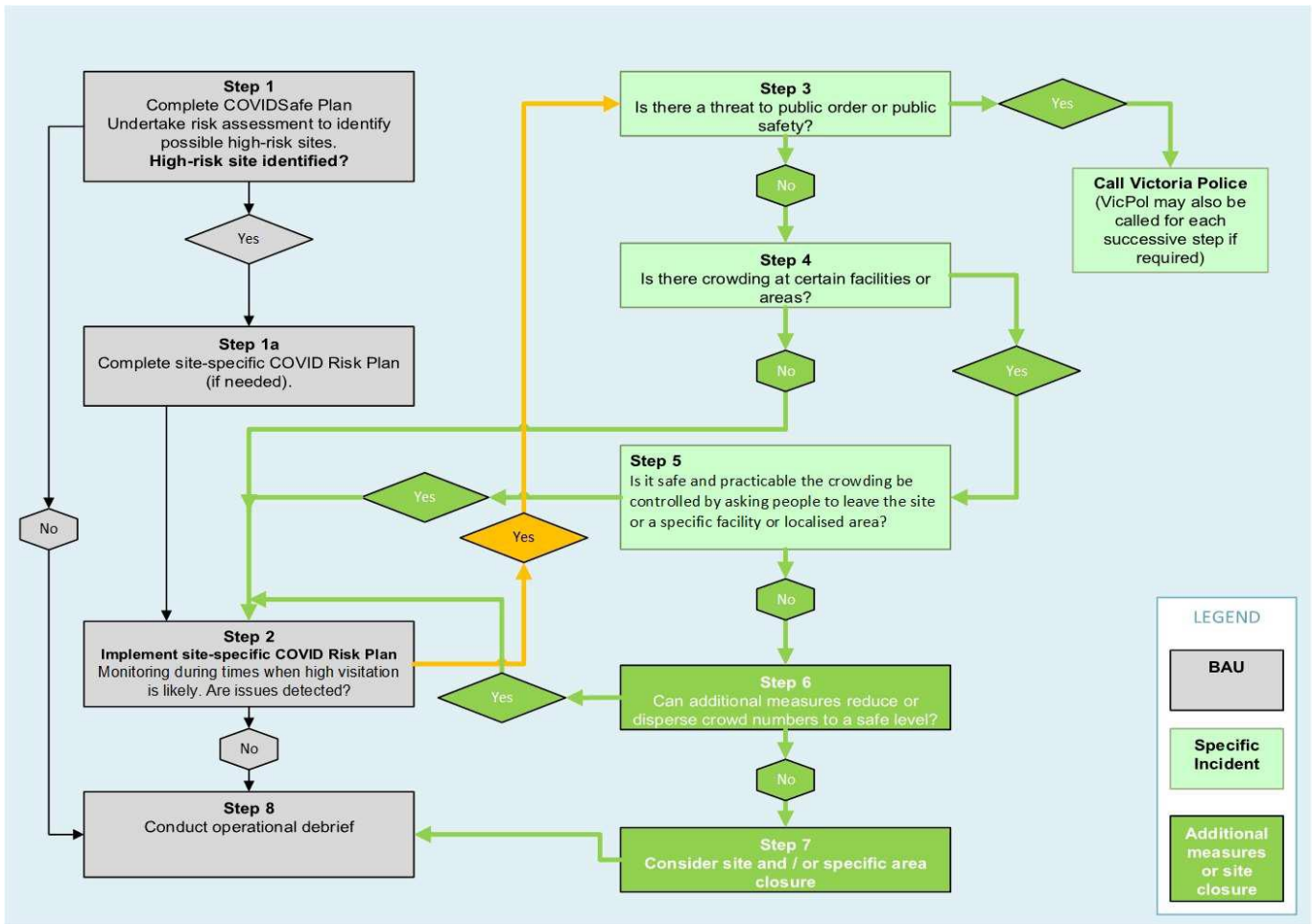
12. WCCB CovidSafe work methods

Staff at WCCB have been working with changes to regular operating procedures since returning to full time work in October 2020. As authorised workers, a COVIDSafe work plan has been developed and COVID outbreak contingency plan in place to manage worker symptoms, infection or requirement to isolate. These work methods will continue throughout the summer period to ensure compliance with CHO directions and limit of person-person contact where possible.

Key strategies to achieve this include:

- All staff have completed and passed the Department of Health’s COVID-19 infection control program.
- Where practicable split workforce into two bubbles, one in Camerons Bight Campground and one in WhiteCliffs Campground. This will allow continued management of the reserve if an employee develops COVID-19 symptoms and the contingency plan is activated. Equipment will not be shared between the two bubbles.
- Masks to be worn when communicating with all stakeholders when unable to maintain 1.5m separation.
- Office will be closed, all enquiries to be made over the phone, online or in the field.
- Where practicable workers to travel alone where possible, open windows or use masks when travelling in sealed vehicle together.
- Where practicable stagger start and finish times to reduce chance of worker-worker contact

Appendix 1- Public land and waterway Incident Escalation Pathway (IEP)



Step	Actions and step information
1	<p>COVIDSafe plan to be completed</p> <p>Risk assessments completed for high-risk sites – where visitation could exceed the DQ permitted – camping amenity blocks DQ4</p> <p>Risk assessment includes:</p> <ul style="list-style-type: none"> - Identifying sites where high visitation numbers and other factors may make compliance with CHO directions difficult and planning how to manage the risks; - monitoring and responding to circumstances where intervention may be required to manage the risk of non-compliance with the CHO directions; and - using lessons learned to adapt planning and ensure continual improvement.

	<p>Risk Factors</p> <p>Visitation - Risk of high visitation numbers compared to the available space*</p> <p>Crowding - Risk of crowding at any place, including at access paths, toilets, seated areas, camping grounds, retail outlets and high touch surfaces/structures</p> <p>Poor behaviour - Likelihood of poor COVIDSafe visitor behaviour (such as poor physical distancing)</p> <p>Overflow site - Likelihood of becoming an overflow site (sites that would not normally attract high visitation numbers but may do so in conditions where primary sites have reached capacity or have been closed)</p>
1a	Site specific COVID-19 risk plans developed based upon high-risk site assessment
2	<p>Monitor amenity blocks and campgrounds to ensure compliance with CHO directions</p> <p>Are issues detected?</p> <p>Yes – go to next step,</p> <p>No – When day is complete go to step 8</p>
3	<p>Is there a threat to public order or public safety?</p> <p>Yes – Call Victoria Police – 131 444,</p> <p>No – If it is not appropriate to call Victoria Police go to step 4.</p>
4	<p>Is there crowding at certain facilities or areas (amenity blocks particularly)?</p> <p>Yes – Go to Step 5</p> <p>No – Go to Step 2</p>
5	<p>Is it safe and practicable the crowding be controlled by asking people to leave the site or a specific facility or localised area?</p> <p>Yes – Refer to Appendix 2 – 1.4 for escalation trigger points and management actions to be undertaken, when conditions return to normal - Go to Step 2</p> <p>No –Go to step 6</p>
6	<p>Can additional measures reduce or disperse crowd numbers to a safe level?</p> <p>Yes – Refer to Appendix 2 – 1.4 for escalation trigger points and management actions to be undertaken, when conditions return to normal, Go to Step 8</p> <p>No – Go to Step 7</p>
7	Consider closure of a site or specific area/facilities during an incident
8	Conduct operational debrief – adjust COVIDSafe plan and mitigations as required

Appendix 2 – Camping amenity blocks – High-risk site-specific plan

Site Name:	Camping Amenity Blocks	
Site identification number: N/A	WhiteCliffs Camp Ground	Point Nepean Rd Rye (Opposite Johns Drive)
Site Location:	Camerons Bight (Powered) Camp Ground	Point Nepean Rd Blairgowrie (Opposite Stringer Rd)
	Camerons Bight (Unpowered Camp Ground)	Point Nepean Rd Blairgowrie (Opposite Langdon Avenue)
Site Owner:	WhiteCliffs to Camerons Bight Foreshore Reserve Management Inc.	
Site Controller:	Foreshore Manager: Max Patton	
Higher-risk times:	Summer peak camping period	

2.1 Evaluation of public land carrying capacity

Density quotient liked to be:		Site Specific CovidSafe Plan?
DQ2	Less than 2 m2 per person	Yes
DQ2-4	2 to 4 m2 per person	Yes
DQ4-8	4 to 8 m2 per person	No
DQ>8	More than 8 m2 per person	No

2.2 Site carrying capacity

Amenity Block	Area	Useable space (m2) = A	DQ4 = (A/4)	DQ3 = (A/3)	DQ2 = (A/2)	No. people permitted
White Cliffs Campground	Men's	32.5	8	10.8	16.2	7
	Ladies	29	7.25	9.6	14.5	7
	Laundry	11.76	2.94	3.92	5.88	2
Camerons Bight (Powered) Campground	Men's	55	13.75	18.3	27.5	13
	Ladies	55	13.75	18.3	27.5	13
	Laundry	11.76	2.94	3.92	5.80	2
Camerons Bight Unpowered Campground	Men's	60	15	20	30	15
	Ladies	58	15	20	29	14
	Laundry	15	3.75	5	7.5	3

2.3 Area users

Amenity block areas provided for use by campers however are accessible to the public as there are no locks on access doors.

Area	Likely users
Showers	Campers/Public
Toilets	Campers/Public
Basins	Campers/Public
Outdoor showers	Campers/Public
Laundry	Campers

2.4 Risk Evaluation and Mitigation monitoring

	Physical distancing risk	Contact Area Risk	Behavioural Risks
Risks	<p>Overcrowding in amenity block – DQ4 not adhered to.</p> <p>Overcrowding in queue outside amenity block.</p> <p>Hand basins located next to each other.</p> <p>One entry/exit in and out of amenity blocks.</p>	<p>Doors, basins, urinals, cisterns and taps are all high contact areas.</p>	<p>Campers entering amenity blocks despite patron limit being reached.</p> <p>Campers choosing not to use sanitiser upon entry and exit.</p> <p>QR code check in not completed by quests</p>

			Perception that blocks have not been cleaned to standard outlined in this document.
Mitigations	<p>DQ calculations completed, maximum number of occupants permitted displayed on door. Details in <i>1.2 Site carrying capacity</i>.</p> <p>1.5m marking disks to be painted onto ground outside amenity blocks to aid queueing.</p> <p>Campers must use masks as in accordance with CHO directions.</p> <p>Campers to self-designate one amenity block to be used for their entire stay.</p>	<p>Amenity blocks cleaned twice a day.</p> <p>Hand sanitiser dispensers located outside each amenity block. To be used upon entry and exit to toilet block.</p> <p>Signage indicating camper's responsibility for their own safety using masks, sanitiser, physical distancing.</p>	<p>Remind campers through newsletter and verbal interactions the crucial importance of in maintaining a safe environment.</p> <p>Blast texts to be sent regularly to remind campers to check in. To be sent on an ad-hoc basis to areas of concern.</p>
Monitoring strategy	Regular checks daily by cleaning staff and rangers to ensure DQ is being met.	Cleaning log sheet in place to be completed at the end of each cleaning and sanitisation process.	<p>Monitor amenity blocks for occupancy limits.</p> <p>Monitor camper use of sanitiser, gently remind those observed not</p>

		<p>Cleaning process checklist to be completed regularly by rangers ensure cleaning is being completed to a rigorous standard.</p>	<p>utilising sanitiser that it is part of their obligations.</p>
<p>Escalation trigger points/specific pathway</p>	<p>If DQ is >4 remind campers in block how many are permitted in that particular section at any one time and request that a number of campers leave.</p> <p>If there is resistance to this request, take note of camper/s involved and report to manager.</p> <p>Manager to contact campers and warn them to follow the directions of signage and staff or their reservation and/or seasonal status will be terminated.</p> <p>If this occurs again, terminate booking of campers involved and ask them to leave. At the discretion of the committee,</p>	<p>If cleaning process checklist completion reveals unsatisfactory cleaning, this will be reported to the manager.</p> <p>The manager will then contact cleaners to advise them of the unsatisfactory cleaning and will request a second clean to ensure safe standards.</p> <p>If the follow clean, or any subsequent cleans are consistently not completed to the high standards expected by WCCB and campers, the manager will review the contractor's contract for potential termination.</p> <p>New contractors hired to cover gap.</p>	<p>Remind campers of the hygiene measures in place and that they should be adhering to them.</p> <p>If there is resistance to this request, take note of camper/s involved and report to manager.</p> <p>Manager to contact campers and warn them to follow the directions of signage and staff or their reservation and/or seasonal status will be terminated.</p> <p>If this occurs again, terminate booking of campers involved and ask them to leave. At the discretion of the committee, potentially revoke their 'recurring booking' status.</p>

	potentially revoke their seasonal status.		
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2.5 Escalation pathway

Refer to Appendix 1 – Incident escalation pathway

Appendix 3 - COVID-19 Outbreak Response plan

		Single positive test under Phase C	Single positive test with heightened risk of community transmission	Escalation or multiple cases	Mornington Peninsula LGA lockdown
Affected site	Immediate actions	<p>Lockdown affected site and section/s.</p> <p>Occupants self-isolate in-situ until they can depart.</p> <p>If allowed by DH positive case and occupants of their site to return directly home and self-isolate.</p> <p>Guests in neighbouring sites self-isolate until tested and results known.</p> <p>Any park guests with close contact with affected sites to self-isolate.</p>	<p>Lock down affected 'bubble' i.e. all Camerons Bight Camp Grounds or WhiteCliffs Camp Ground.</p> <p>Occupants self-isolate in-situ until they can depart.</p> <p>If allowed by DH, positive case/s and affected site occupants to return directly home and self-isolate.</p>	<p>WCCB closes to camping.</p> <p>All sites closed.</p> <p>All guests required to self-isolate until departure.</p> <p>Testing as per DH requirements.</p> <p>All guests to depart as immediately as possible.</p>	<p>For guests on-site, they may remain on-site for the duration of the lockdown, subject to 'household' restrictions.</p> <p>Guests due to arrive are not permitted to arrive.</p> <p>No new bookings to be taken for the lockdown period.</p> <p>Staff to have no contact with campers, perform drive through and essential maintenance only.</p> <p>Affected bookings will be adjusted and full refunds will be applied for nights not stayed</p>
		<p>Testing as per DH requirements</p> <p>DH undertake contact tracing, WCCB to provide DH with guest lists and QR code captures.</p>	<p>Testing as per DH requirements</p> <p>DH undertake contact tracing, WCCB to provide DH with guest lists and QR code captures.</p>		

	Camping site	Site cannot be used for 7 days. Site to be fenced off to prevent access. Cancel upcoming bookings.	Lock down section of park where guest was located. Affected sites cannot be used for 7 days.		
Facilities	Amenity blocks	Close. Deep clean. Open only to guests without their own facilities.	Close. Deep clean. Re-open as advised by DH.	All amenities closed immediately.	
		Camp kitchen	Close. Deep clean.		
Administration	Office	Office closed – by phone only.	Office closed – by phone only.	Office closed. Switch to work from home mode.	
	Admin	Advise DH, DELWP and WorkSafe			
	Staff	Any staff with close contact with an affected guest or close contact to self-isolate and get tested.	All staff in affected bubble to self-isolate and be tested. Staff from unaffected bubble to enter caretaker mode of affected bubble.	All staff self-isolate and get tested.	

		<p>Any close contacts of these staff to self-isolate and get tested.</p> <p>If all staff are impacted, enact MOU with CSF to undertake caretaker duties.</p>	<p>Any close contacts of staff in affected bubble are to self-isolate and get tested.</p>		
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Responsible authorities for response implementation:

Department of Health
Manager and Whitecliffs to Camerons Bight Foreshore CoM
Foreshore management and staff

Appendix 4 – WCCB amenity block cleaning procedure

General information

- This summer, cleaning will be conducted by two separate cleaning teams to match the WCCB field staff bubbles. To ensure continued cleaning in the event of staff self-isolation;
- Cleaning products to be used are approved by the Therapeutic Goods Administration (TGA) for the elimination of COVID-19.

Cleaning process

1	Section to be cleaned (i.e. Men's) barricaded for temporary closure. No entry permitted during cleaning process.
2	Section closed for a further 10 mins post cleaning to allow sanitisation to be effective.
3	Barricades removed; section open for use.

Appendix 5 – Abbreviations

CHO	Chief Health Officer
CSF	Capel Sound Foreshore
DELWP	Department of Land Water & Planning
DH	Department of Health
DQ	Density Quotient
IEP	Incident Response Plan
LSV	Life Saving Victoria
MPSC	Mornington Peninsula Shire Council
PPE	Personal Protective Equipment
QR Code	Quick Response Code
WCCB	Whitecliffs to Camerons Bight Foreshore Reserve Committee of Management

Appendix 6 – 2020-2021 COVIDSafe plan mitigation measures review

Measure/Mitigation	Issues	Changes in 2021/2022 plan
Guests required to complete the “Declaration” prior to arrival indicating that they will adhere to the terms and conditions of the COVIDSafe Plan and support the DH and CHO directions.	<p>Guests had to be reminded several times to complete the declaration</p> <p>Technological issues</p> <p>Wording means that the document needs to be signed within 72 hours of arrival</p> <p>Very few guests actually read the content</p> <p>Only one guest (booking guest) reading the content</p> <p>Escalation pathway not activated when questions are triggered (ie. Guest has symptoms, reports this, no action taken)</p>	<p>Roll responsibilities and obligations into Ts and Cs, including the responsibility to inform all others on-site</p> <p>Change wording of Ts and Cs so guests understand that if they develop symptoms or are given isolation orders during their stay, they must communicate this to WCCB</p> <p>Disseminate newsletter with COVID-19 specific Ts and Cs</p> <p>Create video explaining the most critical conditions, to be sent out at time of check-in</p>
Practice social distancing as directed by signage or staff, particularly in amenity blocks	<p>Difficult to monitor</p> <p>Lack of social distancing when combined with alcohol consumption in the afternoon/evening</p>	<p>Campers to self-regulate</p> <p>Cleaners to report daily on compliance, texts to be sent to offending areas</p>
Practice good hand and respiratory hygiene where appropriate. i.e. Sanitiser, Mask;	<p>Difficult to monitor</p> <p>Low compliance</p>	<p>Committee members that camp to have a role in monitoring and reporting back to staff</p>

		<p>Increased security presence</p> <p>Regular reminder texts, targeted texts to areas of concern</p>
<p>Guests limit their use of communal facilities to the same facilities throughout their stay</p>	<p>Difficult to monitor</p> <p>Campers between stringer and camérons attend camérons</p>	<p>Further encourage campers to use the same block in Terms and Conditions video</p>
<p>Signage throughout the reserve reinforcing good hygiene and social distancing requirements.</p>	<p>Large amount of signage, loses impact</p> <p>Shire also installing signage</p>	<p>Condense signage where possible</p> <p>Evaluate need for signage, compliance becomes stakeholder responsibility</p> <p>More permanent QR code signage</p>
<p>Increased monitoring and activation of relevant escalation pathways where breaches have or are taking place.</p>	<p>Limited monitoring</p> <p>Escalation pathways not activated</p>	<p>Monitoring comes with increased staff risk, need for monitoring to be balanced with staff safety.</p> <p>Explore option of installing signs for reporting of non-compliance to management</p>
<p>Hand sanitiser available at entrance to amenity blocks; to be used before and after entry to amenity blocks.</p>	<p>Sanitiser only available inside blocks</p>	<p>To be installed on the outside of the blocks and used before and after entry and exit</p>
<p>Reduce patronage of amenity blocks by banning external visitors to use of amenities. Install signage advising amenities for use by registered campers only.</p>	<p>Unlocked doors mean high use of amenity blocks by external visitors</p> <p>No signage indicating use by campers only</p>	<p>Explore option of installing doors and locks to amenity blocks.</p> <p>Install signs indicating that the blocks are for camper use only</p>

Early newsletter to inform of mandated requirements to manage expectations.	Letter was sent to Christmas peak season campers only Ad hoc campers had information rolled into booking confirmation	Replace with Terms and Conditions video Newsletter to be sent to all bookings
Regular reminders of social gathering rules, including signage, disseminate texts before large events i.e., New Year's Eve.		Reinforce with video Continue to disseminate blast texts
Increased staffing to monitor adherence, activate escalation pathway in cases of non-compliance.	Less staff in place	Hire casual ranger/s to cover shortfall
Minimise external visitors to campsites. CovidSafe tracking app must be completed by each external visitor. Visitors for others sites is allowed as normal. encourage gatherings with external visitors at open areas such as the beach.	Difficult to monitor Guest limits removed	Replacement of COVIDSafe app with gov QR codes. Campsites to be managed under private gathering restrictions, check in required by campers and guests on every visit to amenity block.
External visitors must use the QR Code Registration app. to register their details and the site they are visiting	Not possible to monitor visitors via QR code app	Regular reminders via text
Limit external visitors permitted on site. Only other campers permitted on site	Limits removed	Campsites to be managed in accordance with private gathering restrictions
Signs at all entrances to beach reminding beachgoers of 'towel rule' and safe hygiene practices	Large amount of signage, loses impact	No beach signage, responsibility with general public in line with outdoor gathering restrictions Direct to government website
Regular checks daily by cleaning staff ,and where safe, rangers, to ensure DQ is being met, masks are being used and any other measure in place is being followed.		To be maintained – Mask compliance not required following changes to restrictions (19/11/2021)

<p>Encourage guests with their own purpose-built facilities to minimise their use of shared facilities, so long as grey water is stored and disposed properly</p>	<p>Inappropriate containers for collection of grey water</p> <p>Grey water not captured properly or disposed into ground/gardens</p> <p>Long distance from some campsites to dump points</p>	<p>Mandate use of containers suitable for grey water (communicate their mandate as early as possible)</p> <p>Explore option of temporary grey water dump points to minimise distance required to travel or communicate distance required early</p>
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