Oasis @ Newman COVID-19 Policies and Procedures

The health and safety of our community remains our number one priority. Due to the ongoing COVID-19 pandemic situation and following advice from the WA government, Oasis has implemented the below policies and procedures. This document is correct at time of viewing, however will be adapted as the situation unfolds. Our top priority is and will always be the health and safety of our staff, guests and contractors.

Please note the following is the responsibility of the guest:

- To check in to Oasis Newman using the Safe WA or Service WA app
- Notifying their employer and our staff of symptoms and/or the need to quarantine in line with WA government regulations
- To have access to a Rapid Antigen Test or other ability to be tested whilst staying at Oasis
- To be aware of all WA government guidelines around masks, vaccinations, quarantine and all other COVID protocols
- To have read and understood this document before arrival at Oasis
- Please go to www.wa.gov.au/government/covid-19-coronavirus for all up to date information

Guest Protocols:

Masks:	** The below will be required as per current WA government regulations**
	Masks are required in all:
	- Indoor public areas (including the Office, Dining Room, Recreation Room, Gym and Laundries)
	- Buses and Light Vehicles (except for single occupancy)
	Masks can be removed for the following reasons:
	- Eating/Drinking
	- Single occupancy in a vehicle
	- While vigorously exercising in the gym
Vaccinations:	All guests, visitors and contractors staying at or visiting Oasis will need to be double vaccinated by January 31st 2022. Proof of vaccination is a required part of the check-in procedure and must be sighted by our staff to allow check-in.
	• If a guest is arriving late and will not be physically checking in, a copy of proof of vaccination with a valid ID must be provided before arrival
Quarantines:	Guests are required to alert staff and quarantine/isolate based on the WA Government Regulations at the time. It is the guest's responsibility to adhere to these regulations and advise our staff.

What is my responsibility as an employer/sole contractor?
- Have access to a Rapid Antigen Test (and make sure any staff coming to Newman have access to a RAT)
- Make twice daily welfare calls to any guest (your staff member/s) who are isolating at Oasis
- Make sure your staff members staying at Oasis are aware of all Oasis and WA government protocols (Make sure they have access to this document)
- Make sure staff have an adequate amount of masks/PPE to minimise the spread of COVID-19

What to do if you have COVID-19 symptoms?
- Do not leave your room, call your supervisor/work contact and let our staff know via phone
- You or your work must organise for you to take a COVID-19 test
- You will be required to quarantine in your room until a negative result comes back (or in line with government regulations)
- Meals will be organised at set times and brought to your room (please advise any dietary requirements)
o Please note an extra charge may be associated with this
- New linen will be provided (and bags to place dirty linen) after 7 days, however rooms will not be serviced by our staff

Oasis @ Newman

What to do if you need to isolate for 14 days (but with no positive tests, for example if a close contact has tested positive):
- Do not leave your room, call your supervisor/work contact and let our staff know via phone
- You or your work must organise for you to take a COVID-19 test
- You will be required to quarantine in your room as per WA Government regulations
- New linen will be provided (and bags to place dirty linen) after 7 days, however rooms will not be serviced by our staff
- Meals will be organised at set times and brought to your room (please advise any dietary requirements) – Please note an extra charge may be associated with this

What to do if you test COVID positive:
- **Do not leave your room, you will need to quarantine for 14 days (or in line with Government Regulations)**
- Meals will be organised at set times and brought to your room (please advise any dietary requirements) – Please note an extra charge may be associated with this
- You or your work will need to organise tests as required
- New linen will be provided (and bags to place dirty linen) after 7 days, however rooms will not be serviced by our staff
- Please note additional charges may be charged due to deep cleaning, meal preparation etc during this period (Rooms are required to be kept vacant for 24 hours before deep cleaning.)
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Staff Protocols:

What are we doing to prevent the spread of COVID-19 at Oasis?
- All staff at Oasis are required to be double vaccinated and have relevant boosters as required
- Staff to follow all mandates provided by the WA government including mask wearing and social distancing
- Hand washing stations are placed around the facility and regular hand washing/sanitisation is required
- Increased cleaning protocols have been put in place (especially for frequently touched surfaces)
- Physical distancing where possible
- Oasis FIFO staff will be required to complete a pre-arrival self assessment and a RAT test prior to departing from Perth – This will be based on availability of RAT tests in the coming weeks

Oasis @ Newman

Cleaning Protocols:

After a guest has completed their 14-day quarantine period – COVID-19 Transmission Risk level: <mark>LOW</mark>

Air Conditioning	Air Conditioner should remain on when the guest leaves	The air conditioner will remove and change the older air to fresher air within 90 minutes. A 2 hour timeframe can be used to enable an added level of assurance
'Resting of a room'	Room does not require resting	Quarantine guests who leave after 14 days do not have COVID-19. They have undergone a minimum of two tests and both tests have come back negative. After 14 days the guest is no longer considered at risk of developing COVID-19
PPE	Perform hand hygiene Put on PPE	The mask can be worn for up to 4 hours if it is not touched, re-adjusted or removed for any reason
Removal of waste and linen	Remove and bag waste (general waste) Remove any used food and drink from room and fridge Remove unused items (toiletries, etc) from the bathroom If provided to guests, remove any kitchen items (crockery, cutlery, glasses) that will be reused, bag them and send them to the kitchen for cleaning in the dishwasher. Remove and bag linen	Hold linen away from the body Handle linen gently Linen bag to be ties/sealed and marked Linen and waste procedures to be consistently managed for quarantine hotel guests to reduce risk of error
PPE	Remove gloves and perform hand hygiene Put on new gloves	
Cleaning/Disinfection	Using paper towel, clean and disinfect all surfaces and furniture in the room – working from outside the room to the middle Focus on frequently touched surfaces (light switches, door handles, doors, kettles, fridge handle, power points, chairs, tables, remote controls, tap handles)	

Oasis @ Newman

	Remove gloves, perform hand hygiene, and put on new gloves Using paper towel, clean and disinfect all surfaces in the bathroom Clean the toilet last Focus on frequently touches surfaces (light switch, tap handles, bench, toilet button, toilet roll holder) Keep a waste bag to put all the paper towel in after use Remove gloves, perform hand hygiene Place all PPE into a waste bag and clean hands	
Housekeeping trolleys	Leave these outside the room Only take in what is required for each room	Remove gloves and perform hand hygiene when cleaning and disinfection has been completed
Physical Distancing	If 2 staff are cleaning and disinfecting the room or taking away linen, waste and/or kitchen items, physical distancing to be practiced	
Reporting of issues or breaches in infection prevention and control	A supervisor should be notified immediately if any issues or breaches occur	Examples include: 1. Accidently removed mask with gloves on 2. Waste bag opened and spilled onto floor 3. Another staff member not wearing correct PPE

Oasis @ Newman

After a guest has been transferred to the Special Health Accommodation or hospital as they have been diagnosed with COVID-19 – COVID-19 Transmission Risk: <mark>HIGH</mark>

Air Conditioning	Air conditioner should remain on when the guest leaves	The air conditioner will remove and change the older air to fresher air within 90 minutes. A 2 hour timeframe can be used to enable an added level of assurance
'Resting of a room'	Room not to be entered for 24 hours (if air conditioner is NOT on)	If air conditioner not on, wait 24 hours, perform hand hygiene put on PPE to turn on air conditioner PPE to be put on before opening the door and entering the room to turn on air con On exit, remove PPR outside of the room: - Gloves first and perform hand hygiene - Remove mask - Perform hand hygiene
PPE	Perform hand hygiene Put on PPE	The mask can be worn for up to 4 hours if it is not touched, re-adjusted or removed for any reason Housekeeping staff are to remove all PPE prior to entering another room
Removal of waste and linen	Remove and bag waste (general waste) - Remove any unused food and drink from room and fridge - Remove unused items (toiletries, etc) from the bathroom. If provided to guests, remove any kitchen items (crockery, cutlery, glasses) that will be reused, bag them and send them to the kitchen for cleaning in the dishwasher. Remove and bag linen - Bed linen (including mattress protector and doona cover) - Bathroom linen (including shower curtain)	Hold linen away from the body Handle linen gently Linen bag to be ties/sealed and marked
PPE	Remove gloves and perform hand hygiene	

Oasis @ Newman

	Put on new gloves	
Cleaning/Disinfection	Using paper towel, clean and disinfect all surfaces and furniture in the room – working from the outside of the room to the middle Focus on frequently touched surfaces (light switches, door handles, doors, kettles, fridge handle, power points, chairs, tables, remote controls, tap handles) Remove gloves, perform hand hygiene, and put on new gloves Using paper towel, clean and disinfect all surfaces in the bathroom Clean the toilet last Focus on frequently touched surfaces (light switch, tap handles, bench, toilet button, toilet roll holder) Keep a waste bag to put all the paper towel in after use Remove gloves, perform hand hygiene Place all PPE and cleaning cloths into a waste bag and clean hands	
Cleaning and disinfection of cleaning equipment	Put on clean gloves to clean and disinfect cleaning equipment Place paper towel and gloves into the waste bag and tie it off or seal it	After every room clean

Oasis @ Newman

Housekeeping trolleys	Leave these outside the room Only take in what is required for each room	Remove gloves and perform hand hygiene when cleaning and disinfection has been completed
Physical Distancing	If 2 staff are cleaning and disinfecting the room or taking away linen, waste and/or kitchen items, physical distancing to be practiced	
Reporting of issues or breaches in infection prevention and control	A supervisor should be notified immediately if any issues or breaches occur	Examples include: 1. Accidently removed mask with gloves on 2. Guest left items or clothing in room 3. Another staff member not wearing correct PPE

Oasis @ Newman