

DAYLESFORD SPA COUNTRY RAILWAY

COVID-19 SAFE PLAN

FOR VOLUNTEERS, VISITORS AND PASSENGERS

DECEMBER 2020

PREAMBLE

- The Daylesford Spa Country Railway is a volunteer based heritage railway that operates between Daylesford and Bullarto, Victoria.
- Volunteers and visitors are able to attend the railway premises according to current DHHS restrictions.
- Passengers may be carried in sanitised trains on delineated seating accommodation.
- The health and safety of our volunteers, visitors and passengers is our highest priority.

COVID-19 SAFETY GUIDELINES

- No person must enter the railway premises if feeling unwell, if showing signs and symptoms of the COVID-19 virus or when required to self-isolate and quarantine for any reason.
- Anybody who starts to feel unwell or who starts to show signs and symptoms of the COVID-19 virus must bring the matter to the immediate attention of railway staff.
- **The basic criteria for everyone's safety are as follow;**
 - When entering the railway station or any railway vehicle, a compliant **face mask** that covers both the nose and mouth must be worn and kept in place. This is required unless a person has a medical exemption or is a child under the age of twelve (12).
 - Current **contact details** including Name, Postcode and Phone Number must be supplied before boarding any train. This information will be kept strictly confidential and only used in the event of a suspected or actual COVID-19 infection.
 - Correct **social distancing** must be observed by remaining at least 1.5 metres from any other person and by sitting only on seats designated for occupancy.
 - Good **personal hygiene** must be practiced by washing hands in the washrooms provided and by applying hand sanitiser as made available in various locations, particularly when using station toilets and when boarding trains.
 - **Cashless ticket purchase** (Credit card or EFTPOS) is preferred as is on-line travel pre-booking although cash will still be accepted at the ticket window in the Daylesford Station on the day of travel. Tickets may be purchased on the day if there are sufficient available seats on the train.
 - We recommend that all pre-booked passengers arrive for checking-in and seat allocation at least fifteen minutes before their train departs.
 - Carriages used for conveying passengers will be thoroughly cleaned and sanitised before each passenger carrying journey and clearly marked to delineate areas available for passenger seating. On train toilets are locked and not available for use.
 - Platform seating is available for use with correct social distancing required..

- Volunteers working and staying overnight on site are required to observe the guidelines previously promulgated in September 2020 and any current Government requirements. There is no provision for non-members to stay on site overnight.

PREPARATION FOR AND RESPONSE TO A SUSPECTED OR CONFIRMED CASE OF COVID-19.

- All DSCR volunteers must record their details in the **COVID – 19 Volunteer Attendance Register** for their specific workplace each day as previously required and promulgated;
 - Date of attendance.
 - Name
 - Contact phone number
 - Check in and check out times.
 - Relationship with business; EG Volunteer.
 - Areas visited / worked in (as per specific workplace sheet).
- All train passengers must sign in by recording their contact details as above prior to travel.
- Groups of passengers must not exceed the permitted number as signed on the train and in each carriage. Passengers must occupy only the seats made available for use.
- In the event of a positive COVID-19 test result, all recorded other contacts of the affected person are to be made available to DHHS Victoria for contact tracing.
- All members of the Board of Directors are to be immediately informed of any suspected or actual case of COVID-19 that has occurred on DSCR.
- Any affected site or train within DSCR premises must be immediately closed for sanitising and deep cleaning before being available for occupation or use again.

REVISION OF THIS COVID – 19 SAFE PLAN, (December 2020).

- This plan remains in use until advised otherwise by DHHS Victoria and must be reviewed if DHHS Victoria changes the health requirements / level of restrictions from time to time.

VALIDATION.

This COVID -19 Safe Plan for volunteers, visitors and passengers of Daylesford Spa Country Railway has been prepared by William McClenaghan, Company Secretary of The Central Highlands Tourist Railway with reference to the Victorian Government's Department of Health and Human Services (DHHS) requirements.

DATE; 10 December 2020.

I acknowledge and understand my responsibilities and have implemented this COVID-19 Safe Plan for and on behalf of the Board of The Central Highlands Tourist Railway.

(Signed) William McClenaghan, Company Secretary, The Central Highlands Tourist Railway, t/as Daylesford Spa Country Railway

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