**Scouts Victoria COVIDSafe Plan**

**Location / Activity:** Campsites

**Prepared by:** Simon Casey,State Commissioner – Risk & Safety

**Date reviewed:** November 23, 2020

**Organisation**

Organisation: Scouts Victoria

Address: 152 Forster Road Mount Waverley VIC 3149

ABN: 39 662 387 026

Contact: Scouts Victoria Emergency Line Operator 03 8543 9877

**Ensure physical distancing and limit attendance**

|  |  |
| --- | --- |
| Ensure that all members that can and/or must attend from home, do attend from home. | *Scout Leader and Adult meetings (e.g. Group Committee Meetings) can be run online and outdoors**Leader training remains online where possible, face-to-face training can be undertaken outdoors or indoors* |
| Provide guidance on physical distancing such as signage and floor markings | *Campsite workers and visitors should remain physically distanced by 1.5m**Communal enclosed areas should indicate the maximum number of people permitted within the area.**Signage should be displayed at the entrance of all communal indoor spaces to reinforce the requirements for physical distancing**Provide floor markings etc in communal areas where visitors congregate**Consider pedestrian management techniques such as clearly marked separate entry and exit points for parent drop off etc.* |
| Manage areas and activities to comply with gathering, capacity and density limits *Refer to Industry Restart Guidelines –* [*Accommodation*](https://www.business.vic.gov.au/__data/assets/pdf_file/0004/1934932/Industry-Restart-Guidelines-Accommodation.pdf) | *Organise work areas and activities to minimise physical interactions between other staff and guests.**Indoor communal areas are limited to 1 visitor per 4 sqm**Public bookings are limited to a maximum of 15 persons per booking from any number of households.**Outdoor Scouting activities are limited to a maximum capacity of 1 person per 4 sqm and a maximum of 50 participants in addition to those who are reasonably required to run the activity such as Leaders, Adult Helpers, Rostered Parents and Carers, etc.* *Activity and mealtimes should be staggered so that groups are not interacting while travelling around the campsite* |
| School Camps | *Bookings are limited to single schools. Each single school booking must have exclusive access to a separate area for all activities, including accommodation, dining, activity equipment, toilet facilities, etc.**Gathering numbers and capacity limits do not apply to school groups* |
| Provide communication and guidance to members and visitors on physical separation requirements | *Groups attending should be aware of the requirements of the COVIDSafe Plan and processes for managing number of visitors onsite and physical separation.* *Youth members and adults (Rovers, Leaders, helpers, parents etc) must continue to practice physical distancing requirements wherever reasonably possible**Visitors and groups should be made aware of COVID requirements at the time of booking such as:* * *restrictions to residents in restricted areas*
* *booking sizes*
* *requirements for record keeping*
* *do not attend if you are unwell or are showing symptoms, etc*
 |

**Wear a face mask**

|  |  |
| --- | --- |
| Face masks are worn unless an exemption applies.  | *Face masks must be worn in indoor communal areas by those 12yo and older unless they are involved in strenuous activity, eating or another exemption applies* *Ensure members have sufficient face masks for the day, considering that they may need to change them during the day if they get wet, dirty or damaged**Visitors are individually responsible for wearing face masks* |
| Provide communication and/or guidance on the correct use and disposal of face masks | *Guidance provided to all members via direct email, Be Informed and webpage* [*https://scoutsvictoria.com.au/about-us/news/covid-19-update/*](https://scoutsvictoria.com.au/about-us/news/covid-19-update/)*Members should review COVIDSafe Plan**Members can access government COVID-19 Training:** [*How to safely wear a face mask*](https://www.dhhs.vic.gov.au/face-masks-vic-covid-19)
 |

**Practice good hygiene**

|  |  |
| --- | --- |
| Provide hand cleaning facilities and ensure adequate supplies are available | *Hand washing facilities and/or hand sanitiser to be available at entrance to each communal area.* *Sufficient hand cleaning and/or sanitisers suppliers available and kept stocked**Visitors to provide their own hand sanitiser for use within accommodation or when undertaking activities* |
| Manage use of high-touch communal items. | *Equipment that is worn on the face / head should not be shared during activities**Cleaning of equipment and frequently touched surfaces before and after use**Contactless payment options should be implemented through pre-payment in advance for visitors and deliveries**Payment in person at the site should be avoided where possible* |
| Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly | *Cleaning of equipment and frequently touched surfaces before and after use**Accommodation to be cleaned between bookings**High touch communal areas (such as toilets) to be cleaned twice per day**High-touch permanent outdoor equipment that cannot be cleaned between uses must remain unused for 24 hours between uses**Refer to Food and Drink section below for specific cleaning requirements**Refer to* [*Safe Work Australia guide to cleaning*](https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID-19_Cleaning-Checklist_27August2020.pdf) *and* [*Supplementary information*](https://www.safeworkaustralia.gov.au/sites/default/files/2020-09/cleaning-table-covid19-2september2020.pdf) |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | *Ensure sufficient cleaning and disinfectant supplies are available and regularly restocked**Ensure campsite staff undertaking cleaning have access to products* |
| Provide communication and/or guidance on good hygiene practices and slowing the spread of coronavirus (COVID-19). | *Guidance provided to all members via direct email, Be Informed and webpage* [*https://scoutsvictoria.com.au/about-us/news/covid-19-update/*](https://scoutsvictoria.com.au/about-us/news/covid-19-update/)*Members should review COVIDSafe Plan**Members can access government COVID-19 Training:** [*Infection control training*](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)
 |

**Keep records and act quickly if workers become ill**

|  |  |
| --- | --- |
| You must support workers to get tested and stay home even if they only have mild symptoms. | *As per Scouts Victoria directions, members should stay at home and get tested if they have any symptoms* |
| Record the attendance of campsite staff, Scout members, parents, visitors, school and community groups, etc. This information will assist organisations to identify close contacts. | *A record of people who have attended the campsite including name. contact details, time of arrival, duration and visited accommodation/location on site.* [*Business Victoria* Workplace Attendance Register](https://www.business.vic.gov.au/__data/assets/word_doc/0006/1920723/COVID-workplace-attendance-register.docx) *or*[*Scouts Victoria Attendance Register*](https://scoutsvictoria.com.au/about-us/news/covid-19-update/)*Individual groups (such as School camps, Scout groups, etc) should keep their own records of who shares accommodation, attends specific activities, etc.* |
| How you will manage a suspected or confirmed case. | *If somebody becomes unwell at a Scouting activity, they will need to return home.**If they show signs of COVID-19 symptoms, especially fever:** *Isolate them from others until they are able to return home*
* *Advise the participant to self-isolate and be tested for COVID-19*
* *Call 000 if the condition becomes serious, such as difficulty in breathing*

*Explain to them that they should call the COVID-19 hotline 1800 675 398 or contact their GP. If their symptoms include fever, the Leader in Charge should contact the Scouts Victoria Emergency Line on 03 8543 9877.* |
| *Extra care is required during isolation if the unwell person is a youth.* | *It is important to keep the youth relaxed, and not arouse concern in others. Calmly ask them to follow you away from the space where the main activity is occurring.**The youth should remain 2m away from others and wait in a separate area away from others for their parent to collect them. Try to be in-sight of other adults at this time.**Leaders need to reassure and support the youth. They should not feel forgotten or criticised by others.* |
| Prepare to notify members and visitors (including close contacts) | *The detection of a positive COVID-19 case at a Scouting activity will result in a standard public health response, which could include quarantine of an individual or group, and close contacts, for the required period.* *It is likely that the Group will be made aware of a potential close contact through being informed directly by the affected person (or their parent) or as part of a follow up of confirmed cases by public health officials or from Scouts Victoria.** *Call the COVID-19 hotline 1800 675 398*
* *Provide attendance records of meetings that the affected person has attended to public health officials*
* *Notify the property owner (e.g. local council, Parks Victoria, etc)*
* *Notify the Scouts Victoria Emergency Line on 03 8543 9877*
* *Notify WorkSafe Victoria on 13 23 60 if the confirmed case occurs at a workplace*
* *In conjunction with public health officials and Scouts Victoria, notify other attendees that they may have been exposed and follow DHHS advice on quarantine requirements.*
 |
| Assess whether the premises or parts of the premises must be closed. Prepare to undertake cleaning and disinfection at the premises. Prepare to re-open the premises. | *Depending on the location of the contact, the venue may need to be closed to enable clean and disinfect of the spaces where the people in attendance may have been.* *Permission should be obtained from Scouts Victoria before restarting activities.* |
| Establish a system to screen members and visitors before attending.  | *As required under Scouts Victoria directions, no member or visitor is allowed to attend a campsite if they are unwell, especially if they have cold or flu-like symptoms**If someone becomes unwell during the activity, they will need to return home**Campsites should confirm with visitors that they must not attend if they are unwell or are showing any symptoms**Signage to remind members and visitors that they should not enter the premises if they are unwell* [*https://www.coronavirus.vic.gov.au/sites/default/files/2020-09/Door-sign-Please-do-not-enter-this-venue-if-you-are-experiencing-symptoms.pdf*](https://www.coronavirus.vic.gov.au/sites/default/files/2020-09/Door-sign-Please-do-not-enter-this-venue-if-you-are-experiencing-symptoms.pdf) |

**Avoid interactions in enclosed spaces**

|  |  |
| --- | --- |
| Avoid interactions in enclosed spaces by moving as much outside as possible | *Promote use of outdoor activities, including meals etc.* |
| Enhance airflow | *Open windows where possible for indoor activities.* |

**Create workforce bubbles**

|  |  |
| --- | --- |
| Establish a system that reduces the need for members to attend multiple settings | *Activities should only be undertaken within section / groups* |
| You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts. | *Records must be kept of attendance by all workers, including actual start and finish times (see Keep Records section)* |

**Food and Drink**

|  |  |
| --- | --- |
| Provision of Food and Drink should be within Hospitality service COVID Guidelines | *Refer to Industry Restart Guidelines –* [*Hospitality*](https://www.business.vic.gov.au/__data/assets/pdf_file/0007/1934989/Industry-Restart-Guidelines-Hospitality.pdf)*.**Where food is provided:** *General hygiene, cleaning and physical distancing rules apply*
* *Hand washing before and after*
* *Food should be provided in outdoor settings where possible*
* *Food should be taken away or consumed while remaining seated*
* *No self-serve buffet-style service - diners should be provided with an individual serving*
* *Consider pedestrian management to maintain one way flow and reduce potential for gatherings*
 |
| Utensils and tableware, etc | *Table surfaces to be cleaned between groups**Utensils to be cleaned in detergent and hot water or dishwasher between uses**Individual place settings to be used with no communal cutlery or water stations*  |
| Physical separation during meal service | *Groups to be allocated specified mealtimes, with sufficient time between groups to allow for cleaning etc.**Total outdoor catering limited to one patron per two square metres or 50, whichever is the lesser. Non School groups limited to 10 people per booking.**Total indoor catering venues limited to two separate areas each with one patron per four square metres or 10, whichever is the lesser. Non School groups limited to 10 people per booking.* |