**Scouts Victoria COVIDSafe Plan**

**Location / Activity:** Campsites

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

**Date reviewed:** December 7, 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**

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| 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 2 sqm where QR codes are used for record keeping*  *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 2 sqm and a maximum of 100 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 | *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**

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| Face masks are worn when required. | *Face masks must be carried unless an exemption applies, or sufficient disposal face masks are available for participants.*  *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**

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| 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**

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| 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/)  *QR Codes can also be used as electronic records*  *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**

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| 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**

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| Establish a system that reduces the need for members to attend multiple settings | *Activities should only be undertaken within 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**

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| 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 1 patron per 2 square metres.*  *Total indoor catering venues limited to 1 patron per 4 square metres.* |