**Scouts Victoria COVIDSafe Plan**

**Location / Activity:** Xmas Tree Sales

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

**Date reviewed:** November 26, 2021

**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. | *N/A* |
| Provide guidance on physical distancing such as signage and floor markings | *Distance markings should be used for customer queueing to manage congregation of customers at the serving point*  *Signage to remind customers to maintain physical distancing* |
| Manage areas and activities to comply with gathering, capacity and density limits | *Volunteers should maintain physically distancing of 1.5m from customers where possible* |
| Provide communication and guidance to members on physical separation requirements | *Volunteers attending should be aware of the requirements of the COVIDSafe Plan for managing number of members and visitors onsite and physical separation.* |

**Vaccination Requirements**

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| Vaccination requirements for Leaders, Adult Helpers, youth members, parents or other workers running the fundraising | *Any worker (including youth members) aged 12 years or over must be fully vaccinated or have a medical exemption if they are involved in collecting, delivering, loading or selling trees; whether indoors or outdoors* |
| Vaccination Requirements for customers | *Customers need to be fully vaccinated to enter indoor areas but do not need to be vaccinated to accept deliveries or select trees outdoors.* |
| Confirmation of vaccination status | *Vaccination status of workers can be confirmed by:*   * *Operoo record for registered members* * *QR Code check-in and confirm vaccination tick* * *Sighting of vaccination certificate* * *Sighting of medical exemption* |

**Wear a face mask**

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| Face masks are worn where required. | *Face masks must be worn by workers indoors if customers are present*  *Face masks must be worn by customers indoors* |
| 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 for workers.*  *Hand sanitiser to be available for customers.*  *Ensure sufficient soap and hand sanitiser is available for volunteers and customers.* |
| Manage use of high-touch communal items. | *Provide facilities for cashless payment to avoid handling cash.* |
| Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly | *Clean and disinfect equipment and frequently touched surfaces at the beginning and end of the day and at regular intervals throughout the day*  *Cleaning of equipment before and after use*  [Cleaning | Scouts Victoria | Australia](https://scoutsvictoria.com.au/covid-19-lockdown-faq/cleaning/)  *Frequently touched surfaces must be cleaned between each group*  *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. | *Sufficient cleaning products must be available for use by groups after each section meeting* |
| 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, volunteers should stay at home and get tested if they have any symptoms* |
| Record the attendance of leaders, youth members, parents, visitors, etc. This information will assist organisations to identify close contacts. | *The Victorian Government QR Code Service must be used for Leaders, parents, helpers, visitors.*  *Maintain an attendance log of Leaders, parents, helpers, visitors, including times in attendance.*  *Customers must use the Victorian Government QR Code check-in service if they enter the Scout premises, including outdoor areas that are specifically used for Xmas tree sales.* |
| 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 would require contacts to get tested and isolate until receiving a negative result.*  *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).*   * *Compile an attendance record of Leaders, youth, helpers, parents etc who have helped out and times they were in attendance* * *Email Scouts Victoria on* [*coronavirus@scoutsvictoria.com.au*](mailto:coronavirus@scoutsvictoria.com.au) * *Notify the property owner (e.g. local council, Parks Victoria, etc)* * *Call the Scouts Victoria Emergency Line on 03 8543 9877 if you require support* * *Refer to* [*Managing Positive Cases and Close Contacts*](https://scoutsvictoria.com.au/covid-19-faq/managing-positive-cases-and-close-contacts/) *for advice on notifying other attendees* * *Department of Health Contact Tracers will no longer follow up on close contacts, it is up to Scouts Victoria to notify those who may be exposed.* |
| 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. | *It is unlikely that a confirmed case will be identified during the Xmas Tree sales but in the following days.*  *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.*  *Where there has been ongoing regular cleaning and disinfection, it is unlikely that a COVID Deep Clean will be required.*  *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 is to participate if they are unwell, especially if they have cold or flu-like 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 | *Xmas tree sales should be undertaken outdoors wherever possible, and gazebos should have at least two open sides* |
| Enhance airflow | *N/A if outdoors*  *Ensure doors remain open indoors* |

**Create workforce bubbles**

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| 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)* |