

COVIDSafe Plan



Scouts Victoria COVIDSafe Plan

Location / Activity: Outdoor activities
Prepared by: Simon Casey, State Commissioner – Risk & Safety
Date prepared: October 21, 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

Hygiene

Provide hand cleaning facilities and ensure adequate supplies are available

Hand washing facilities and/or hand sanitiser to be available to each participant and used at the beginning, end and regularly throughout the activity

Enhance airflow

Outdoor activities only

Face coverings are worn unless an exception applies.

Face coverings must be worn by those 12yo and older unless they are involved in strenuous activity, eating or another exception applies

Provide communication and/or guidance on the correct use and disposal of face coverings, and 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/>

Members can access government COVID-19 Training:

- [Infection control training](#)
- [How to safely wear a face covering](#)

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

Cleaning

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

Refer to [Safe Work Australia guide to cleaning](#) and [Supplementary information](#)

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Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>Cleaning products required when activity involves communal equipment</i>
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Physical distancing and limiting attendance	
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Ensure that all members that can and/or must attend from home, do attend from home.	<i>Scouting at Home and Scout Quest are available No indoor face-to-face Scouting in Metropolitan Melbourne</i>
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Establish a system that ensures staff members are not attending across multiple settings	<i>Activities should only be undertaken within section / groups</i>
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Establish a system to screen members and visitors before attending. Organisations cannot require members to attend when unwell.	<i>No one is to participate 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</i>
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Provide communication and guidance to members on physical separation requirements	<i>Adults (Rovers, Leaders, helpers, parents etc) must continue to practice physical distancing requirements wherever possible between other adults and youth members The 1.5m separation requirement does not need to be enforced between youth in Joeys, Cubs, Scouts and Venturers while participating in outdoor activities.</i>
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Manage areas and activities to comply with gathering, capacity and density limits	<i>Outdoor activities are limited to 10 participants in addition to those who are reasonably required to run the activity such as Leaders, Adult Helpers, Rostered Parents and Carers, etc.</i>
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Provide guidance on physical distancing such as signage and floor markings	<i>Not applicable to outdoor Scouting activities</i>
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Food and Drink

Provision of Food and Drink should be within Hospitality service COVID Guidelines

Where possible, individuals should bring their own food for their own consumption and not share food.

Where food is provided:

- *General hygiene, cleaning and physical distancing rules apply*
- *Hand washing before and after*
- *Food is only provided in outdoor settings*
- *Servers to wear face coverings while serving*
- *Participants should remain seated while eating*
- *No self-serve buffet-style service*
- *Participants should be provided with an individual serving*
- *Members can cook their own food as long they don't share it after*

Record keeping

Record the attendance of leaders, youth members, parents, visitors, etc. This information will assist organisations to identify close contacts.

A record of people who have attended each activity (Leaders, youth members, parent helpers, etc). This information should be kept by the relevant Section Leader and Group Leader for 28 days. This record should be written down by a single person and a photo taken for safe keeping and sent to the Group Leader.

Response to a suspected or confirmed COVID-19 case

How you will manage a suspected or confirmed case.

If somebody becomes unwell at Scouts, they will need to return home.

If they show signs of COVID-19 symptoms, especially fever:

- *Isolate them from the rest of participants 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.

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.

Prepare to notify members and visitors (including close contacts)

- *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.
