



6th Melbourne Scouts Group

COVID Safe Plan Key Points

For details Refer to Scouts Victoria COVIDSafe Plan 26/01/2021

<https://scoutsvictoria.com.au/about-us/news/covid-19-update/>

PHYSICAL DISTANCING

- If you are unwell, stay home (this applies to Leaders, youth members and parents)
- Please maintain 1.5m from others as often as possible. However activities can be contact i.e. you do not have to maintain 1.5m physical distancing while undertaking activities, but it should be in a place where it is reasonably able to be implemented i.e. Outdoor activities in the hall grounds are encouraged.
- The Scout Hall (55 McCracken St Kensington) density quotient is a limit of 1 person per 2 square metres (if a contact tracing QR code register is kept) – this is no more than 60 people in the Hall at any given time, including no more than 6 people in the kitchen area, and no more than 15 people in the storeroom. Posters are up to remind you of these numbers
- Try to have the Hall well ventilated e.g. opening windows and leaving main doors open

PARENT/GUARDIAN PICK UP AND DROP OFF

- Parents dropping off and picking up are asked to stay outside of the Hall unless they have a specific question or discussion with a leader
- Parents can wait in the front yard or outside the gate, but are asked to observe social distancing rules
- Leader should use the Attendance sheet for Joeys and Cubs. There should be an attendance sheet for Scouts and Venturers. However, we need to have a QR code for the Hall in order for the 1 per 2m² to apply
- Drop off / pick up must take less than 15 minutes otherwise you will need to record all of the parents as being in attendance for the meeting
- Meetings/sessions should start and end punctually so that parents can time their drop off and pick up and avoid waiting unnecessarily

FACE MASKS

- Face masks do not need to be worn indoors or outdoors unless it is required by government directions
- Face masks are optional and in general is up to the individual whether they wish to wear a face mask
- However, there are a number of situations where face masks are still mandatory: Using public transport, Carpooling with people from another household, Visiting shopping centres or large shops, While serving food, Where physical separation can't be maintained for extended periods
- Unless an exemption applies, leaders and older youth members (12 years and older) will bring and carry face masks at all times. A full supply of disposable face masks will be also available if required

PRACTICE GOOD HYGIENE

- All in attendance should wash hands regularly with soap and water or use the available hand sanitiser
- Hand sanitiser is available at the Hall entry and exit points and must be used at the start and end of the sessions
- Cough or sneeze into your elbow or tissues
- All shared equipment needs to be cleaned between use with disinfectant
- At the start and end of sessions, a more thorough clean of high touch areas needs to be conducted using disinfectant and this needs to be recorded in the cleaning register (an exercise book on the inside right hand side of the Hall main door)

ATTENDANCE RECORD AND QR CODES

- A record must be taken of all people (includes youth members, Leaders (including visiting District leaders), helpers, carers, parents, visitors, etc) who attend an indoor or outdoor activity for more than 15 minutes.
- Everyone must record their name, phone number, date and arrival time and duration (if >15 mins) i.e. start and finish times – this can be using a paper based attendance record or QR codes
- It is suggested that a template for each of Units (or session) that is prefilled with names is used. A leader or rostered Adult Helper can tick off names as people arrive instead of having to write each name down.
- A QR code systems is also in use - the [Victorian Government QR Code Service](#). Codes (and instructions) are available at the Hall. Where QR codes are used, it is recommended that younger members who do not bring a mobile phone to activities are still recorded using an Attendance Register.
- All attendance records will be kept by each section leader and be made available if required up to 28 days after the date.

FOOD

- All members should bring personal water bottles and avoid using cups from the kitchen or water fountains
- If food is required, people are to bring their own food for their own consumption and not share food
- Where necessary, food preparation and serving outdoors is preferred

CLEANING

- The Scout Hall is thoroughly cleaned and disinfected once a week by a paid cleaner.
 - This will involve cleaning with a detergent mixed with water. Disinfection is used after the cleaning has fully dried using a disinfectant suitable for viruses (e.g. chlorine bleach, alcohol, ammonia, etc). If using an alcohol-based disinfectant spray, sufficient must be applied to wet the entire surface and it should be allowed to dry thoroughly. It is not effective to just spray and wipe off.
- The Scout Hall communal areas must also be cleaned before and after each use of the Hall by those using the Hall.

- Frequently touched surfaces (for example, tabletops, chair backs, door handles, handrails, light switches, toilets, taps, kitchen surfaces, cupboard handles, and equipment used in activities) should be cleaned and then disinfected with either a disinfectant spray (e.g. bleach cleaner or Glen 20, etc) or disinfectant wipes. 2-in-1 sprays and wipes (cleaner and disinfectant) can also be used if it states that it is effective against viruses.
- Visibly soiled surfaces and spills should be cleaned immediately with water and detergent – this can be in the form of a detergent solution or wipes.
- Equipment used in activities should be cleaned between uses and not shared during the activity. Any kitchen utensils used should be thoroughly washed in a normal manner (either by hand or in a dishwasher). Do not leave kitchen utensils for others to clean.
- Fabric material (tea towels, clothes, etc) that can't be wiped with bleach should be washed as normal in a washing machine etc.
- Items that can't be cleaned using harsh products can be left untouched and deemed virus free after a period of time. Generally, this would be 3 days for general materials and 5 days for smooth surfaces such as plastic or metal. Remove them from use and label with the date they can be used.

IF SOMEONE UNWELL (they need to be isolated then return home ASAP)

- Isolated the person away from the rest of the group
 - Extra care is required during isolation if the unwell participant is a youth member.
 - It is important to keep the youth member 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 member should remain 2m away from others and wait in a separate area away from others, such by the hall door or possibly outside the hall 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 member. They should not feel forgotten or criticised by others.
 - Contact their parent to take them home (note that an unwell adult can drive themselves if able)
 - Call 000 if the condition becomes serious, such as difficulty in breathing
 - Explain to them or their parents that they should call the COVID-19 hotline 1800 675 398 or contact their GP.

- In addition, if unwell person shows signs of COVID -19 symptoms, especially fever, it may be necessary to
 - Stop the meeting/session
 - Close and thoroughly clean the venue
 - Notify the 6th Melbourne Scout Group Leader (Stewart Brook) on 0403 425 000
 - If unwell person's symptoms include fever, the Leader in Charge should contact the Scouts Victoria Emergency Line on 03 8543 9877.

CONFIRMED CASE OF COVID WHO HAD PREVIOUSLY ATTENDED THE VENUE

- If a confirmed case of COVID-19 previously attended a Scout meeting, 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.
 - Notify Stewart Brook, Group Leader on 0403 425 000
 - 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 Scouts Victoria Emergency Line on 03 8543 9877
 - 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.
 - Close the hall and clean and disinfect the rooms and indoor spaces where the people in attendance at the meeting may have been.

- Do not use the hall until the cleaning and disinfection process is complete and you have obtained approval from Scouts Victoria

ADDITIONAL ITEMS

TRAVEL (N.B. Normal Child Safety precautions should still be in place.)

- Avoid driving passengers from a different household if possible, but where that isn't possible, the following should be in place:
 - Do not travel if you are sick or showing any symptoms however mild, stay at home and get tested
 - All passengers aged 12yo or over must wear a face mask
 - Hand wash or use hand sanitiser before and after the journey
 - Tissues need to be available in the vehicle
 - Keep the middle seat in the back free, so nobody travels in contact with another if they aren't from the same household
 - Clean, and disinfect if possible, frequently touched points before and after the trip, e.g. door handles, window controls, seat belt clips, grab handles, hand rests, dashboard, seat adjusters, the backs of the front seat where people rest their hands, seat pockets and glove compartments, etc.
 - Increase air flow from air conditioner or open windows
 - Keep a record of who goes in which car and how long the journey is for contact tracing

CAMPING AND CAMPSITES – see specific rules on the Scouts Vic website

OUTDOORS ACTIVITIES (AWAY FROM HALL)

- During the coronavirus period, you should record all outdoors activities that are away from the Scout hall in "scOut and About". This includes activities undertaken within your District or at another Scouting location.
- Activities undertaken in your hall grounds or in public areas, such as park, adjacent to your hall do not need to be recorded in "scOut and About".
- Social events are limited to 100, in line with outdoor social gathering limits.

COMMUNICATION

- Groups should contact parents prior to the start of resuming Section meetings at the halls
- This is to ensure they are aware of the requirements for not attending if their child is unwell, drop off / pick up processes, providing water bottles, etc.
- Parents should be informed that attendance data, including their child's name and contact details may be provided to public health officials if an attendee at section meeting subsequently tests positive to COVID-19.

Prepared by: Sue Williams , Approved by Stewart Brook and 6th Melb committee (Date 26/01/2021)