

# COVIDSafe Plan

152 Forster Road  
Mount Waverley  
VIC 3149  
T 03 8543 9800  
scoutsvictoria.com.au  
ABN: 39 662 387 026



## Scouts Victoria COVIDSafe Plan

**Location / Activity:** Indoor activities at Scout Halls  
**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.	<p>Scouting at Home and Scout Quest are still available</p> <p>Scout Leader and Adult meetings (eg Group Committee Meetings) can be run online and outdoors in preference to indoors</p>
Provide guidance on physical distancing such as signage and floor markings	<p>Distance markings should be used for parent drop off and for parades / ceremonies</p> <p>Signage to remind members to maintain physical distancing</p>
Manage areas and activities to comply with gathering, capacity and density limits	<p>Indoor activities are limited in capacity as per current directions on the <a href="#">Scouts Victoria COVID-19 Update</a> in addition to those who are reasonably required to run the activity such as Leaders, Adult Helpers, Rostered Parents and Carers, etc.</p> <p>Signage to be provided at the entrance of the premises to show maximum capacity</p> <p>Consider pedestrian management techniques such as clearly marked separate entry and exit points for parent drop off etc.</p>
Provide communication and guidance to members on physical separation requirements	<p>Leaders attending should be aware of the requirements of the COVIDSafe Plan and Group processes for managing number of members and visitors onsite and physical separation.</p> <p>Youth members and adults (Rovers, Leaders, helpers, parents etc) must continue to practice physical distancing requirements wherever reasonably possible</p>

# COVIDSafe Plan

## Wear a face mask

Face masks are worn unless an exemption applies.	Face masks must be worn 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
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 <a href="https://scoutsvictoria.com.au/about-us/news/covid-19-update/">https://scoutsvictoria.com.au/about-us/news/covid-19-update/</a> Members should review COVIDSafe Plan Members can access government COVID-19 Training: <ul style="list-style-type: none"> <li>• <a href="#">How to safely wear a face mask</a></li> </ul>

## Practice good hygiene

Provide hand cleaning facilities and ensure adequate supplies are available	Hand washing facilities and/or hand sanitiser to be available at each open entrance to the hall and used at the beginning, end and regularly throughout the activity Ensure sufficient soap and hand sanitiser is available for members .
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
Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly	Cleaning of equipment before and after use Frequently touched surfaces must be cleaned between each group Refer to <a href="#">Safe Work Australia guide to cleaning</a> and <a href="#">Supplementary information</a>
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 <a href="https://scoutsvictoria.com.au/about-us/news/covid-19-update/">https://scoutsvictoria.com.au/about-us/news/covid-19-update/</a> Members should review COVIDSafe Plan Members can access government COVID-19 Training: <ul style="list-style-type: none"> <li>• <a href="#">Infection control training</a></li> </ul>

## 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
--	---

# COVIDSafe Plan

<p>Record the attendance of leaders, youth members, parents, visitors, etc. This information will assist organisations to identify close contacts.</p>	<p>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.</p> <p><a href="#">Scouts Victoria Attendance Register</a></p>
<p>How you will manage a suspected or confirmed case.</p>	<p>If somebody becomes unwell at a Scouting activity, they will need to return home.</p> <p>If they show signs of COVID-19 symptoms, especially fever:</p> <ul style="list-style-type: none"> <li>• Isolate them from others until they are able to return home</li> <li>• Advise the participant to self-isolate and be tested for COVID-19</li> <li>• Call 000 if the condition becomes serious, such as difficulty in breathing</li> </ul> <p>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.</p>
<p>Extra care is required during isolation if the unwell person is a youth.</p>	<p>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.</p> <p>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.</p> <p>Leaders need to reassure and support the youth. They should not feel forgotten or criticised by others.</p>
<p>Prepare to notify members and visitors (including close contacts)</p>	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Call the COVID-19 hotline 1800 675 398</li> <li>• Provide attendance records of meetings that the affected person has attended to public health officials</li> <li>• Notify the property owner (e.g. local council, Parks Victoria, etc)</li> <li>• Notify the Scouts Victoria Emergency Line on 03 8543 9877</li> <li>• Notify WorkSafe Victoria on 13 23 60 if the confirmed case occurs at a workplace</li> <li>• 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.</li> </ul>



# COVIDSafe Plan

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.	<p>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.</p> <p>Permission should be obtained from Scouts Victoria before restarting activities.</p>
Establish a system to screen members and visitors before attending.	<p>As required under Scouts Victoria directions, no member is to participate if they are unwell, especially if they have cold or flu-like symptoms</p> <p>Signage to remind members and visitors that they should not enter the premises if they are unwell</p> <p><a href="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</a></p>
<b>Avoid interactions in enclosed spaces</b>	
Avoid interactions in enclosed spaces by moving as much outside as possible	Outdoor activities are encouraged
Enhance airflow	If indoors, windows and doors to be left open or air conditioning to be optimised to provide enhanced airflow
<b>Create workforce bubbles</b>	
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)

# COVIDSafe Plan



## Food and Drink

---

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

Where food is provided:

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

- General hygiene, cleaning and physical distancing rules apply
  - Hand washing before and after
  - Food is only provided in outdoor settings
  - 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
-