

## COVID-19 Safety Plan for Meeting Procedures

### Introduction

1. This Procedures Factsheet is the Club's COVID19 Safety plan.
2. It outlines the additional procedures to be followed in holding Club meetings to manage the risks associated with the spread of COVID-19.

***Safety is the responsibility of everyone.  
Members must take responsibility for their own health and the health of others. These procedures can only be effective to the extent that members behave responsibly and practice good personal hygiene and maintain social distancing.***

### Compliance Requirements

3. Meetings need to comply with ACT Government COVID-19 restrictions and ACT Public Health Directions in relation to public meetings and social gatherings.
  - These conditions will vary over time with the most recent advice normally being available at <https://www.covid19.act.gov.au/home>.
  - Particular attention should be given to identified COVID-19 hotspots and restrictions on people who have visited these areas.
4. Meetings need to comply with COVID-19 Safety Plans of venue owners and operators.
  - The ACT Scout's COVID-19 Safety Plan in relation to the Stromlo Forrest Scout Hall, Tantangara St Duffy is at Attachment A.
5. As at 15 July 2020 the combination of these compliance requirements can be summarised as:
  - the capacity of the hall is limited to 25 people (this may be increased if the ACT government relaxes the limit of 1 person per 4 square metres);
  - participants need to maintain social distancing of 1.5 metres;
  - no attendance if ill;
  - each session to begin with a safety brief; and
  - our ongoing obligation to clean up after ourselves and sanitise items we use is not diminished by the Stromlo Forest Scouts undertaking to clean the hall between users and to provide hand sanitiser.

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|-------------------|--|
| Title             | COVID-19 Safety Plan   |
| Status            | Final  |
| Date Approved     | Date approved by Committee (may also include date of original approval)  |
| Next Review       | Reviews will be needed to consider feedback from meetings and changes in compliance requirements.  |
| Distribution      | Draft of 7 Aug 2020 was circulated to all members. Publish final on Website.   |
| Related documents | References to web sites included in Factsheet  |
| Document History  | Author : John Karas<br>Version : Final August 2020   |
| Notes             | Procedures for refreshments (para 33-35) were reviewed by the Committee on 23 Sep 2020. It was agreed to trial a system of serving beverages using tea bags, sachets of sugar and coffee, motel style biscuit packets and disposable stirers. Self-service stations for collecting these items and milk, hot water and rubbish disposal will be separated to maintain social distancing. Arrangements and procedures to be followed will be outlined at meeting. |

## General Impact of COVID-19 on Club Activities

6. The Club's approach to holding meetings has exceeded compliance requirements reflecting the age profile of Club members with many being in this and potentially other high risk groups (see *Advice for at High Risk Groups* in Attachment B).
7. The Club is preparing to resume meetings from September 2020 with this Safety Plan outlining the procedures to be followed for normal monthly meetings.
8. Other Club activities such as excursions, team projects or social activities should be considered on a case by case basis and have their own safety procedures in place before proceeding.

## COVID-19 Safety Measures for Club Meetings at Stromlo Forest Scout Hall

### Attending Meetings

9. Members must stay home if they are sick and/or have any COVID-19 symptoms.
  - The main symptoms of COVID-19 are fever, cough, sore throat and shortness of breath
  - Less common symptoms are loss of smell, loss of taste, runny nose, muscle pain, joint pain, diarrhoea, nausea, vomiting and loss of appetite.
10. Members exhibiting signs of illness, either before or during a meeting, may be excluded from the meeting.
11. Members who have visited designated COVID-19 hot spots must comply with isolation compliance requirements and depending on these requirements may be excluded from attending meetings.
12. To facilitate contact tracing, all members are required to register their attendance at meetings.
  - Registration is a normal requirement for insurance purposes but additional measures will be taken to ensure all those attending are checked in.
  - A Registration Officer will be appointed for each meeting and a registration desk set up near the entrance.
  - A list or register will be prepared with current contact details (phone and email) of those indicating they will be attending the meeting.
  - To avoid multiple handling of pen and register, the Registration Officer will check people in against this list and fill in additional details for those not listed.
  - The Registration Officer may ask questions relating to a person's health and visits to COVID-19 hot spots.
  - The Registration Officer may exclude attendance if there are health issues, compliance requirements in visiting COVID-19 hot spots, or numbers exceed compliance requirements.
  - The register of attendance will be made available to ACT health authorities if requested.
13. To ensure the number of people attending meetings does not exceed compliance requirements, the Club Secretary will email members a few days before each meeting seeking member's intentions towards attending the meeting. The Secretary will respond with a confirmation that attendance has been accepted.
  - A rationing system (to be developed if needed) will be used if expected numbers exceed compliance requirements.

- If numbers turning up exceed compliance limits, preference will be given to those who have indicated they will be attending over those who have not provided prior notification.
14. Members in a high risk group (such as over 70, over 65 with a chronic disease, compromised immune systems or are Aboriginal and Torres Strait Islander people older than 50 years with a chronic health condition) proposing to attend meetings should advise the Club Secretary in a return email requesting additional precautions be taken to help meet their needs.
    - This may include a designated area which will be set aside in the hall to allow greater social distances for these members.
  15. To reduce the risks of multiple handling of items, practices such as collection of name badges may be suspended.

#### Hand Sanitiser

16. The Club should have its own supplies of hand sanitiser (as a back-up to those provided by Stromlo Forest Scout Group).
17. Hand sanitiser to be immediately available on entry to hall with all members sanitising their hands on entry.
18. Members may also wish to avail themselves of hand washing facilities in bathrooms.
19. Members will be reminded to practice good hand and respiratory hygiene (see for example <https://www.covid19.act.gov.au/stay-safe-and-healthy/protect-yourself#Practising-good-hygiene>)
20. The use of masks is optional but will be reviewed if there are changes in compliance requirements.
21. The club will provide disposable gloves for those handling common equipment.

#### Furniture sanitising

22. The club will have its own supplies of sanitiser sprays and paper towels for sanitising tables and chairs before and after meetings.
23. Those putting out furniture are to spray and wipe dry (if aerosol sprays are used such as Glen20 there may not be the need to wipe dry before use).
24. Chairs are to be given a light spray and allowed to air dry when put away.
25. Common use equipment will also be wiped over.
26. The normal rubbish bin and bags will be provided for collecting used paper towels and other disposable items.
27. A person will be appointed to oversee the placement of furniture and procedures for sanitising furniture and equipment.

#### Maintaining Social Distancing During Meetings

28. Members are required to practise social distancing. This means when sitting, or standing still in conversation, members should keep a distance of 1.5 metres between themselves. When moving about members should avoid close contact,
29. Chairs will be placed at least 1.5 metres apart.
30. Attendees should not move or swap chairs during meetings.
31. Movements around the hall should be kept to a minimum and any stand-up small group gatherings during breaks should be consistent with remaining 1.5 metres apart.
32. A special area will be set aside with greater distancing on request for those identifying as high risk groups. Other members should not enter this area.

### Refreshments

33. The self-serve food and beverage counter is a high risk area for spreading viruses due to the concentration of people in the one area and possible cross-contamination of food and drinks and items for preparing drinks.
34. These services will be suspended.<sup>1</sup>
35. Members may bring their own drinks and snacks for their own consumption.

### Entrance Fee and Door Prize

36. Entrance fees and door prizes will be suspended due to the potential for cross-contamination in handling cash and tickets as well as to take account of the suspension of refreshment services.

### Announcements

37. The Meeting Chair or nominated person shall provide a short COVID-19 safety brief at the commencement of each meeting. This briefing will cover:
  - requirements to report ill-health;
  - registration requirements including confirmation that everyone has registered;
  - reminders regarding good hand and respiratory hygiene practices;
  - maintaining social distancing during meetings;
  - measures that have been taken to sanitise surfaces; and
  - provide opportunities for attendees to give feedback on these arrangements.

### Responses

38. If an attendee subsequently tests positive to COVID-19 they should ensure the Club Secretary is advised especially if they could have been contagious during the meeting.
39. If there is a suspected or confirmed case of COVID-19 at a TOCACT Meeting, the Club will notify ACT Health Authorities and seek their advice on next steps by calling the ACT Government call centre on 13 22 81.
40. The Club Secretary will also notify our landlords - the Stromlo Forest Scout Group.
41. Emails will be sent to all those attending the meeting.

### Responsibilities

42. The Safety Officer or a person nominated by the Committee will oversee the implementation of these procedures at each meeting.
  - The Secretary will advise this person of special arrangements that may be needed to meet the needs of those in high risk groups.
43. The Safety Officer or a person nominated by the Committee will secure supplies of safety equipment (hand sanitiser, spray sanitisers, wipes, paper towels, disposable gloves etc).
44. Check lists will be provided as an aid to people undertaking duties in implementing this Plan.
45. The Committee or the President, in consultation with the Secretary and Safety Officer, may cancel meetings in response to heightened risks of community transmission of COVID-19 or to meet new compliance requirements.

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<sup>1</sup> On 23 September 2020, the Committee agreed to trial a system for self-service beverages that minimizes possible cross contamination of food and materials, and maintains social distancing principles. These arrangements will be developed by the Club Secretary who will oversee their implementation at the October meeting.

**Stromlo Forest Scout Group COVID-19 Safety Plan**

The Scout's COVID-19 Safety Plan for the Stromlo Forest Scout Group and the conditions hall hires are required to adhere to are outlined in an email received from the Group's Treasurer on 30 June 2020. This email and enclosure are reproduced below.

**From:** Tim Griffiths <[timgriffiths66@yahoo.com.au](mailto:timgriffiths66@yahoo.com.au)>  
**Sent:** Tuesday, 30 June 2020 5:21 AM  
**To:** Tim Griffiths <[timgriffiths66@yahoo.com.au](mailto:timgriffiths66@yahoo.com.au)>  
**Subject:** Stromlo Forest Scout Group - Hall Hire - Covid-19 advice

Good morning Stromlo Forest Hall Hirers.

Please find attached a summary of the "Covid-19" safe scouting requirements.

With effects from today, Tues 30 June we are at Step Three.

Could you please read the "Stage Three" column of the attached chart carefully.

I draw your attention to the following:

**Step Three - gatherings of up to 100**

- social distancing applies.
- hand sanitiser will be available.
- Stromlo Forest Scouts to ensure hall is cleaned after use.
- no attendance if ill.
- exclude anyone not well.
- each activity to begin with an education session. For adults this would be in the form of a safety brief. See bottom of attached poster. Maintain physical distancing of 1.5m, maintain hand hygiene, practise respiratory hygiene, stay home if sick, exclude anyone not well etc.
- hall hirers briefed on operational arrangements (this email).

The total area of the main hall plus small entry area is approximately 100m<sup>2</sup>. If we use the 4m<sup>2</sup> metric per person, this would enable up to 25 persons in the main hall appropriately distanced.

Please note the statement at the bottom of the attached summary: "This advice may change depending on ACT Government rules."

Please keep up to date with ACT Government advice relating to Covid-19. This can be done via the following website:

<https://www.covid19.act.gov.au>

Thank you for your continued support of Stromlo Forest Scouts.

Please contact me if you have any queries.

Kind regards.

Tim  
Treasurer  
0423 034 961



## SCOUTS ACT - COVID-SAFE SCOUTING REQUIREMENTS

Gatherings of up to 10 people in total –  
– Monday 1 June 2020

### Requirements

Social distancing applies  
Hand sanitiser freely available  
GL and/or President ensures premises suitable for resumption  
Premises including surfaces and equipment cleaned after each activity  
No attendance if ill (Youth and Leaders)  
Exclude anyone not well and arrange for their return to home  
Each meeting / activity begins with an education session  
Child safe practices maintained  
Hall hirers briefed on operational arrangements

### STEP 1

Gatherings of up to 20 people in total –  
– Date to be advised

### Requirements

Social distancing applies, including for OAS and overnight activities. This includes transport and accommodation  
Hand sanitiser freely available  
GL and/or President ensures premises suitable for use, and premises including surfaces and equipment cleaned after each activity  
No attendance if ill (Youth and Leaders)  
Exclude anyone not well and arrange for their return to home  
Each meeting / activity begins with an education session  
Child safe practices maintained  
Hall hirers briefed on operational arrangements

### STEP 2

Gatherings of up to 100 people in total –  
– Date to be advised

### Requirements

Social distancing applies, including for OAS and overnight activities. This includes transport and accommodation.  
Hand sanitiser freely available  
GL and/or President ensures premises suitable for use, and premises including surfaces and equipment cleaned after each activity  
No attendance if ill (Youth and Leaders)  
Exclude anyone not well and arrange for their return to home  
Each meeting / activity begins with an education session  
Child safe practices maintained  
Hall hirers briefed on operational arrangements

### STEP 3

Gatherings of up to 10 people in total –  
– Monday 1 June 2020

### What happens

No overnight activities  
Leaders and youth members do so voluntarily  
Outside Patrol Activities  
Inside Unit Councils meeting inside for passive purposes only  
Consider online inclusion for those not yet choosing to participate in person  
Resuming is approved by each Group, and for each unit within the Group  
Normal activity approval processes in place  
Use by hall hirers for passive use only  
Otherwise, continue Scouting@Home

Gatherings of up to 20 people in total –  
– Date to be advised

### What happens

Weekly unit programs at the Scout Hall may resume  
Weekly unit programs at other meeting places may resume subject to agreement by the provider of the facility, e.g. school  
Leaders and youth members do so voluntarily  
Consider online inclusion for those not yet choosing to participate in person  
Outdoor Adventure Skills and overnight activities may resume with a maximum of 20 participants  
Normal activity approval processes in place  
Otherwise, continue Scouting@Home

Gatherings of up to 100 people in total –  
– Date to be advised

### What happens

Weekly programs with required physical distancing measures featured in all such activities  
Outdoor and overnight activities including Group / unit camps, up to a maximum of 100 people in attendance, and required physical distancing measures featured in all such activities  
Interstate travel may be considered subject to government controls <sup>^</sup>  
Normal activity approval processes in place



Maintain 1.5m physical distancing



Maintain hand hygiene



Practise respiratory hygiene



Stay home when sick



COVIDSafe Plans for Scout Halls and Campsites

Please note: Scouting events with more than 100 people should not be planned at the current time.  
<sup>^</sup> Interstate travel is subject to state and territory government border controls and biosecurity conditions.

This advice may change depending on ACT Government rules.  
Your Scouts Leader should provide advice on what the Unit is doing during this phased return.

## Attachment B Advice for at Risk Groups

A large number of Club members being over 65 years of age are potentially at more risk of serious illness and complications from COVID 19. The Club's COVID-19 Safety Plan takes this into consideration through hygienic practices and social distancing but cannot provide a risk free environment for meetings.

Members in high risk groups will need to decide for themselves if these measures provide the safety they need to participate in Club activities outside the home.

The following is drawn from the ACT Government web site with items in bold of particular relevance to Club activities

<https://www.covid19.act.gov.au/stay-safe-and-healthy/protect-yourself#Advice-for-at-risk-groups>

*People at more risk of serious illness and complications from COVID-19 are:*

- *people aged 70 years and older*
- *people aged 65 years and older with chronic medical conditions*
- *people with compromised immune systems*
- *Aboriginal and Torres Strait Islander people older than 50 years with chronic health conditions.*

***Practising good hygiene<sup>2</sup> and physical distancing<sup>3</sup> are the best ways to stop the spread of the virus.***

***You should take into account your age and any existing chronic health conditions before deciding to take part in activities outside of your home and whether these can be done safely.***

*Be selective in who visits your home, including how many visitors at any given time and for how long.*

*Consider having groceries or medications delivered, or ask a friend or relative to pick up supplies.*

*When anyone enters your home, including other members of your household, ask them to wash their hands with soap and water or an alcohol-based hand sanitiser.*

*If you need support to go out, it's best to have only one support person where possible.*

***Limit your physical interactions with others for your own—and their—safety.***

***In particular, avoid contact with people who are sick.***

***This does not mean you need to limit social interactions. Try using/use phone calls, emails, and social media to connect with friends and family.***

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*Visit the [Community Services Directorate website](https://www.communityservices.act.gov.au/connect-in-canberra/Community-Services-and-Support)<sup>4</sup> for information about the support available to people at risk.*

<sup>2</sup> <https://www.covid19.act.gov.au/stay-safe-and-healthy/protect-yourself#Practising-good-hygiene>

<sup>3</sup> <https://www.covid19.act.gov.au/stay-safe-and-healthy/protect-yourself#Physical-social-distancing>

<sup>4</sup> <https://www.communityservices.act.gov.au/connect-in-canberra/Community-Services-and-Support>