

# 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:** Campsites during Step 3  
**Prepared by:** Simon Casey, State Commissioner – Risk & Safety  
**Date prepared:** September 25, 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	<i>Hand washing facilities and/or hand sanitiser to be available at entrance to each communal area. Sufficient hand cleaning and/or sanitisers suppliers available and kept stocked Visitors to provide their own hand sanitiser for use within accommodation or when undertaking activities</i>
Enhance airflow	<i>Promote use of outdoor activities, including meals etc. Open windows where possible for indoor activities.</i>
Face coverings and appropriate PPE are worn unless an exception applies.	<i>Face coverings must be worn by those 12yo and older unless they are involved in strenuous activity, eating or another exception applies</i>
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).	<i>Signage provided at entrance points describing personal hygiene requirements. Posters at handwashing stations to explain correct handwashing practices. Guidance provided to all members via direct email, Be Informed and <a href="#">Scouts Victoria webpage</a> Members can access government COVID-19 Training: <ul style="list-style-type: none"><li>• <a href="#">Infection control training</a></li><li>• <a href="#">How to safely wear a face covering</a></li></ul></i>
Manage use of high-touch communal items.	<i>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</i>

### Cleaning

Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly	<i>Cleaning of equipment and frequently touched surfaces before and after use Accommodation to be cleaned between bookings High touch communal areas (such as toilets) to be cleaned twice per day High-touch permanent outdoor equipment that cannot be cleaned between uses must remain unused for 24 hours between uses Refer to Food and Drink section below for specific cleaning requirements Refer to <a href="#">Safe Work Australia guide to cleaning</a> and <a href="#">Supplementary information</a></i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>Ensure sufficient cleaning and disinfectant supplies are available and regularly restocked Ensure campsite staff undertaking cleaning have access to products</i>

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## Physical distancing and limiting attendance

<p>Ensure that all members that can and/or must attend from home, do attend from home.</p>	<p><i>Scouting at Home and Scout Quest are available</i>  <i>No indoor face-to-face Scouting activities</i>  <i>Scout Leader and Adult meetings (e.g. Group Committee Meetings) remain online</i>  <i>Leader training remains online where possible, face-to-face training can be undertaken outdoors</i></p>
<p>Establish a system that ensures members are not attending across multiple settings</p>	<p><i>Activities should only be undertaken within section / groups</i>  <i>Members should avoid visiting multiple campsites</i></p>
<p>Establish a system to screen members and visitors before attending. Organisations cannot require members to attend when unwell.</p>	<p><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>  <i>Campsites should confirm with visitors that they must not attend if they are unwell or are showing any symptoms</i></p>
<p>Provide communication and guidance to members on physical separation requirements</p>	<p><i>Adults (Rovers, Leaders, helpers, parents etc) must continue to practice physical distancing requirements wherever possible between other adults and youth members</i>  <i>The 1.5m separation requirement does not need to be enforced between youth in Joeys, Cubs, Scouts and Venturers while participating in activities.</i></p>
<p>Manage areas and activities to comply with gathering, capacity and density limits <b>for campsite staff (including employees, volunteers and third parties)</b></p>	<p><i>Campsite staff and visitors should remain physically distanced by 1.5m</i>  <i>Organise work areas and activities to minimise physical interactions between other staff and guests.</i></p>
<p>Manage areas and activities to comply with gathering, capacity and density limits <b>within public booked accommodation and camping</b></p>	<p><i>Refer to Industry Restart Guidelines – <a href="#">Accommodation</a></i>  <i>Indoor communal areas are limited to 1 visitor per 4 sqm</i>  <i>Campsite staff and visitors should remain physically distanced by 1.5m</i>  <i>Public bookings are limited to single households, household and social bubbles, up to a maximum of 10 persons per booking.</i>  <i>Visitors are limited to those who live outside of any restricted areas</i></p>
<p>Manage areas and activities to comply with gathering, capacity and density limits <b>for Scouting and community day activities</b></p>	<p><i>Indoor communal areas are limited to 1 visitor per 4 sqm</i>  <i>Campsite staff, leaders and participants should remain physically distanced by 1.5m</i>  <i>Outdoor activities are limited to a maximum capacity of 1 person per 2 sqm and a maximum of 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>  <i>Each day activity group of maximum 10 must be separated from each other group by at least 100m</i>  <i>Activity and mealtimes should be staggered so that groups are not interacting while travelling around the campsite</i>  <i>Participants are limited to those who live outside of any restricted areas</i></p>

<p>Manage areas and activities to comply with gathering, capacity and density limits <b>for school camps</b></p>	<p><i>Bookings are limited to single schools. Each single school booking must have exclusive access to a separate area for all activities, including accommodation, dining, activity equipment, toilet facilities, etc.</i></p> <p><i>Gathering numbers and capacity limits do not apply to school groups</i></p> <p><i>Campsite staff and visitors should remain physically distanced by 1.5m</i></p> <p><i>Activity and mealtimes should be staggered so that groups within the same school are not interacting while moving around the campsite</i></p> <p><i>Each individual can only use one single allocated bed or tent for the duration of the stay.</i></p>
<p>Provide guidance on gathering limits, physical distancing, etc such as signage and floor markings</p>	<p><i>Signage should be displayed at the entrance of all communal indoor spaces to reinforce the requirements for physical distancing</i></p> <p><i>Communal enclosed areas should indicate the maximum number of people permitted within the area.</i></p> <p><i>Provide floor markings etc in communal areas where visitors congregate</i></p>
<p>Contactless payments</p>	<p><i>Contactless payment options should be implemented through pre-payment in advance for visitors and deliveries</i></p> <p><i>Accepting payment in person at the site should be avoided where possible</i></p>
<p>Provide information to visitors at booking time</p>	<p><i>Visitors and groups should be made aware of COVID requirements at the time of booking such as:</i></p> <ul style="list-style-type: none"> <li>• <i>restrictions to residents in restricted areas</i></li> <li>• <i>booking sizes</i></li> <li>• <i>requirements for record keeping</i></li> <li>• <i>do not attend if you are unwell or are showing symptoms, etc</i></li> </ul>

## Food and Drink

<p>Provision of Food and Drink should be within Hospitality service COVID Guidelines</p>	<p><i>Refer to Industry Restart Guidelines – <a href="#">Hospitality</a></i></p> <p><i>General hygiene, cleaning and physical distancing rules apply</i></p> <p><i>Hand washing stations provided for before and after meals</i></p> <p><i>Servers to wear face coverings while serving</i></p> <p><i>Participants should remain seated while eating</i></p> <p><i>No self-serve buffet-style service – visitors should be provided with an individual serving</i></p>
<p>Utensils and tableware, etc</p>	<p><i>Table surfaces to be cleaned between groups</i></p> <p><i>Utensils to be cleaned in detergent and hot water or dishwasher between uses</i></p> <p><i>Individual place settings to be used with no communal cutlery or water stations</i></p>
<p>Physical separation during meal service</p>	<p><i>Groups to be allocated specified mealtimes, with sufficient time between groups to allow for cleaning etc.</i></p> <p><i>Total outdoor catering limited to one patron per two square metres or 50, whichever is the lesser. Non School groups limited to 10 people per booking.</i></p> <p><i>Total indoor catering venues limited to two separate areas each with one patron per four square metres or 10, whichever is the lesser. Non School groups limited to 10 people per booking.</i></p>

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## Record keeping

Record the attendance of campsite staff, Scout members, parents, visitors, school and community groups, etc. This information will assist organisations to identify close contacts.

*A record of people who have attended the campsite including name, contact details, time of arrival, duration and visited accommodation/location on site.*

[Business Victoria Workplace Attendance Register](#)

*Individual groups (such as School camps, Scout groups, etc) should keep their own records of who shares accommodation, attends specific activities, etc.*

## Respond to a suspected or confirmed COVID-19 case

How you will manage a suspected or confirmed case.

*If somebody becomes unwell at a campsite, 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.*

*A dedicated isolation area should be identified. This could be a single room or an outdoor area. The emphasis should be on keeping the person physically isolated by distance but in-sight of others.*

*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.*

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*The detection of a positive COVID-19 case at a campsite 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 campsite or 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*
- *Ensure that the campsite and group (school or Scouting, etc) are informed*
- *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.*

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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.*

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