

## Property Protocols under Lockdown Level 2 A Guide for the Region, Districts and Groups where 3<sup>rd</sup> parties are using the Scout halls

<b>Purpose</b>	<p>SCOUTS SA needs to minimise the risk of Covid-19 being contracted by any of its members, partners, tenants and stakeholders who from time to time use SCOUT buildings either under lease agreement or similar arrangement.</p> <p>Although the risks might have different impact levels, procedures have to be put in place to mitigate the risks.</p> <p>The following guidelines are to be adhered to in respect of these properties:</p>
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>• <b>Gatherings of any kind shall only take place with the approval of SCOUTS SA as the owner of the building.</b> This is to ensure that a proper record is kept of all gatherings and persons present to assist with the tracing of persons in the event that a positive case of Covid-19 is reported. Record Sheets are to be made available by the group of SCOUTS SA operating the hall to all users. A copy must be provided to SSA by the User on a weekly basis. Copies of the Record Sheets will be made available on request to any user and also to the Law Enforcement Agencies and/or the Department of Health. A copy of the record sheet to be used is attached to this document as Annexure A.</li> <li>• <b>A maximum of 50 people may gather at a time, but social distancing must be adhered to at all times.</b> Depending on the size of the hall, it could be less than 50 people that are permitted.</li> <li>• <b>Buildings shall be cleaned / sanitised before the start and at the end of any gathering.</b> The group owning the property shall clean the building on a weekly basis. The User shall clean the building at the start and end of their gathering or activity.</li> <li>• <b>Each person entering the building shall sanitize their hands, wear a face mask, have a body temperature reading taken and undergo a voluntary screening question test.</b> The users shall ensure that the equipment is available at all times and that protocols are strictly adhered. Any person who does not comply with the protocols or who refuse to comply shall not be allowed to enter the building.</li> <li>• <b>Persons shall be seated at least 1.5 meters from each other.</b> Leaders of the activity using the hall are to ensure that this social distancing requirement is strictly adhered to at all times.</li> <li>• <b>Bathroom facilities.</b> Shall be used in emergencies only. Every person who uses the bathroom shall clean it afterwards. The Hall owner shall make cleaning material available and shall do regular inspections to ensure compliance.</li> <li>• <b>No social gathering shall be allowed before or after a gathering.</b> Once the gathering has ended the members must leave the building immediately.</li> <li>• <b>The aged (persons over the age of 60) and persons with co-morbidities should not be allowed to participate in any gatherings.</b> This is in line with Government's call as these categories of user are at a higher risk of contracting and more serious impact from the Covid-19 virus.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>The use of the kitchen.</b> Users may use the kitchen facilities situated at the hall but must ensure that same is cleaned in terms of the guidelines as issued by SSA.</li> <li>• <b>Personal Protective equipment (masks and gloves) are not to be disposed at the building.</b> Every person shall keep his/her PPE disposed of at their place of residence.</li> <li>• <b>One entrance and exit door to be used.</b> Users shall make use of one door that shall be clearly marked. All other doors to remain closed.</li> <li>• <b>The cleaning regulations</b> of the properties are compiled in the document: <i>SSA Covid-19 Cleaning Regulations for properties and campsites.</i></li> </ul>
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Common HAZARDS associated with the Covid-19 virus	Risk Category L/M/H
1. Exposure on door handles	H
2. Exposure on chairs and tables	H
3. Infection by infected persons	H
4. Exposure in the bathroom on the WC-pan and hand basin	H
5. Medical waste exposure	H

