



# **OCCUPATIONAL HEALTH AND SAFETY RESPONSE TO COVID-19 PANDEMIC**

## **Safety Plan for SCOUTS South Africa**

**Approved Date:** 31 August 2020

**Effective Date:** 1 September 2020

**Review Date:** 30 June 2021

This is a living document and as regulations are issued by the South African Government, this document will be adapted. The latest version of the document will be on our website <https://www.scouts.org.za/members/covid-19-info-for-members/>

## 1. POLICY STATEMENT

The President addressed the nation on the 23rd of April 2020, further explaining that lockdown will be eased in stages, where Phase/Level 5 is the most severe and Phase/Level 1 has restrictions that will see most of the economy returning to normal functionality.

SCOUTS South Africa will respond to COVID-19 using the Level framework as released by the President. Our response will be done per Level at a National, Regional, District, and Group level for all Adult and Youth Members.

We, as citizens need to remind ourselves that the SARS-CoV2 still remains untreatable and remains a threat to the health of us and our loved ones. Please consider that more information unfolds day by day and as we learn more about the pandemic, we will take the necessary measures to ensure your safety.

SCOUTS South Africa (SSA) is a values-based organisation that needs to set an example through emphasising a sense of responsibility towards the community and society. We have noted that just because we are theoretically allowed to meet in groups of 50 doesn't mean that this would be in the best interest of our membership. SSA and its members have an obligation to curb the spread of the virus and keep ourselves and our fellow South Africans safe. Our current circumstance therefore provides us all with an opportunity to learn that if social distancing is practised strictly in a "learning by doing" environment, we could return to some form of normality in the near future. Until an approved vaccine has been found, social distancing is here to stay and we need to embrace it and lead by example.

Not everyone is ready to start interacting in person. This could be because they have a family member who is at high risk of contracting COVID-19 or it may be because they have lost someone to the virus. It could also simply be that they prefer to be cautious. All of those reasons are okay and understandable. Any activity that falls under this reopening will be on an "option to participate" basis. No one will be forced or pressured to participate until they are ready and comfortable to do so. We all approach this situation from different contexts and we need to accommodate and accept that. One of the key factors we can play is helping to educate people and working with them to ease them back into this as safely and responsibly as we can.

We look forward to your co-operation according to these rules and regulations so that we can continue to serve you, educate you and work with you through these difficult circumstances.

An email [covid@scouts.org.za](mailto:covid@scouts.org.za) has been created. This email can be used to seek clarification of the regulations or advice. This email is not to be used for authorisation of activities. The decision-making powers for activities are spelled out in this document. If you are not satisfied with a decision made, you may appeal to the next-in-line Scouter.

A Frequently Asked Question section has also been added to the website <https://www.scouts.org.za/members/covid-19-info-for-members/>. Work through these questions if clarity is needed.

## 2. PURPOSE

This document is intended to provide the guidance to members to implement Occupational Health and Safety (OHS) Policies and procedures to support the Guidelines as set out by the SA Government.

As the new normal sets in at Scout Groups, we urge that all persons within the Groups be informed of the policies and act according to the procedures as laid out by the National OHS Committee.

## 3. DEFINITIONS

SSA	SCOUTS South Africa
Alert Level	The wording used by government to define the lifting of restrictions in various sectors in terms of the Disaster Management act.
COVID-19 / SARS-CoV2	Refers to the strain of the novel Coronavirus being spread at a rapid rate among humans through the air in the form of droplets causing the breakdown of the respiratory systems in some persons, and which may be asymptomatic in others.
COVID-19 Compliance Officer	A member appointed by either the National Organisation, Regions, Districts or Groups to oversee the carrying out and implementation of policies and procedures of the COVID response strategies. All institutions must have such a person appointed as per Chapter 3, Section 6 of the Risk Adjusted strategy of the Disaster Management Act, 2002.
MANCO	The highest management structure of SSA as reflected in the SSA Organogram.
Lockdown	A disaster management technique implemented by National Government to minimise the spread of the novel Coronavirus.
Phase	This refers to the stages of varying levels of lockdown in terms of the company strategy aligned with governmental procedures.
Social Distancing	The practise whereby any persons need to be two meters (2m) from another to ensure the reduced transmission of the novel coronavirus.

## 4. APPLIES TO

The policy targets the following groups:

- All Groups, Districts, Regions and National Levels within the SA Scout Movement.
- All Adult and Youth Members, visitors and parents involved in SSA activities.

## 5. POLICY DETAILS

This policy is subject to the provisions of any regulations as issued by the National Covid-19 Command Council, the Department of Cooperative Governance and Traditional Affairs and relevant government departments and includes:

- Gazette 43240 of 20 April 2020.
- Gazette 43258 of 29 April 2020.
- Gazette 43364 of 28 May 2020.
- Gazette 43476 of 25 June 2020.
- Gazette 43521 of 12 July 2020.
- Gazette 43577 of 31 July 2020.
- Gazette 43620 of 17 August 2020.

## 6. THE KEY PRINCIPLES TO LIMIT THE SPREAD OF COVID-19

We are working on the concept of prevention through the three D's – Dosage, Distance and Dispersion. If in doubt about an activity or action, refer back to the 3D's and work through the logic of them:

- **Dosage** - All Adult and Youth Members are to wear facemasks when attending Scouting events and all Adult and Youth Members must provide their own re-useable mask as well. These will be worn at all times. Ensure that masks are disposed of daily (if they are disposable) and rewashed daily (if they are re-washable). To become infected, you need to have contact with a minimum dose, which takes time and exposure to people with the virus. The longer you are exposed to an infectious person, the more people you are exposed to, and the fewer barriers (like cloth masks) between you, the more likely you are to be exposed to the virus. So, we are going to keep it short – limiting the time spent with other people so as to minimise the exposure to possible infection. We also require all participants to wear masks and ensure the proper sanitising/washing of hands takes place before and after activities.
- **Distance** – Strict social distancing should be practiced. This means no physical contact (e.g. shaking hands) and keeping a distance of 2m between people. The further you are from someone, the less likely you are to be infected by them or to breathe in particles they have breathed out. Therefore, all activities should respect social distancing – at least 2m distancing at all times without any close physical contact. Added to this is the recording and tracking of all participants. In the event of an infection, we can then assist members to proactively seek medical attention.
- **Dispersal** – Activities in the outdoors are encouraged. Outdoor activities are obviously more enjoyable when the weather is warmer. SSA is of the opinion that indoor activities should be kept to an absolute minimum. Because smaller particles hang around in the air, the movement of air makes a really big difference. The particles disperse quickly if you are outside, particularly if there is a breeze or wind. We also know that sunlight breaks down the virus. As a result, small, enclosed spaces with closed windows are high risk, especially when they are crowded. We are going to handle this by staying out of confined spaces, ensuring good ventilation, and first prize, staying outdoors as much as possible.

## 7. THE FUNDAMENTAL RULES

As we give the go-ahead to restart in person group activities, over and above the ongoing remote Scouting, there are a number of fundamental rules:

- All participants to wear masks at all times, except when eating a snack or drinking water.
- Ensure proper sanitising/washing of hands with soap and water before and after activities. Every meeting point shall ensure that a bottle of hand sanitizer or soap and water is available for the use of those who inhabit those spaces. Use this every time anyone re-enters a Scouting space.
- Social distancing of 2m should be maintained between individuals.
- Stay out of confined spaces, ensuring good ventilation, and first prize, stay outdoors for activities as much as possible.
- No gathering may have more than **50 participants** (including all youth and adults participating).

- No Adult or Youth Member will attend any Scouting event if they feel unwell. If this is the case, they will inform their Scouters accordingly and self-isolate.
- The recording and tracking of all participants needs to take place. Every SSA member attending a Scouting event will complete a '*COVID-19 Personal Declaration and Screening Questionnaire and register*', recording the temperature of the Adult or Youth Member. This forms part of the Safety plan referred to later.
- Immuno-compromised SSA Members (including and not limited to any past or existing medical conditions) should stay at home. This extends to persons with acute respiratory conditions or other comorbidity illnesses.
  - Those with seasonal influenza will be required to avoid attending Scouting activities and self-isolate until the illness has passed.
  - Persons over the age of 60 are encouraged to avoid physical attendance at Scouting events.

## 8. YOUTH TO ADULT MEMBER RATIO FOR ALL ACTIVITIES

For all physical activities/meetings the following ratios will be in place to ensure compliance with these guidelines:

- **Meerkat** Branch: ratio of 1 responsible adult to 2 Meerkats.
- **Cub** Branch: ratio of 1 responsible adult to 4 Cubs.
- **Scout** Branch: ratio of 1 responsible adult to 8 Scouts.

For **youth led activities**, the Warranted Scouter would need to brief the participants and the youth leader of the activity prior to the event to ensure the fundamental rules as described above are understood and practiced.

Please note: To achieve the required youth to adult ratios, parents and other adult members (i.e. Rovers) can be asked to help out and the number does not have to be made up entirely of Warranted Scouters. However at least one of the adults present at the activity must be a Warranted Scouter.

## 9. MEETING PLACES

Under the current National Level 2 regulations, meetings may only take place at:

- Sports grounds and fields
- Swimming pools
- Beaches
- Public parks
- Museums
- Private residences (limited to 10 visiting participants)
- Schools
- Churches

Under these current regulations, meetings may not take place at Scout Halls. This includes the grounds of a hall which may not be used. If the hall is situated in a public park, but fenced in, it may also not be used. The lease agreement of the hall should be consulted to ascertain whether it is a public open space/public park or for the sole use of SSA.

SSA has applied to the Department of Sports, Arts and Culture to be allowed to operate in Scout Halls. This application for approval is still pending.

Where third parties are using the Scout halls with permission, the current 'COVID-19 Property Guidelines' that are in place (<https://www.scouts.org.za/wp-content/uploads/Property-Protocols-Covid-19-Lockdown-Level-2-Final.pdf>) must be followed. It is important to remember that the SGL must ensure that all users of the premises appoint a designated Compliance Officer for each activity that takes place at the Scout Hall and that such designated Compliance Officer provides report back to the SGL on their compliance with the regulations on request.

## **10. MEETING FORMAT**

The following needs to be adhered to:

- Opening and closing ceremonies must be limited to a maximum of 15 minutes, with the fundamental social distancing rules in place.
- NO contact games/sports are allowed.
- Campfires with shouting/singing is also not allowed (even with masks and social distancing).
- All meetings/activities should have an appropriate COVID-19 briefing at the start of the meeting so that everyone is aware of the rules and what to do if they develop symptoms after the activity. (See Appendix C for an example of a briefing). Remember that asymptomatic spread is a very real thing with this virus and people are infectious for up to 2 days before showing symptoms.
- Overnight Scouting activities are not permitted, unless with the express permission of the RTC Scout Programme. Such activities will be evaluated on a case to case basis, depending on the circumstances.

## **11. ADVANCEMENT ACTIVITIES (SPRINGBOK SCOUT)**

Where the activity being contemplated is required for the completion of a Springbok Scout advancement requirement, this should be discussed and approved by the relevant RTC Scout Programme in advance. In exceptional circumstances, overnight activities may be permitted to complete Springbok Scout advancements only, depending on the circumstances and an assessment of the associated risks. These will be evaluated on a case by case basis by the relevant RTC Scout Programme and confirmed with the RC.

## **12. SAFETY PLANS**

All meetings/activities must have an appropriate COVID-19 safety plan. Appendix A sets out a Template that can be used to draw up the Safety Plan.

For Scout Group meetings (Meerkat, Cubs and Scouts) the SGL or appointed Senior Scouter in attendance will be the Compliance Officer. The Compliance Officer ensures that all safety checks and prevention materials are in place. He/She must ensure enforcement and monitor compliance with this Policy for all meetings/activities, and sign off the Safety Plan.

District Commissioners are responsible to ensure that all Group's in their District have a Safety Plan in place and support SGL's in fulfilling their responsibilities.

The Compliance Officer is the Warranted Scouter present and leading the activities. The appointed Adult Member will:

- Be equipped with a non-contact thermometer, bottle of hand sanitizer and bottle of diluted bleach with cloth.
- Ensure the personal declaration form is filled in.
- Spray the hands of all attendees with hand sanitizer.

All persons joining the meeting/activity will be screened on arrival by the Compliance Officer. This will include having your temperature taken with a non-contact thermometer. If a temperature reading of more than 37.4C is recorded, you will be sent home to self-isolate.

If this process results in queueing, where practically possible there will be markers on the ground 2m apart to demarcate the appropriate physical distance to stand from those around you. The Compliance Officer will determine the appropriate queueing measures to be implemented.

The '*COVID-19 Personal Declaration and Screening Questionnaire and register*' will be filled in.

In the case of a youth led activities, the Youth Member taking responsibility for the event will ensure that the Compliance Officer is aware of the Patrol event and shall follow any guidelines issued by the Compliance Officer to ensure compliance with this Policy. The Warranted Scouter needs to do the safety briefing with all the youth participating in the activity.

The Compliance Officer also needs to ensure that:

- Social distancing behaviour is observed during the activity as far as practically possible.
- Ensure that hands are washed, when coming into contact with any surfaces or shared equipment for 20 seconds with soap and water, or alternatively that sanitizer is used by all participants to clean their hands should soap and water not be available. This remains the most effective tool to eradicate any infected surfaces.

### **13. ROVER AND ADULT LED ACTIVITIES**

Meetings/training may only take place at meeting places as described in Section 9. All Rover activities and Adult training events shall have an appropriate COVID-19 safety plans as per the template in Annexure B.

For Adult Leader training the Course Director is the Compliance Officer for these events. For Rover Crews either the Crew Chair, Rover Scouter or SGL is the Compliance Officer for these activities. The DC is responsible for ensuring that a responsible Compliance Officer has been appointed for any Crews operating in their District.

### **14. DISTRICT AND REGIONAL EVENTS**

For all District and Regional events, the ratio of youth members to adult leaders for each branch as outlined above, will be applicable. The Activity Leader shall draw up the Safety Plans as per Annexure A. At this point no overnight camping is permitted.

In the case of District events the District Commissioner needs to sign off the Safety Plan and appoint a designated Compliance Officer for the day of the event. The Regional Commissioner or their duly authorised representative needs to review the Safety Plans before the activity may take place.

In the case of Regional events the Regional Commissioner needs to sign off the Safety Plan and appoint a designated Compliance Officer for the day of the event. The CC needs to review the Safety Plans before the activity may take place.

## **15. USE OF EQUIPMENT**

Any chairs, tables and equipment used during the Scouting event will be wiped down with diluted bleach every 4 hours.

## **16. TRANSPORTATION OF SSA MEMBERS**

Adult SSA Members are prohibited from providing transport to youth members outside of their direct family members. Parents are encouraged to provide transport for their children for all SSA activities.

The delivery and collection of youth are to be staggered as much as reasonably possible. The 3Ds principles will apply to parents dropping off the youth. Vulnerable parents should avoid any exposure at these times.

All travel for SSA activities is also regulated in terms of the currently applicable Regulations including but not limited to inter-provincial travel arrangements.

Appendix D sets out the recommended practices for the drop off and collection of youth members, where it is reasonably possible to implement these guidelines.

## **17. CAMPSITES**

A campsite is a recognised accommodation establishment and may therefore be opened in terms of the Government regulations, subject to the regulations as issued by the Department of Tourism (Department of Tourism Notice 452 of 2020).

The Warden of the campsite is the Compliance Officer and must ensure compliance with the Safety Plans for the property. If there is no Warden, the Campsite Committee Chairman will act as the Compliance Officer, alternatively the RC needs to appoint a Compliance Officer for the campsite.

Scout members may only use the campsites for day visits. The sharing of kitchen facilities and ablutions pose COVID-19 transmission risks that are difficult to mitigate against.

### ***Accommodation and Dormitory Facilities:***

Third parties may use the accommodation facilities for non-Scouting activities and make use of dormitories or houses for accommodation. Only families may share accommodation. If tented accommodation is used, only family members may share the tent.

### ***Campsite Ablution Facilities:***

- A regular cleaning schedule needs to be in place which caters for the number of people using the campsite. The current regulations allow no more than 50% of the establishment's capacity.
- Social distancing behaviour is to be observed as far as possible, while using the ablution facilities.
- Posters must be placed in bathrooms which highlight the hand washing protocols to follow.

Detailed guidelines for the cleaning requirements relating to camping facilities will be issued to the campsite Compliance Officer shortly.

## **18. WHAT ARE THE SYMPTOMS OF COVID-19**

The following are symptoms of COVID-19:

*Fever, cough, sore throat, redness of eyes, shortness of breath, body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness.*

If a participant displays any one of these symptoms, please see Section 18. Medical emergencies.

## 19. MEDICAL EMERGENCIES

Every Scouting activity must have designated Adult Leaders trained (to at least a First Aid Level 1 Certificate), who are responsible for medical emergencies should there be any. Should a SSA Member present symptoms of COVID-19 (See Section 17: What are the Symptoms of COVID-19), during the Scouting activity, they will be isolated from all other participants and screened by one of these Adult Members.

Here they will undergo the treatment below:

- They will be screened in terms of temperature, and the other observable COVID-19 symptoms.
- Screening questions will be asked.
- The designated Adult Leader responsible for rendering First Aid will call the COVID-19 hotline and act under the advice of the public health officials.
- Should symptoms of the patient be mild (this falls within 81% of cases), the SSA Member will be asked to leave the event and will be required to self-isolate until such a time the symptoms are no longer present.
- Should symptoms be severe, responsibility will be handed over to public health officials. The Compliance Officer will report the case to the **National Institute for Communicable Diseases - 0800 029 999** and will notify SSA by completing a standard Incident Report Form, which is available on the SSA website.

SSA Members and Youth Members who had close contact with the patient will be contacted. Please see below.

A SSA Member is obligated to contact their Next-in-Line Scouter should their test results be positive. This needs to be reported to the RC and the RC needs to report to the CC and CEO within 24 hours.

### ***What happens if a member comes into contact with a person suspected of being infected with Covid-19?***

A "close contact" is currently defined as:

- A person having had face-to-face contact ( $\leq 1$  metre) or in a closed space with a COVID-19 case for at least 15 minutes.
- This includes:
  - All persons living in the same household as a COVID-19 case.
  - People working closely in the same environment as a COVID-19 case.
  - Healthcare workers providing direct care for a COVID-19 case while not wearing recommended personal protective equipment.

This means that if people follow the rules of 2m distance, wearing masks and remaining outdoors, nobody who attends an event will be considered a "close contact". It follows then that, if the rules are followed, and someone becomes ill or tests positive following an event, the other participants won't have to quarantine. According to guidelines they will simply have to monitor themselves for symptoms and get tested IF they become symptomatic (i.e. there is no need to panic and rush out to be tested - this should be actively discouraged).

It should be noted that if people are considered close contacts, they will need to quarantine for 10 days. Similarly, a person who is positive with mild symptoms must isolate for 10 days from the onset of symptoms.

### ***When should people be tested?***

The government has also issued guidelines regarding who needs to be tested. This is as follows:

- Anyone with an acute respiratory illness with sudden onset of at least one of the following:
  - Cough
  - Sore throat
  - Shortness of breath
  - Fever [ $\geq 38^{\circ}\text{C}$  (measured) or history of fever (subjective)]

We don't need members of the Scouting community rushing to get unnecessary tests.

## **20. RESOURCES**

Resources referred to in this policy:

- <https://www.sanews.gov.za/south-africa/sa-move-level-5-lockdown-level-4>
- <https://www.gov.za/coronavirus/guidelines>
- <https://www.scouts.org.za/wp-content/uploads/Always-Wear-a-Mask-COVID-19-Poster-v2.pdf>
- <https://www.scouts.org.za/wp-content/uploads/Wash-Hands-Regularly-COVID-19-Poster.pdf>
- <https://www.scouts.org.za/wp-content/uploads/Keep-Your-Distance-COVID-19-Poster-v2.pdf>
- <https://www.scouts.org.za/wp-content/uploads/SSA-CORONA-AWARENESS-HALL-POSTERS-FINAL.pdf>

Appendix A: Safety Plan Template for Scout Groups

Appendix B: COVID-19 Personal Declaration and Screening Questionnaire and register

Appendix C: Activity Briefing Guidelines

Appendix D: Recommended Practises for Drop off and Collection of Youth Members

## Appendix A: Safety Plan Template for Groups

On Group letterhead

# OCCUPATIONAL HEALTH AND SAFETY RESPONSE TO COVID-19 PANDEMIC

## Safety Plan for SCOUTS South Africa

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**(Group name)**

**Approved Date:** [Date SGL approves]

**Effective Date:** [Date the plan is effective from]

**Review Date:** 30 June 2021

This is an annexure to the Safety Plan of SCOUTS South Africa that is attached hereto and must be available at every activity.

This is a living document and as regulations are issued by the South African Government, this document will be adapted.

An email [covid@scouts.org.za](mailto:covid@scouts.org.za) has been created. This email can be used to seek clarification of the regulations or advice. This email is not to be used for authorisation of activities.

A Frequently Asked Question section has also been added to the website <https://www.scouts.org.za/members/covid-19-info-for-members/>.

Work through these questions if clarity is needed.

### 1. COMPLIANCE OFFICER

Name of SGL:

Telephone number:

Home address of SGL:

### 2. ADDRESS OF \_\_\_\_\_ SCOUT GROUP

Address:

### 3. YOUTH TO ADULT MEMBER RATIO FOR ALL ACTIVITIES

The following branches will operate as part of the Scout Group with the following ratios:

**Meerkat** Branch: ratio of 1 responsible adult to 2 Meerkats

**Cub** Branch: ratio of 1 responsible adult to 4 Cubs

**Scout** Branch: ratio of 1 responsible adult to 8 Scouts

### 4. LOCATION OF SCOUTING ACTIVITY

Meetings / activities will be taking place at the following venue / location (specify next to each one selected the address), unless otherwise indicated in the Activity Permit.

Sports grounds and fields:

Swimming pools:

Beach:

Public park:

Museum:

Private residences (limited to 10 visiting participants):

School:

Church:

## 5. COMPLIANCE OFFICERS FOR BRANCH MEETINGS/EVENT

For meetings/events the following Warranted Scouters are appointed as Compliance Officers:

### ***Meerkats:***

Name:

Tel no:

Home address:

### ***Cubs:***

Name:

Tel no:

Home address:

### ***Scouts:***

Name:

Tel no:

Home address:

### ***Rovers:***

Name:

Tel no:

Home address:

## 6. MEDICAL EMERGENCIES

For the branches the following individuals will be the First Aiders for the meetings/activities:

### ***Meerkats:***

Name:

Tel no:

Home address:

### ***Cubs:***

Name:

Tel no:

Home address:

### ***Scouts:***

Name:

Tel no:

Home address:

### ***Rovers:***

Name:

Tel no:

Home address:

## 7. CHECKLIST OF SPECIFIC SAFETY PLAN REQUIREMENTS

The following specific safety requirements must be implemented at all meetings and activities, and the designated venue. Tick the appropriate boxes that it is in place:

All participants joining the meeting/activity are screened on arrival by the Compliance Officer.

A temperature is measured for each participant is taken with a non-contact thermometer.

All participants have correctly completed the 'COVID-19 Personal Declaration and Screening Questionnaire' document, which is available for inspection and is kept on file after the meeting/activity for tracing purposes.

An appropriate queueing system has been implemented, where practically possible, to manage the initial screening procedures.

A briefing session is held by the designated Compliance Officer to inform all participants of the safety measures to be followed during the meeting/activity.

All participants are wearing masks and adhering to the social distancing requirements during the meeting/activity.

Hand sanitizer, or soap and water, is available for the participants to wash their hands before, during and after the meeting/activity.



## Appendix C: Activity Briefing Guidelines

### Briefing session for youth and adults

We always need to take into consideration the 3Ds – Dosage, Distance and Dispersion. If in doubt about any activity or action, refer back to the 3Ds and work through the logic of them. This means:

- **Dosage**
  - Limiting exposure to the virus – wear masks, limit time in closer proximity, proper sanitising before and after activities.
- **Distance**
  - Keep a physical distance of 2m between people, tracking participation so that if an infection is detected we can inform and proactively notify who has been exposed.
- **Dispersion**
  - Keeping it outdoors or in well ventilated spaces with good sunlight exposure.

Therefore the following rules need to be followed as part of the activity:

- Masks must be worn at all times, except when eating a snack or drinking water.
- Sanitise your hands on a regular basis, especially if you worked with equipment.
- Always allow for social distancing of 2m between you and someone else.
- If you are not feeling well - Fever, Cough, sore throat, redness of eyes, shortness of breath, body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness – inform the Scouter and you need to go home and isolate.
- If the activity is taking place indoors all the windows and doors need to be open.
- If you are Immuno-compromised (including and not limited to any past or existing medical conditions) you should not take part in the meeting/activity and rather go home.
- If you have acute respiratory conditions you should not take part in the meeting/activity and rather go home.
- If you have seasonal influenza you should not take part in the meeting/activity and rather go home.
- If you are over the age of 60, you are encouraged not to take part in the meeting/activity and rather stay home.
- We are filling in the forms so that we can contact anyone that has been in close contact if we do detect a case of COVID-19.

## **Appendix D: Recommended Practises for Drop off and Collection of Youth Members**

The following guidelines should be implemented where practically possible.

### **Drop Off**

- Create a drop off schedule in which groups of SSA Members are to be dropped off at the venue during staggered timeframes.
- The specific length and number of timeframes, and numbers of drop offs per timeframe, will vary based on the number of SSA Members and configuration of the drop off area, etc. Aim to reduce density and physical interaction of individuals at any given time in the drop off area. Send communications to parents/guardians that assign each SSA Member their drop off time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take saying goodbye to allow for the continual flow of traffic.
  - Say goodbye close to or inside their vehicles.
  - Maintain physical distance with other parents/guardians and SSA Members.
  - Wear a cloth face mask when exiting the vehicle.

### **Parents/Guardians**

- Abide by the drop off and pick up schedule by dropping off and picking up SSA Members during their assigned drop off timeframe.
- Minimize the amount of time used for saying goodbye to SSA Members to allow for the continual flow of traffic.
- Say goodbye close to or inside your vehicle.
- Maintain physical distance with other parents/guardians and SSA Members. Wear a cloth face covering when exiting the vehicle.
- Individuals who are at higher risk for severe illness per UNIT guidance should not drop off or pickup SSA Members. Allow for SSA Members to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon return home.
- Generally, teach and practice good respiratory hygiene/cough etiquette within the household.

### **Pick Up/Collection**

- Create a pickup schedule in which groups of SSA Members are to be picked up from the venue during staggered timeframes.
- The specific length and number of timeframes, and numbers of pickups per timeframe, will vary based on the number of SSA Members and configuration of the pickup area, etc. Aim to reduce density and physical interaction of individuals at any given time in the drop off area. Send communications to parents/guardians that assign each SSA Member their pickup time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take to pick up SSA Members to allow for the continual flow of traffic. Stay close to or inside their vehicles, if possible.
  - Maintain physical distance with other parents/guardians and SSA Members. Wear a cloth face covering when exiting the vehicle.
- Best practice: Create a system in which SSA Members are escorted to their parent's/guardian's vehicle.