



OCCUPATIONAL HEALTH AND SAFETY RESPONSE TO COVID-19 PANDEMIC

Approved Date: 22 July 2020

Effective Date: 22 July 2020

Review Date: 30 June 2021

SCOUTS South Africa

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.

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.

2. PURPOSE

It is for this reason that we will need 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 management 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 one and half meters (1.5m) from another to ensure the reduced transmission of the novel coronavirus.

4. APPLIES TO

The policy targets the groups below:

- All Groups, Districts, Regions and National Levels.

- All Adult and Youth Members, visitors and parents involved in SSA activities.

5. POLICY DETAILS

Gazette 43240 of 20 April 2020.

6. PHASE BREAKDOWN ACCORDING TO LEVEL ALERT

Level	Objective	SSA Response	Date Implemented
5	Drastic Measures to contain the spread of the spread and save lives.	<ul style="list-style-type: none"> • All Scouters and Adult Members and Youth Members to remain at home using various online platforms. • All Groups and Scouting activities have been curtailed and no face to face events shall be allowed. • All Scouting activities shall be conducted on online platforms only. 	27 March - 1 May 2020
4	Extreme Precautions to limit community transmission and outbreaks, while allowing some activity to resume.	<ul style="list-style-type: none"> • All Scouters and Adult Members and Youth Members to remain at home using various online platforms. • All Groups and Scouting activities have been curtailed and no face to face events shall be allowed. • All Scouting activities shall be conducted on online platforms only. • Limited outdoor activity in accordance with the restrictions on exercise are allowed for individual Adult and Youth Members in compliance with the provisions of the Government regulations as issued from time to time. 	1 May - 31 May 2020
3	Restrictions on many activities, including at workplaces and socially, to address a high risk of transmission.	<ul style="list-style-type: none"> • All Scouters and Adult Members and Youth Members to remain at home using various online platforms. • Scouters and Youth members in small groups of eight may start to return to face to face Scouting activities should same be allowed under any directives issued by the Government related to Level 2. • All Scouting activities with more than eight participants shall be conducted on online platforms only. • Limited outdoor activity in accordance with the restrictions on exercise are allowed for individual Adult and Youth Members in compliance with the provisions of the Government regulations as issued from time to time. • All presence at Groups to adhere to protocols set out in the HYGIENE PROCEDURES FOR SSA MEMBERS. 	1 June 2020 - TBD
2	Involves a further easing of restrictions, but the maintenance of physical distancing and restrictions on	<ul style="list-style-type: none"> • Scouters and Youth members may start to return to face to face Scouting activities should same be allowed under any directives issued by the Government related to Level 2. 	TBD

	some leisure and social activities to prevent a resurgence of the virus.	<ul style="list-style-type: none"> Youth Members who prefer attending Scouting from home to remain at home. Groups may reopen in strict compliance with the provisions of this policy and overarching government guidelines. All presence at Groups to adhere to protocols set out in the HYGIENE PROCEDURES FOR SSA MEMBERS. 	
1	Means that most normal activity can continue with precautions to health guidelines.	<ul style="list-style-type: none"> The new normal will set in with return to full functionality. Face to face events to continue in the Hybrid fashion for those who prefer to attend online to also participate. District and Regional events may recommence in compliance with the provisions of this policy and overarching government guidelines. All presence at Groups to adhere to protocols set out in the HYGIENE PROCEDURES FOR SSA MEMBERS. 	TBD

7. TRANSPORTATION OF SSA MEMBERS

7.1. ADMINISTRATION

- Adult SSA Members are prohibited from providing transport to youth members and parents are encouraged to attend to all transportation requirements for all SSA events.
- All travel for SSA Events is regulated in terms of the currently applicable Regulations including but not limited to inter provincial travel arrangements.

7.2. 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.

7.3. 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.

7.4. PICK UP

- 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.

8. GENERAL

- Every office, Scout Hall, Campsite or Scouting property shall ensure that a bottle of hand sanitizer for the use of those who inhabit those spaces is available. Use this every time anyone re-enters a Scouting space.
- All Adult and Youth Members are to wear face protection 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).
- 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.
- Every SSA member attending a Scouting event will complete a COVID-19 Personal declaration and screening questionnaire, recording the temperature of the Adult or Youth Member.

9. PREPARING SCOUT HALLS AND SCOUTING PROPERTIES

SSA will be implementing stricter and more regular cleaning procedures for all SSA Scouting properties and venues and to this end, we ask you to note below:

9.1. CLEANING OF HALLS AND INDOOR VENUES

Each SSA property that hosts SSA members must be cleaned at least once a week in accordance with the ENVIRONMENTAL CLEANING PROCEDURE IN NON-HEALTHCARE SETTINGS DURING THE COVID-19 PANDEMIC policy document. This can be a contracted cleaning service or existing employees/volunteers at each venue who must attend to the cleaning procedures in the policy.

The designated Adult OHS Officer shall be responsible to ensure that the venue is cleaned in accordance with the policy before allowing access to the venue by any SSA Member.

9.2. EDUCATIONAL MATERIAL

SSA has developed posters and these need to be put up in meeting venues. These posters include the following:

- COVID-19 information
- Wearing of masks
- Handwashing
- Cough etiquette
- Symptoms associated with COVID-19
- Stop the spread of germs
- Physical distancing

10. HYGIENE PROCEDURES FOR SSA MEMBERS – GROUP EVENTS

- Immuno-compromised SSA Members (including and not limited to any past or existing medical conditions) will stay at home. This extends to persons with acute respiratory conditions or 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.
- The Scout Group Leader or appointed Senior Scouter will be the OHS Safety Officer to attend to the enforcement and monitor compliance with this policy.
- All persons entering Scout properties or events will be screened daily by an OHS appointed Adult Member. This will include having your temperature taken with a non-contact thermometer and the following readings will indicate the measures that will be taken:
 - Should temperatures be within 37.5°-37.9° you will be permitted to enter.
 - Should temperatures be more than 37.9° you will be sent home to self-isolate.
- The OHS appointed Adult Member will:
 - Be equipped with a non-contact thermometer, bottle of hand sanitizer and bottle of diluted bleach with cloth.
 - Spray the hands of all attendees with hand sanitizer.
- If this process results in queueing, there will be markers on the ground 1.5m apart to demarcate the appropriate physical distance to stand from those around you.

11. HYGIENE PROCEDURES FOR SSA MEMBERS – PATROL EVENTS

- Immuno-compromised SSA Members (including and not limited to any past or existing medical conditions) will stay at home. This extends to persons with acute respiratory conditions or 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.
- The Youth Member taking responsibility for the event will ensure that the Scout Group Leader and/or Senior Scouter appointed as the OHS Safety Officer is aware of the Patrol event and shall follow any guidelines issued by the OHS Officer in order to attend to the enforcement and monitor compliance with this policy.
- All persons entering Scout properties or events will be screened daily by the Youth Member in charge of the Patrol activity. This will include having your temperature taken with a non-contact thermometer as provided by the Group and the following readings will indicate the measures that will be taken:
 - Should temperatures be within 37.5°-37.9° you will be permitted to enter.
 - Should temperatures be more than 37.9° you will be sent home to self-isolate.
- The Youth Member will ensure that they:
 - Have obtained the non-contact thermometer from the OHS Officer, ensure that all participants at the activity have provided their own bottle of hand sanitizer.
 - Ensure that all attendees spray their hands with hand sanitizer regularly.
- If this process results in queueing, there will be markers on the ground 1.5m apart to demarcate the appropriate physical distance to stand from those around you.

12. MONITORING MECHANISMS FOR 10 & 11

- The OHS Adult Member and/or Youth Member for Patrol activities will have a daily Personal declaration and screening questionnaire at the entrance of the Scouting property that contains the expected Scouters, Adult and Youth Members' names pre-populated.
- This daily Scouters, Adults and Youth Members Personal declaration and screening questionnaire is given to the OHS Adult Member.
- The OHS Adult Member will then scan and store this document for future reference.

- All SSA Members are required to sign in at the Scouting Property and complete the daily Personal declaration and screening questionnaire. Parents will be required to complete the Personal declaration and screening questionnaire for Youth Members.

13. SOCIAL DISTANCING BEHAVIOURAL PROCEDURES FOR SSA MEMBERS - MEETINGS

- All SSA Members in halls or closed rooms will sit **1.5 m apart** from each other. The spaces have been prepared as such and SSA Members are required **NOT** to move when inside the building. SSA Members should not cluster together when attending any Scouting activity.
- Outdoor meetings and activities are encouraged considering social distancing guidelines.
- Any chairs, tables and equipment used during the Scouting event will be wiped down with diluted bleach every 4 hours. Cleaning of the facility will follow the ENVIRONMENTAL CLEANING PROCEDURE IN NON-HEALTHCARE SETTINGS DURING THE COVID-19 PANDEMIC Policy document.
- All Scouting activities must have a designated First Aid area including an Isolation area clearly marked for the duration of the event and there must be a designated Adult First Aider present at the event to manage COVID-19 emergencies.
- Monitoring Mechanisms for 13:
 - The designated Adult OHS Official will inspect the spaces daily to ensure that the spaces are cleared of non-essential items and cleaned.
 - Inspection will also ensure that all SSA Members are adhering to the mask wearing protocols and physical distancing requirements.

14. SOCIAL DISTANCING BEHAVIOURAL PROCEDURES FOR SSA MEMBERS - CAMPS, OUTDOOR EVENTS & HIKES

- All Scouting events where SSA Members will be attending overnight, including Camping and Hikes, remain prohibited until specifically provided for in published Regulations.
- The organisers of all Scouting events where SSA Members will be attending overnight, including Camping and Hikes, shall ensure that an event specific COVID-19 Policy has been developed and approved prior to commencement of the event.
- All Scouting events where SSA Members will be attending overnight, including Camping and Hikes, shall ensure the following guidelines are maintained at all times:
 - Any tented accommodation or any accommodation provided inside a building shall be limited to 50% of the recommended capacity for the tent or building.
 - All camping equipment and tents must be sanitized on a daily basis and all equipment used during the camp shall be wiped down with diluted bleach every day.
 - Adult Members must inspect the camping facilities of the Youth Members on a daily basis to ensure compliance with sanitation guidelines.
 - All SSA Members must ensure strict compliance with hand washing routines.
 - Ensure that sufficient ablution facilities are available to allow daily ablutions for all SSA Members attending the event.
 - Cleaning of the facility will follow the ENVIRONMENTAL CLEANING PROCEDURE IN NON-HEALTHCARE SETTINGS DURING THE COVID-19 PANDEMIC Policy document.
- Outdoor meetings and activities are encouraged considering social distancing guidelines.
- All outdoor Scouting activities must have a designated First Aid area including an Isolation area clearly marked for the duration of the event and there must be a designated Adult First Aider present at the event to manage COVID-19 emergencies.
- Monitoring Mechanisms for 14:
 - The designated Adult OHS Official will inspect the spaces daily to ensure that the spaces are cleared of non-essential items and cleaned.
 - Inspection will also ensure that all SSA Members are adhering to the mask wearing protocols and physical distancing requirements.

15. MEDICAL EMERGENCIES

- Every Scouting activity must have designated Adult Members trained and responsible for medical emergencies should there be any. Should a SSA Member present symptoms of COVID 19, they will be evacuated to the medical Isolation area for isolation and screened by one of these Adult Members.
- A SSA Member is obligated to contact their Next-in-Line Scouter should their test results be positive.
- Here they will undergo the treatment below:
 - They will be screened in terms of temperature, to confirm the temperature is in alignment with the confirmed number for the COVID 19 symptoms.
 - Screening questions will be asked.
 - The Medical Responder 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 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 with a detailed report and submitted to the National OHS Committee through the proper channels and this will be logged in an incident document and kept on file.
- SSA Members and Youth Members who had contact with the patient will be contacted and asked to self-isolate in their homes for 14 days.
- Deep cleaning of the First Aid Room will be done after every patient has been treated. It is advisable that all medical emergency SSA Members do not re-enter this space for a further 8 hours after deep cleaning.

Monitoring Mechanisms for 15:

- A log will be kept of all COVID 19 related incidents.
- This will be printed and stationed in the Isolation area.
- Each incident will be reported to the COVID 19 Compliance Officer, who will seek the necessary assistance from departmental health services.

16. SMOKING

- Be aware of the policies of SSA regarding smoking and same remain strictly applied at all times.
- Sharing of cigarettes and vapes is strictly prohibited.

17. SSA MEMBER INTERACTION

- You will wear a mask at all times unless engaged in high energy activities as stipulated by the published regulations during which time all Members shall maintain at least a 3m social distance.
- No loitering will be tolerated, and physical distancing should be observed at all times.

18. BATHROOMS

- Posters are placed in bathrooms which highlight the hand washing protocols to follow.
- Social distancing behaviour is to be observed as far as possible.
- Ensure that hands are washed when coming into contact with hard surfaces, for 20 seconds with soap and water. This remains the most effective tool to eradicate any infected surfaces.

19. XENOPHOBIA AND SSA DISCIPLINE

Unfortunately, in a global pandemic, fear and anxiety can cause social stigma resulting in xenophobic and bias against racial and ethnic groups that are different to our own. It is to this end that we urge you to be mindful and conscious of your own biases and

stigmas and remember that humanity relies on compassion, empathy, and intellect to overcome all difficulties.

Every effort should be made to dispel misinformation about COVID 19 that is linked to any racial or ethnic group.

Please consider the points below:

- Individuals who experience any form of discrimination due to any groups are encouraged to report any incidents to any SSA Member.
- Be aware of biases. The wearing of face masks is indicative of a defense response and the wearing thereof does not necessarily indicate infection or exposure to the virus.
- Screenings of symptoms will be extended to all SSA Members who exhibit symptoms and will not target individuals from a select ethnic group.
- Avoid sharing media and the creation of creative content that stigmatises and discriminates against another ethnic group. While we understand that creativity and humour is used to cope, it needs to be done with a degree of sensitivity.

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>

Below is the Personal declaration and daily screening questionnaire.

