



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

## **Safety Plan for SCOUTS South Africa Lockdown Level 2**

**Approved Date:** 1 June 2021

**Effective Date:** 1 June 2021

**Review Date:** 30 September 2021

This is a living document and as regulations are issued by the South Africa 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

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.

SCOUTS South Africa (SSA) is a values-based organisation that needs to set an example by 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 a size subject to the level in effect 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 approved and administered, 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.

## 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 the 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

COVID-19 Compliance Officer	the breakdown of the respiratory systems in some persons, and which may be asymptomatic in others. 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 the 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.
Unit Compliance Officer	A warranted scouter appointed in terms of clause 15 below to take responsibility for the meetings and other activities of a unit of a Scout Group. For government Covid-19 regulations such person will be considered to be a "Compliance Officer".

#### 4. Applies To

The policy targets the following groups:

- All Groups, Districts, Regions and National Levels.
- 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.
- Gazette 43725 of 18 September 2020.
- Gazette 43996 of 14 December 2020.
- Gazette 43997 of 15 December 2020.
- Gazette 44044 of 29 December 2020.
- Gazette 11223 of 11 January 2021
- Gazette 44071 of 15 January 2021.
- Gazette 11230 of 1 February 2021

- Gazette 44154 of 12 February 2021
- Gazette 11239 of 13 February 2021
- Gazette 44201 of 28 February 2021
- Gazette 44642 of 30 May 2021

## 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 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

School groups are governed under the framework as published by the Department of Basic Education on 12 February 2021 in Gazette 44154. Adherence should be given to the SSA rules as well.

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 **100 participants indoors and 250 outdoors** (including all youth and adults participating) or the greatest permissible occupancy of the venue. See the section on Occupancy Certificates below for details.
- 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*'. 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 4 Meerkats.
- **Cub** Branch: ratio of 1 responsible adult to 6 Cubs.
- **Scout** Branch: ratio of 1 responsible adult to 8 Scouts.

For **youth led activities**, a Warranted Scouter (preferably the TS or SGL) 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 these current regulations, meetings may take place at Scout Halls, provided this is not prohibited by the owner. Workplace plans need to be in place for all venues being used by Scout Groups or owned by Scout Groups and leased to third parties. Find the link to the template here: [https://www.scouts.org.za/wp-content/uploads/Workplace-Plan-for-halls\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Workplace-Plan-for-halls_Level1_F.docx).

The workplace plan must be approved by the Compliance Officer.

District Commissioners are responsible to ensure that all properties in their District have a workplace plan in place and supporting Compliance Officers in fulfilling their responsibilities. Workplace plans for Campsites will, in addition to being approved by the Compliance Officer, also be approved by the RC or their duly authorised representative.

The Compliance Officer will ensure that a copy of the workplace plan is printed out and on site at all meetings/activities and that it will be presented to relevant government officials on request.

Where third parties are using the Scout halls with permission from SSA, the workplace plan for Scout halls must be followed. It is important to remember that the SGL must ensure that all users of the premises appoint a designated Compliance Officer and have a workplace plan in place 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. Occupancy Certificate**

Each facility needs to display a certificate of occupancy, see link for the certificate here: [https://www.scouts.org.za/wp-content/uploads/Covid-19\\_CapacityComplianceCertificate-1.pdf](https://www.scouts.org.za/wp-content/uploads/Covid-19_CapacityComplianceCertificate-1.pdf).

Occupancy for the entire facility, as well as for each building and outdoor space needs to be specified.

Occupation is calculated as follows:

- Full capacity = 1sqm/person
- Seating capacity = 4sqm/person
- Moving capacity = 9sqm/person

Example:

Space of 90sqm

- Full capacity = 90 people
- Seating capacity = 22 people
- Moving capacity = 10 people

Moving capacity is to ensure that when Scouts need to move between two people there is still enough space to enable social distancing.

In the case of oddly-shaped spaces when determining the occupancy of the space in question care must be taken when determining the 50% occupancy of the room to ensure that people in the space can have at least 1,5m between themselves and other occupants of the space.

In addition to an occupancy certificate for the facility overall, SSA recommends that wherever possible the occupancy for individual rooms in a facility to displayed too. Thus although a hall's total occupancy may be 20 people, if only 2 people can safely fit in the hall's kitchen a notice to this effect should be placed ideally at the entrance to the kitchen.

SSA recommends that wherever possible, Scout Groups should continue to favour small group based activities and should limit the number of people gathering at any one time. Just because the legislation provides for a maximum of 100 attendees indoors and 250 attendees in outdoor facilities, doesn't mean that this is always the safest option or in the best interest of our members.

The maximum number of attendees at any Scout venue is to be determined based on the largest available gathering space, and according to the type of activity being contemplated. Regardless of the actual size, the legislated maximum of 100 indoors and 250 outdoors may not be exceeded.

## **11. 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).
- The use of whistles at meetings is prohibited.
- 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.

## **12. Overnight Activities**

Overnight camping creates a number of unique challenges to the principles contained in the 3D's, and the possible risks to our members.

SSA recommends that overnight activities should be avoided as far as possible. Where overnight camping is contemplated for necessary Scout Advancement and adult training requirements - i.e. First Class Hikes, Springbok Expeditions, adult training, etc., the following must be adhered to;

- That a thorough assessment of the Covid-19 related risks is completed and the steps to mitigate such risks is agreed with the Compliance Officer.
- That each person will sleep in their own dormitory room, tent or shelter and that there will be no sharing of such facilities, except by members of the same family living in the same household, to limit the possibility of exposure to infection.
- Where tents or shelters are used, there should be sufficient space between these to comply with the social distancing rules and manage exposure.
- That the catering, kitchen and cooking requirements be carefully planned to limit the exposure through shared equipment and surfaces.
- That the DC review the planning and risk assessments for any overnight activities and get the approval of the RTC Scout Programme before allowing the activity to take place.

In exceptional circumstances, other overnight activities may be contemplated where this meets a specific identified need. These will be evaluated on a case by case basis by the relevant RTC Scout Programme and RC.

## **13. Rover and Adult led activities**

All Rover activities and adult training events shall have an appropriate COVID-19 safety plans as per the template in Annexure A.

For adult leader training the Course Director is the Compliance Officer for these events. For Rover Crews either the Crew Chair, Rover Scouter, Warranted Scouter who is also a rover 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. In the case of Group Crews this will be done in consultation with the relevant SGL / Senior Scouter and the RS.

## **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.

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. Group Youth Meetings**

For all Group events involving members under 18, the ratio of youth members to adult leaders for each branch as outlined above, will be applicable.

For Group Youth Meetings (Meerkat, Cub and Scout meetings and events at Group level) the SGL or appointed Senior Scouter will be the Compliance Officer for the Group and will exercise overall control of the Group, generally through Unit Compliance Officers.

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. Insofar as a Group owns or leases a meeting place, the Compliance Officer will be responsible for ensuring that a Workplace Plan for the meeting venue is in place.

The Compliance Officer shall appoint a warranted scouter as a Unit Compliance Officer for each youth unit in the Group who will take control of the unit on behalf of the Compliance Officer and assist the Compliance Officer in ensuring enforcement with this Policy and monitoring compliance with this policy for all meetings and activities of the unit. The SGL / Senior Scouter need not be present at all branch meetings or activities but must ensure that each meeting or activity has at least one of the following present:

- The Compliance Officer him or herself;
- The Unit Compliance Officer;
- A duly appointed Activity Leader (see below).

For Group Activities where neither the Compliance Officer nor the Unit Compliance Officer is present, the Compliance Officer will designate an Activity Leader who will take control of the activity on behalf of the Compliance Officer and assist the Compliance Officer in ensuring enforcement with this Policy and monitoring compliance with this policy for all meetings and activities of the unit. The Activity Leader will be a warranted scouter or a senior scout running the activity as a youth-led activity and, in the absence of the Compliance Officer or Unit Compliance Officer, will act as Compliance Officer for the purposes of government Covid-19 regulations and will ensure enforcement of these regulations and will monitor compliance therewith.

## 16. 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. The Word version can be found here: [https://www.scouts.org.za/wp-content/uploads/Safety-plan-Scout-Groups\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Safety-plan-Scout-Groups_Level1_F.docx)

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

The Compliance Officer will ensure that a copy of the safety plan is printed out and on site at all meetings/activities and that it will be presented to relevant government officials on request.

The Compliance Officer will ensure at all activities under their jurisdiction commence with a screening of attendees, carried out by a suitably trained person who:

- Will be equipped with a bottle of hand sanitizer and bottle of diluted bleach with cloth.
- Will ensure the personal declaration form is filled in.
- Will spray the hands of all attendees with hand sanitizer on arrival.

All persons joining the meeting/activity will be screened on arrival by the Compliance Officer or their duly trained appointee.

If this process results in queueing, where practically possible there will be markers on the ground 2m apart to demarcate the appropriate physical distance for attendees to stand from those around them. 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. A link to the questionnaire can be found here [https://www.scouts.org.za/wp-content/uploads/Personal-Declaration-and-Screening-Questionnaire\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Personal-Declaration-and-Screening-Questionnaire_Level1_F.docx). Groups may use electronic means to capture this same information instead of physically filling out the questionnaire.

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. A Warranted Scouter (preferably the TS or SGL) needs to do the safety briefing with all the youth participating in the activity prior to 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, after 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 infection from any infected surfaces.

## 17. Use of equipment

The use of shared activity equipment should be carefully considered. While studies have shown that the Covid-19 virus can survive on surfaces for up to 3 days depending on the material, Doctors suggest that the risk of infection from this source is very small. Transmission could theoretically occur from surfaces in instances where an infected person coughs or sneezes on a surface and someone else touches that surface within one to two hours.

In respect to the use of equipment during meetings or activities, the following is required;

- That all participants, as a rule, sanitise their hands both before and after handling any materials or equipment.
- That ideally all participants should have their own materials or equipment where practical, to avoid sharing and passing it between them.
- That where the materials or equipment will be used again by a different group of people within 4 hours of the activity, that it is wiped down and disinfected with diluted bleach as a precaution.
- That where materials and equipment will be stored away and not used by anyone for a week or more, then the requirement to disinfect is not necessary.

## **18. Kitchens**

This section applies to the use of kitchens both at Scout Halls and on Camp. The Compliance Officer needs to ensure:

- Kitchens cleaned thoroughly before and after use.
- Only 50% occupancy of the kitchen at a time (See Occupancy calculation of above). If different small groups are using the kitchen during a meeting the kitchen must be cleaned between the use of the kitchen.
- Strict use of PPEs during cooking.
- All equipment used in kitchen cleaned thoroughly after use and stored in a sealed container between use.
- Bleach solution to be available to assist with cleaning.
- All windows open if kitchen is indoors.
- Compliance with any further directions contained in any campsite's Safety and / or Workplace Plan pertinent to kitchens.

## **19. Service of Food to Members**

The preparation of food at SSA Activities, though important for certain portions of the SSA Programme, poses a risk of the spread of Covid-19, particularly if food is to be shared.

For this reason, Compliance Officers and/or Activity Leaders are encouraged to consider whether it would not be better for members to bring pre-prepared food from home to a SSA Activity if food is required at the activity.

Where the preparation of food takes place during a SSA Activity, compliance with the directions relevant to kitchens as set out above is mandatory. Compliance Officers / Activity Leaders are encouraged to look at the preparation of food in small groups no larger than patrol size, with food being consumed by that small group separately to other groups.

Where food is to be provided to larger groups, such as occurs regularly on SSA Adult Courses, Cub Camps and Jamborees, Compliance Officers / Activity Leaders must ensure that:

- Self-service buffets are prohibited.
- Food is to be served in individual portions by a designated server(s) and the consumer of the food will play no part in dishing up the food. The individual portions will be handed directly to the intended consumer of the food.
- Only the designated server(s) and cook(s) may have access to the food before it is individually plated. Insofar as there is a queue close to where food is dished up, a perspex shield or similar barrier should be placed between the queuing consumers of the food and the food itself.

- Tables must be sanitised between use by different guests.
- Tablecloths must not be used on tables.
- A system must be put in place for the clearing and immediate cleaning of dirty cutlery and crockery items, including a clearly marked container for the collection of dirty items.
- Waste food must be **sealed** in a plastic bag and disposed of as quickly as possible after the meal.

## 20. Transportation of SSA Members

Adult SSA Members are strongly discouraged 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.

Where Adult SSA Members are involved in the transportation of youth members to and from SSA events they must observe the following measures:

- All occupants of the vehicle must wear facemasks for the duration of the journey;
- The windows of the vehicle should be open to allow for adequate ventilation of the vehicle;
- The vehicle should not exceed 70% of its occupancy. Thus a normal private vehicle with 5 seats will be able to transport a maximum of 3 persons (including the driver).

Where parents “car pool” or assist with transport these measures should be encouraged and, if possible, enforced.

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.

## 21. 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.

The use of campsites and their amenities is set out in detail in the workplace plan for campsites, which can be found here: [https://www.scouts.org.za/wp-content/uploads/Workplace-plan-for-campsites\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Workplace-plan-for-campsites_Level1_F.docx).

No campsite may open until it has adopted a suitable Safety Plan for the campsite in terms of the aforementioned workplace plan for campsites.

Campsite must issue invoices to all those using the campsite, to ensure it is classified as an accommodation facility.

## 22. 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 23. "Medical emergencies" below.

## 23. Medical Emergencies

Every Scouting activity must have designated Adult Leader trained (preferably 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 22: "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 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.
- The designated Adult Leader responsible for rendering First Aid will advise the parents of the SSA Member presenting symptoms if such member is a youth member.
- 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 14 days. Similarly, a person who is positive with mild symptoms must isolate for 14 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.

## **24. 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 (Word version: [https://www.scouts.org.za/wp-content/uploads/Safety-plan-Scout-Groups\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Safety-plan-Scout-Groups_Level1_F.docx))

Appendix B: COVID-19 Personal Declaration and Screening Questionnaire and register (Word version: [https://www.scouts.org.za/wp-content/uploads/Personal-Declaration-and-Screening-Questionnaire\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Personal-Declaration-and-Screening-Questionnaire_Level1_F.docx))

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

---

**(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. A copy of the Safety Plan (without annexures) and this Group Safety Plan must be printed in hard copy and must be available at every activity.

This is a living document and as regulations are issued by the South Africa 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 4 Meerkats

**Cub** Branch: ratio of 1 responsible adult to 6 Cubs

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

### 4. UNIT Compliance officers for branch meetings/event

For meetings/events the following 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:

## 5. 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:

## 6. 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.

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.

Where required, that a Workplace Plan has been approved and is displayed at the meeting place.

Where required, that Occupancy Certificate has been duly completed by the Compliance Officer and is displayed at the Meeting Venue.



## 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.
- If you are diagnosed with COVID-19 or if you develop COVID-19 symptoms within two weeks of this activity, please contact the Compliance Officer as soon as possible.

## **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.