



OCCUPATIONAL HEALTH AND SAFETY RESPONSE TO COVID-19 PANDEMIC

Safety Plan for SCOUTS South Africa Lockdown Level 1

Approved Date: 2 March 2022

Effective Date: 2 March 2022

Review Date: 31 May 2022

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.

SSA recommends and encourages that members get vaccinated at their earliest convenience to assist in reducing the severity of the COVID 19 pandemic impact on themselves and the healthcare system.

However, we recognise the rights of individual members to decline to be vaccinated and do not mandate nor require that all members must be vaccinated to participate in Scouting activities.

We further note that, as vaccination does not provide immunity to COVID-19, we still require all members, whether unvaccinated, partly or fully vaccinated to comply with all the COVID-19 guidelines as detailed in this document.

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 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. 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.

4. 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
- Gazette 44715 of 15 June 2021
- Gazette 44772 of 27 June 2021
- Gazette 44895 of 25 July 2021
- Gazette 44922 of 1 August 2021
- Gazette 45156 of 12 September 2021
- Gazette 45253 of 30 September 2021
- Gazette 45715 of 30 December 2021
- Gazette 45855 of 1 February 2022

5. 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, except when involved in physical activities outdoors. 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 1m 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. While Schools no longer require social distancing amongst learners, SSA believes that we should continue to implement appropriate social distancing in our activities, where practically possible. We acknowledge that some activities (e.g. Training or demonstration) may require very limited duration closer contact, and in such circumstances the wearing of face masks and normal disinfection protection must be observed. 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. Whilst recording of attendees for tracking is still required, the event participant list is adequate and separate Covid tracking is no longer required.
- **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.

6. The Fundamental Rules

School groups are governed under the framework as published by the Department of Basic Education. Adherence should be given to the SSA rules as well.

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 1m should be maintained between individuals where possible.
- 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 **1000 participants indoors and 2,000 outdoors** (including all youth and adults participating) or the greatest permissible occupancy of the venue. See the section on Occupancy Certificates below for details.
- Extra-mural activities including Scouting may take place at schools.

- 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 not attend the event.

7. 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. See Appendix A. The template is also on the website.

The workplace plan must be approved by the Compliance Officer.

Workplace plans for Campsites will, in addition to being approved by the Compliance Officer, also be approved by the next in line Scouter, 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.

8. 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. 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

Example:

Space of 90sqm

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

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 1m between themselves and other occupants of the space.

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 1,000 indoors and 2,000 outdoors may not be exceeded.

9. Camping Overnight Activities

- Overnight camping creates a number of unique challenges to the principles contained in the 3D's, and all precautions need to be put in place to safeguard our members. Each person will sleep in their own tent or shelter and that there will be no sharing of such tents/shelters, 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.

10. Hostel Accommodation Overnight activities

Hostel accommodation may be used with the following rules:

- The usage is limited to 70% of the beds.
- The heads of those occupying the beds, need to be 1.5m apart.
- Windows must be open for ventilation.
- Parents need to give express permission that the children and youth under the age of 18 may share accommodation.
- That the catering, kitchen and cooking requirements be carefully planned to limit the exposure through shared equipment and surfaces.

11. 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.

12. District and Regional Events

For all District and Regional events 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.

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.

13. Group Youth Meetings

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.

14. 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/Workplace-plan-for-halls_Level1_23-February-2022.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.

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.

15. 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. The 3Ds need to be kept in mind.

16. 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_23-February-2022.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.

17. Covid symptoms and Isolation

The government regulations for symptoms and isolation need to be followed. This can be found at: <https://www.gov.za/covid-19/about>. It is important for the Covid officer to consider the unique circumstances for each activity and put in place practical guidelines if a member falls ill.

18. 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_-5-October-2021.docx)

Appendix B: Activity Briefing Guidelines

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 2022

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 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:

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.

☐

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 B: 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 1.5m 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 1.5m 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.