**CORONAVIRUS (COVID-19)**

**WORKPLACE PLAN ITO REGULATION 16(6)(b)**

**REGULATION GAZETTE No 11098**

**DATED 7 May 2020**

**COVID-19 HOTLINE: 0800 029 999**

**Approved Date:** 23 February 2022

**Effective Date:** 23 February 2022

**Review Date:** 31 July 2022

**SCOUTS South Africa**

**Lockdown Level 1**

**[campsite name]**

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/>](http://www.scouts.org.za/covid-19resources)

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.

## Compliance Officer

Name:

Telephone number:

Home address:

## Address of Campsite

## Date and Time of Operation

Date Campsite will reopen:

Days of the week that campsite will be open:

Times of the day that the campsite will be open:

## Employees Impacted:

List of Employees permitted to return to work:

List of Employees required to work from home:

List of vulnerable Employees around whom extra care must be taken:

## Implementation Steps:

Steps to be taken to limit the number of employees on site at any one time (if possible):

Timetable for the return of staff to work:

Steps to protect any vulnerable employees:

## Certificate of Occupancy

Each facility at the campsite 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

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

## Occupation

The permissible occupation capacity of SSA campsites and hostels is 50% under level one regulations. Furthermore:

* The usage is limited to 50% of the beds.
* Only one Scout Group may use the accommodation at a time.
* The heads of those occupying the beds, need to be 2m 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.
* Only family members from the same household may share a tent. In all other cases only one person may occupy a tent.
* That the catering, kitchen and cooking requirements be carefully planned to limit the exposure through shared equipment and surfaces.

## Workplace plan visibility

The workplace plan will be situated at xxxxxx for inspection.

## Background and Scope:

On 11th March 2020, the World Health Organization (WHO) declared the coronavirus COVID-19 outbreak as pandemic. On 23 March 2020 President Ramaphosa declared a State of Disaster and enforced a hard lockdown on South African Citizens. With effect from 21 September 2020 South Africa moved to an Alert Level 1.

However, long-term success cannot be taken for granted. All sections of our society – including businesses, employers and civil society – must play a role if we are to stop the spread of this disease. This guidance will assist employers in providing advice to staff in non-healthcare settings on:

* the novel coronavirus, COVID-19;
* how to help prevent spread of respiratory infections including COVID-19;
* what to do if someone with suspected or confirmed to have COVID-19 has been at the campsite; and
* further information and resources.

SSA will not make determinations of risk based on race or country of origin; be sure to maintain confidentiality of people with confirmed COVID-19; and be aware of, and ensure reasonable protection of, persons who may be at particular risk (i.e. those aged over 60, have an underlying condition or chronic disease, or who are pregnant).

## The novel coronavirus, COVID-19

### Information about the virus

As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020. Currently, the incubation period of COVID-19 is assessed to be between 2 and 14 days.

Regularly updated information on COVID-19 is available from the Department of Health.

### Signs and symptoms of COVID-19

The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

*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.*

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, high blood pressure, cancer and chronic lung disease.

### How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs, sneezes or talks containing the virus are the main means of transmission.

There are two main routes by which people can spread COVID-19:

* infection can be spread to people who are nearby (within 2 metres) such that droplets could be inhaled into the lungs.
* it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching doorknob or shaking hands then touching own face).

### How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

* what surface the virus is on
* whether it is exposed to sunlight
* differences in temperature and humidity
* exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to decrease significantly over 72 hours.

We know that similar viruses are transferred to and by people’s hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

## Steps to be undertaken before any SSA Campsite may reopen

No SSA Campsite may reopen until the following steps have been taken:

* A full risk assessment has been undertaken with regards the risks of reopening the Campsite in question;
* Employees have been contacted to ascertain if any of them have co-morbidities or other factors that may make them a “vulnerable person” in the context of the Covid-19 pandemic. Such employees’ names should be recorded in the relevant section above;
* Steps have been contemplated to keep the staff at the campsite at a minimum;
* This plan has been completed and the draft plan, together with the risk assessment, have been discussed with any representative Trade Unions, Health and Safety Committees or Health and Safety Representatives;
* After consultation the draft plan has been approved by the RC under whose jurisdiction the Campsite falls;
* Each employee must be provided with a copy of the approved plan and advised that:
  + SSA intends complying with the directive in GN 639 of 4 June 2020 by following the approved plan;
  + If the employee is sick or demonstrates symptoms of Covid-19 that they are not to come to work and are to take sick leave in accordance with s22 of the Basic Conditions of Employment Act.
* The training set out in this plan must have been carried out.
* The campsite must have been thoroughly cleaned before it can be opened to members of the public. Details of when this cleaning is to take place should be set out in the timetable for staff to return to work above.
* Invoices are provided to guests.

## How to help prevent spread of respiratory infections including COVID-19

### Preventing spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. Prevention measures such as those described below have been taken now, even if COVID-19 countermeasures are not in place in your community.

SSA campsites will:

* Ensure that there is provision made for an effective queuing system in place for entry to the campsite;
* If more than 50 customers / guests access a campsite per day, set up screening stations to facilitate screening and sanitisation and set up an isolation facility at the campsite for the isolation of people suspected of having Covid-19 whilst all the while ensuring guests wear their masks at all times except when in their bedroom / tent or when eating or drinking;
* Ensure that their occupancy does not exceed 50% of their normal occupancy and that any common areas are all kept at 50% occupancy or below, with space for at least 1,5m between guests in such areas;
* Ensure the proper use of masks by all persons on the campsite (employees and guests).
* Place posters that encourage staying home when sick, cough and sneeze etiquette, hand hygiene and social distancing at the entrance of campsite buildings, dormitories, chalets, ablutions and in other areas where they will be seen. See resources at end of document.
* Provide the buildings, dormitories, chalets and ablutions with tissues and waste bins lined with a plastic bag so that they can be emptied without contacting the contents.
* Provide the following to any employee of the campsite who attends to cleaning of the venues to wear during working hours:
  + Two cloth facemasks free of charge;
  + Any other PPE such as gloves or aprons that might reasonably be required to prevent the spread of Covid-19;
* Provide training to employees of the campsite who interact with guests or who attend to the cleaning of the venues in the following, where relevant:
  + The content of this document;
  + How to place and remove the facemasks and to wash and clean these (if not disposable) to prevent contamination.
  + The correct use of facemasks and PPE and the importance of using these when attending to duties, including the cleaning of bathrooms;
  + That hands, shoes and any aprons worn must be sanitised after between cleaning a room and entering the next room;
  + That on check-out by a guest from any building, dormitory or chalet that all door handles, surfaces, phones, TVs, radio / remote controls, kettles, curtain pulls / edges, mini-bars, trays, amenity containers and bottles, furniture, moveable items, wall surfaces close to traffic / seating / bedside areas, all floors, surfaces and bathrooms must be thoroughly cleaned or sanitised with an effective disinfectant. Any cutlery or crockery should be replaced with clean cutlery and crockery and the dirty cutlery and crockery thoroughly sanitised. Cutlery and crockery being brought into a room should be carried in a container that itself has been properly sanitised.
  + How to remove soiled linen, towels and the like safely from rooms, including sealing the soiled items in a good quality plastic bag that can be sealed or a washable cloth bag and the safe transportation of such items to the laundromat;
  + That all room cards and / or keys must be sanitised after every check out and again before every check-in.
  + That whilst cleaning every room the room should be properly ventilated with all windows and doors open. The opening of doors and windows should be the first task that a cleaner does on entering a room.
  + That if a room is to be occupied by new occupants shortly after the previous occupant left that there is to be sufficient time to clean the room before the new occupant moves in and that no new occupant is allowed to take occupation of a room before it has been thoroughly cleaned.
  + The importance of keeping minimal amounts of supplies in housekeeping trollies and regularly cleaning trollies and the supplies during the day.
  + The importance of deep cleaning the content of housekeeping trollies at the end of the day;
  + The importance of dipping cleaning cloths, mops and the like in sanitizer between cleaning rooms and how to sanitize such items for at least 30 minutes at the end of each shift;
  + How to disinfect luggage being brought onto the property and the importance of sanitizing hands if a staff member touches a guest’s luggage;
  + The importance of campsite staff cleaning their hands frequently, using soap and water for at least 20 seconds or with an alcohol-based hand sanitiser that contains at least 70% alcohol.
* Provide soap and water and alcohol-based hand rubs at the campsite in multiple locations and in common areas to encourage hand hygiene of any employee of the campsite. Each room used as a bedroom should have at least one bottle of hand sanitizer in it for use by the occupants.
* Continue routine environmental cleaning and consider additional measures as described later in this document.
* Brief the employees, SSA Members and all Third Party users that anyone with even a mild cough or fever (37.4C or more) needs to stay at home and not be present at the campsite.
* Any employee, SSA member or third party user of the venue who develops flu-like symptoms (i.e. cough, shortness of breath, fever) should go home immediately and contact the public health service. If there is any reason to suspect that they may have been in contact with COVID-19, they are instructed to contact and inform the Compliance Officer.
* Ensure compliance with the directions set out in Government Notice 356 of 29 June 2020 as amended from time to time.

### Facemask Usage & Guidance

* It is essential that all attendees at the venue use face masks properly so that they are effective and safe.
* It should fit properly, completely covering the face from the bridge of nose to chin.
* Clean hands properly before putting the face mask on or after taking it off.
* Only touch the cord or elastic at the back of the face mask when removing it, not the front.
* If the face mask is disposable, be sure to do so safely in a proper container.
* If reusable, wash the face mask as soon as possible after use with detergent at 600C.
* The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.

### Windows

Windows and doors in all buildings need to be open to ensure air flow through the building.

### Building & Venue Entrance Requirements

All attendees at the venue will be required to wear a face mask prior to entrance of the campsite. The attendees will follow the following campsite entrance protocol:

* Hand sanitiser will be available at the entrance of the registration building.
* All attendees at the campsite (both employees and guests) will be screened when they arrive for any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing). Employees living at the campsite should be screened daily.
* Any attendee needs to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness to the Compliance Officer and fill in the form at the entrance.
* If any attendee has the above symptoms, they need to leave the campsite.
* All attendees need to sign the Personal declaration and screening questionnaire.
* The screening needs to be done on a daily basis and record kept of it. In particular the following information needs to be retained for **at least six weeks after the end of the National State of Disaster**:
  + Full names of the person being screened;
  + Their ID or passport number;
  + Their nationality;
  + The nature of their position (guest, temporary employee, casual employee, permanent employee);
  + Their residential address;
  + Their cell phone number;
* The Compliance Officer needs to contact the COVID-19 hotline: 0800 02 9999 immediately for instruction and direct the attendee to act in accordance with those instructions.

## Kitchens

The Compliance Officer for the Campsite will ensure that users of the campsite are familiar with the provisions of SSA’s Safety Plan insofar as it pertains to kitchens and will take reasonable steps to ensure that all users of the campsite comply with SSA’s Safety Plan with regards kitchens.

The Compliance Officer for the Campsite will furthermore ensure that permanent kitchens on the campsite, when used by guests, are thoroughly cleaned after each main meal period (breakfast, lunch and dinner) by camp staff. If no campers use a permanent kitchen on a given day, the kitchen need not be cleaned BUT the Compliance Officer will ensure that it is thoroughly cleaned no more than 24 hours before the next campers to use the kitchen arrive.

The Compliance Officer of the Campsite may (but not be obliged to) implement additional rules to limit the spread of Covid-19 in their Campsite, which Rules will be set out below. Examples of Rules would include allocating shelves in fridges for the exclusive use of a specific group of campers, allowing permanent kitchens to be hired out for the exclusive use of one group of campers, closing permanent kitchens or a portion thereof to campers, prohibiting “Food Service” type catering (as set out below). These Rules will be included in this plan and approved by the Regional Commissioner.

***“Food Service” Type Catering:***

“Food Service” type catering is catering for larger groups of campers where food is cooked at a central point and then distributed to the campers, who typically queue for the food as if they were in a canteen. The food is often provided in a buffet format and is typically used in Adult Leader Training Courses and Cub Camps.

The Compliance Officer for the Campsite will take particular care with “Food Service” type catering (if allowed by the Campsite) to ensure compliance with SSA’s regulations pertaining to kitchens as set out in the SSA Safety Plan.

The Compliance Officer will ensure that:

* No buffets may be offered to guests for self-service;
* Food may only be plated and/or provided in covered single portions;
* Guests may pick-up pre-portioned items and any other buffet service should be handled by food service employees/volunteers only from behind Perspex or similar protective shields;
* Menus to reduce complexity e.g., reduced buffet options, offering deli-type take-away/grab-and-go style meals and option, with disposable containers, crockery, cups and cutlery should be instituted where possible.
* Tables must be sanitised before and after each guest use.
* Where possible, tablecloths should be removed from tables. Only essential items such as salt and pepper, should remain on tables and be sanitised after each guest.
* Food should not be left out standing for an extended time.
* Clearing and cleaning systems with designated containers for different items and sealable refuse containers for food waste must be implemented and used.
* Where campers are using their own crockery, running warm water and dishwashing liquid must be provided to wash the crockery.
* Cooks must use PPEs at all times, there must be regular cleaning of the kitchen.
* Food can be lined up for dishing as per usual, but there should be screens between food and people lining up to get served.
* If using private cutlery and crockery, the person wanting food hands their plate to server, who will dish up food onto plate and hand over to person before getting the next plate. Essentially campers are kept away from food until it is dished up onto their individual plate. A properly trained server dishes up food and follows hygiene protocols.
* Ensuring hygiene with regards tables etc and proper social distancing when eating.
* Warm running water is supplied.

## Swimming

Campers should follow physical distancing in groups and perform proper hand hygiene prior to entry and when leaving pools or other outdoor aquatic facilities (e.g., lakes, ponds). Whilst in or on the water, campers should observe at least 1m distance between themselves and other water users.

During swimming activities the swimming buddy system must be practiced at all times.

## Cleaning and Disinfecting Environmental Surfaces

The cleaning procedures outlined below can be used for routine cleaning as well as cleaning when there has been a confirmed case of COVID-19 at the campsite. In the case of an outbreak in a facility, locking down the facility for a 24-hour period will help to reduce the viral load before the cleaning takes place.

***Important notes on environmental disinfection***

* In South Africa it is a legal requirement for disinfectant detergents to be registered with the National Regulator for Compulsory Specifications (NRCS) in terms of CMM PROC 3:2012. The registration number must appear on the packaging of the product. An example of this registration number is – Act5GNRS29/205585/040/0229. Only registered disinfectant detergents should be used for environmental disinfection. It is important that these agents have antiviral action, not just antibacterial.
* Bleach is a very good, cheap agent, but it can damage surfaces and clothing. Bleach must be remixed on a daily basis and discarded each day and not be reused the following day.
* Far more bacteria and viruses are removed by cleaning than are killed by disinfection. The use of a proven cleaning method is therefore of paramount importance.
* Only visibly clean surfaces can be disinfected. Visible dirt must first be removed by cleaning before the surface can be disinfected.
* The correct dilution of the disinfectant detergent according to the manufacturer’s instructions is critical to the success of the disinfection procedure.
* All disinfectant detergents require a contact time of approximately 10 minutes to work effectively. This means that the disinfectant detergent must be applied to the surface and allowed to remain wet for 10 minutes. After 10 minutes the surface should be wiped clean with a dry or damp cloth to remove the disinfectant detergent residue.
* Any unused disinfectant detergent at the end of the disinfection process should be discarded, including bleach.

### Personal protective equipment – PPE

Cleaning personnel must don (put on) the appropriate PPE required. This would typically include disposable gloves, masks, eye protection (where the cleaning agent require eye protection) and conceivably aprons.

* Wash your hands before putting on PPE
* Disposable gloves and masks should be disposed of in the appropriate waste bag and discarded in the appropriate waste stream
* Wash your hands after removing your PPE

Where possible reusable masks and gloves should be used for purposes of a sustainable environment. If reusable items are used, it must be washed as per instruction of the items, before it is used the next day.

### Cleaning Procedures

* + 1. ***Clean above the floor surfaces***

The highest risk above floor surfaces are the hand contact surfaces. These could include door handles, balustrades, lift buttons, light switches, telephones, keyboards, restroom fixtures and window handles. Building occupants and visitors that may be COVID-19 positive can transfer the virus to these surfaces. The virus can survive up to 72 hours on some surfaces. Other building occupants and visitors that may be COVID-19 negative may touch the contaminated surface and thus acquire the virus.

In high traffic situations, consideration should be given to cleaning and disinfecting surfaces such as door handles, counters, railings and balustrades at regular intervals throughout the day.

More dust and soil accumulate on horizontal surfaces than on vertical surfaces.

* Wipe the surface with a cloth that has been thoroughly wet with the disinfectant detergent
* Allow 10 minutes contact time.
* Wipe the surface clean with a dry or damp cloth to remove the disinfectant detergent residue.

The cloths used should preferably be low-linting or microfibre cloths. Ideally these cloths should be machine laundered at the end of the cleaning process. It is important to note that if microfibre cloths are used, they MUST be laundered. Microfibre cloths cannot be decontaminated if a manual washing process is employed.

Single use, disposable disinfectant wipes can be used in place of low-linting and microfibre cloths.

Soap and paper towels must be provided for in the restrooms/bathrooms.

* + 1. ***Clean hard floor surfaces***

Loose dirt and dust is best removed by sweeping the floor with a disposable dust control cloth or microfibre sweeping mop. Whilst there is no evidence that COVID-19 can infect via dust particles, removing the floor dust will significantly reduce the viral load. Disposable dust control cloths and microfibre mops capture the dust on the disposable cloth or mophead. Using a broom or dry mop sweeper is not recommended as they agitate the floor dust that is laden with bacteria and viruses into the air

Once the dry dirt and dust has been removed from the floor wet, sticky dirt can be removed by spot mopping or wet mopping the floor. It is not necessary to use a disinfectant detergent for this purpose – a general purpose detergent is adequate. In large areas using an automatic scrubber- drier is the preferred method from the efficiency and hygienic point of view.

* + 1. ***Clean carpets***

The preferred method is to vacuum the carpet using a vacuum cleaner fitted with a HEPA filter

* + 1. ***End of shift procedures***
* Empty, rinse and dry buckets.
* Wipe down the janitorial cart and mop handles with a cloth saturated with the disinfectant detergent solution.
* Dispose of any unused disinfectant detergent solution.
* Safely take off your PPE, strictly observing the requirements as per section 15.1 above.
* Wash your hands after removing your PPE.
* Launder cloths and mop heads.
* Dispose of waste and used PPE in accordance with your organisation’s worksite procedure.

The Compliance Officer must ensure that suitable arrangements are made to collect all cloths used for cleaning and disinfecting the premises, store them safely and then have them machine washed or laundered as specified.

### Cleaning of dormitories and chalets

* Must be cleaned before a family arrives and after they have left.
* Cleaning materials (detergents and paper towels) must be provided for the chalet and dormitories. The individuals occupying the chalet/dormitory need to clean it daily themselves.

### Cleaning of Ablutions/Bathrooms

* Instruct Campers to bring their own bathroom supplies and a container for toiletries to be stored in for the duration of camp.
* Keep soap, toilet paper, and paper towels in the bathroom stocked at all times.
* Cloth towels provided by the campsite for general use are not permitted and must be removed from the bathroom.
* Create a staggered bathing schedule and limit the number of people using the facilities at one time. Ensure markings outside the bathroom entrance for queuing if appropriate.
* Place a trash can (with a foot-actuated lid or no lid) near the exit of the restrooms to make it easier to discard items.
* Post the Handwashing sign from SSA in the bathroom to remind individuals when and how to properly wash hands and social distancing.

## 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.

## Changes to Regulations

Government Regulations concerning Covid-19 are regularly updated and can have a material impact on the management of SSA Campsites.

As National Office becomes aware of changes to the Regulations that impact on campsites these will be communicated via the Regional Offices to the Compliance Officer.

Compliance Officers at SSA Campsites should familiarise themselves with the following Government Regulations, copies of which are dispatched with this plan:

* GN 639 of 4 June 2020 Consolidated COVID-19 Direction on Health and Safety in the Workplace issued by the Minister in terms of regulation 4 (10) of the National Disaster Regulations – Found in Government Gazette No. 43400
* GN 356 of 29 June 2020 (Directions on Risk Adjusted Strategy for Tourism Facilities, Services and Products issued in terms of regulation 4 (10) of the Regulations made under section 27 (2) of the Act, Guidelines to Prevent and Combat the Spread of COVID-19) – Found in Government Gazette 43487 and as amended by Notice 414 in Gazette 43585 of 6 August 2020 and Notice 452 in Gazette 43653 of 25 August 2020.

## Resources:

Resources referred to in this document:

* <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>