**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:** xxxx

**Effective Date:** xxx

**Review Date:** 30 November 2021

**SCOUTS South Africa**

**Lockdown Level 3**

**[hall 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 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 Scout hall

## Date and Time of Operation

Date hall will reopen:

Days of the week that hall will be open:

Times of the day that the hall 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 necessary or required):

Timetable for the return of staff to work:

Steps to protect any vulnerable employees:

## Certificate of Occupancy

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
* 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.

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.

## Workplace plan visibility

The workplace plan will be affixed to the main notice board of the hall by the Compliance Officer where it can be viewed by any user of the hall, including employees.

## 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 Hall; 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).

## Users of the Hall

The regulations in this workplace plan is applicable to all users, including Third party users. The SGL or the Scout Group’s designated Compliance Officer needs to be given a copy of the workplace plan for all third party users as well as the name and contact details of their designated Compliance Officers. The screening questionnaires used by third parties, also needs to be available to the SGL on request. See Appendix A for document third parties need to sign as acknowledgement to use the hall.

## 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 14 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.

## 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 Scout Group will:

* Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the halls and in other areas where they will be seen. See resources at end of document.
* Provide the venue with tissues and waste bins lined with a plastic bag so that they can be emptied without contacting the contents.
* Provide two cloth facemasks to any employee of the Group who attends to cleaning of the venue to wear during working hours. Instruct the employees on how to place and remove the facemasks and to wash and clean these to prevent contamination.
* Remove all cloth towels in bathrooms and only use disposable paper towels for drying hands in bathrooms.
* Instruct any employee of the Group who attends to cleaning of the venue:
	+ To clean 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.
	+ To make use of a face mask and other PPE during the cleaning of the hall.
	+ On the correct use of masks, PPE and the cleaning materials used in cleaning the hall.
	+ To advise their supervisor or the Compliance Officer timeously if they have close contact with a Covid-19 case or if they feel ill and to take sick leave as provided in the Basic Conditions of Employment Act in such an instance.
	+ In such an instance to only return to work once instructed to do so by their supervisor or the Compliance Officer.
	+ To complete a screening questionnaire upon arrival at work.
* Provide soap and water and alcohol-based hand rubs at the Hall in multiple locations and in common areas to encourage hand hygiene of any employee of the Group who attends to cleaning of the venue.
* 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 hall.
* 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.

Third party users will:

* Clean the hall before and after use as described in this workplace plan.
* Provide soap and sanitisers to their users.
* Ensure that third party users of the hall use face masks at all time, save in the event that vigorous exercise is being undertaken at the hall, in which case extra care will be taken when cleaning the hall and in particular cleaning floor spaces where vigorous exercise has taken place.
* Ensure that the hall is well-ventilated during use, particularly if vigorous exercise is being undertaken at the hall. The use of outdoor grounds of halls is encouraged if vigorous exercise is undertaken.
* Fill in daily the Register and Personal declaration and screening questionnaire and keep a record thereof. On request from the SGL of the Scout group this must be made available.
* Inform the SGL or their designated representative immediately of a confirmed case of COVID-19 and follow the regulations in terms of cleaning as specified in this document.
* Ensure adequate social distancing whilst using the hall.
* Ensure that the occupancy of the hall as set out in the hall’s occupancy certificate is not exceeded during their use of the hall.
* Ensure orderly entry and exit from the hall, by way of a queuing system if necessary, that ensures social distancing.
* Ensure adherence to Government Regulations concerning the Covid-19 virus during their use of the hall.
* **INDEMNIFY SCOUTS SOUTH AFRICA, ITS AGENTS, EMPLOYEES, MEMBERS AND VOLUNTEERS FROM ANY CLAIM ARISING FROM THE THIRD PARTY’S FAILURE TO ADHERE TO THIS WORKPLACE PLAN.**

### 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 60C.
* 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 into the hall. The attendees will follow the following hall entrance protocol:

* Hand sanitiser will be available at the entrance of the building.
* All attendees at the venue 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).
* 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 cannot enter the Scout facility.
* 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.

### Use of Kitchens

The users of any kitchen situated at a Scout Hall will ensure compliance with SSA’s Safety Policy guidelines relating to kitchens. For the sake of third party users, these are:

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.

Insofar as a Food Service is to be provided from a kitchen, compliance with Government Regulations pertaining to Food Services should be adhered to. At present these are set out in 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.

“Food Service” type catering is catering for larger groups of users where food is cooked at a central point and then distributed to the users, 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.

In this regard:

* 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 must be set 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 users use 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.

### 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 Hall. 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 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. This would typically include disposable gloves, masks and eye protection (where the specific cleaning agent requires it).

* 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.

If a Scout Group uses somebody to clean their hall, on either a routine or ad hoc basis, then they are responsible for providing the necessary PPE to that individual.

If a third party user of the hall uses somebody to clean the hall, on either a routine or ad hoc basis, then the third party user is responsible for providing the necessary PPE to that individual.

### 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 hand 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 as described in Section 11.6
* 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.

## When individuals at the Hall have had contact with a confirmed case of COVID-19

If a confirmed case is identified at the hall the Covid-19 hotline (0800 029 999) should be contacted forthwith. The designated public health services will provide advice to:

* Any attendee that has been in close face-to-face or touching contact.
* Anyone who has spent any length of time with the attendee while he or she was symptomatic.
* Anyone who has cleaned up any bodily fluids.
* Close friendship groups or workgroups.
* Any attendee living in the same household as a confirmed case.
* Contacts are not considered cases and if they are feeling well, they are very unlikely to have spread the infection to others.
* Those who have had close contact will be asked to quarantine at home for 14 days from the last time they had contact with the confirmed case. They will be actively followed up by the designated public health services.
* If they develop new symptoms, or their existing symptoms worsen within the 14-day observation period, they should call the designated public health services for reassessment.
* If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection. If testing is not available, but the symptoms are consistent with COVID-19, they may nonetheless be considered as a confirmed case.
* Attendees at the venue who have not had close contact with the original confirmed case do not need to take any precautions other than monitoring their health for symptoms and can continue to attend work.

A confirmed case of COVID-19 at the Hall will cause anxiety among fellow attendees and some may become stressed. Clear communication is important, directing attendees to reliable sources of information about COVID-19.

If a confirmed case of COVID-19 occurs at the hall the Compliance Officer will as quickly as possible (and in no more than 24 hours) advise the Regional Commissioner of the outbreak.

In the event of an outbreak at any SSA property any queries made by the media should be referred to the SSA National Office for comment.

### Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include dry cough, sore throat, fever, tiredness or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

* all surfaces and objects which are visibly contaminated with body fluids
* all potentially contaminated high-contact areas such as toilets, door handles, telephones.

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

If a person becomes ill in a shared space, these should be cleaned using disposable cloths and the usual detergents, according to current recommended workplace legislation and practice. Precautionary measures should be taken to protect cleaners.

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, you will be instructed what to do with the waste by public health authorities.

## 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>

**Appendix A: Adherence to COVID-19 Protocols by Third Parties**

[Scout Hall name]

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as duly authorised representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (third party name) hereby confirms that:

* The use of any property is subject to the prevailing regulations published by the National Government. We will ensure compliance with such regulations.
* Insofar as is applicable, we will comply with any additional rules or protocols by our federation / governing body;
* Physical copies of my own organisation’s safety plans in compliance with government regulations will be available for inspection by SCOUTS South Africa’s Compliance Officer (as set out in the Workplace Plan) when we make use of any venue owned or controlled by SCOUTS South Africa;
* I have received the Safety plan of SCOUTS South Africa on behalf of the third party;
* I have received, on behalf of the third party, the Workplace plan of the SCOUTS South Africa premises that we use;
* The workplace plan of SCOUTS South Africa will be adhered to by the third party; and
* We indemnify SCOUTS South Africa, its agents, employees, members and volunteers from any claim arising from the third party’s failure to adhere to SCOUTS South Africa’s workplace plan for the premises or Government Regulations.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2021

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[Third Party user organisation name]

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[Third Party representative name]

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Signature