

COVIDSafe Plan – Mafeking Rover Park

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Scouts Victoria COVIDSafe Plan

Location / Activity: Campsites
Prepared by: Jason Govan – Rover Advisor Mafeking Rover Park
Date reviewed: Effective from July 28, 2021

Organisation

Organisation: Scouts Victoria
Address: 152 Forster Road Mount Waverley VIC 3149
ABN: 39 662 387 026
Contact: Scouts Victoria Emergency Line Operator 03 8543 9877

Ensure physical distancing and limit attendance

	<p><i>Campsite workers and visitors should remain physically distanced by 1.5m wherever possible.</i></p> <p><i>Communal enclosed areas should indicate the maximum number of people permitted within the area. All buildings will be closed until this is in place.</i></p>
Provide guidance on physical distancing such as signage and floor markings	<p><i>Signage should be displayed at the entrance of all communal indoor spaces to reinforce the requirements for physical distancing</i></p> <p><i>Mafeking Rangers will provide guidance to the Hirer for placement of floor markings etc in communal areas where visitors congregate.</i></p> <p><i>Consider pedestrian management techniques such as clearly marked separate entry and exit points for parent drop off etc.</i></p>
Manage accommodation areas to comply with gathering, capacity and density limits	<p><i>Indoor communal areas (such as dining areas, etc) are limited to 1 visitor per 4 sqm. QR codes should be used for record keeping in communal areas.</i></p> <p><i>Public bookings (e.g. family and/or friends) are limited to the number of people allowed in an indoor private gathering, refer to the latest Scouts Victoria COVID-19 update.</i></p> <p><i>Community bookings (e.g. clubs and other non-Scouting groups) are limited to a maximum of 50.</i></p> <p><i>Scout camping should be in units or cohorts in multiples of up 50, with multiple cohorts separated by 5-10 metres from other cohorts.</i></p> <p><i>Camping under canvas is limited to single person tents.</i></p> <p><i>There is a limit in any single indoor space, such as a dormitory or bunkhouse room, based on the number of people allowed in an indoor private gathering, refer to the latest Scouts Victoria COVID-19 update.</i></p>
Refer to Industry Restart Guidelines – Accommodation	
Manage activities to comply with gathering, capacity and density limits	<p><i>Organise work areas and activities to minimise physical interactions between other staff and guests.</i></p> <p><i>Outdoor Scouting activities are limited to a maximum capacity of 1 person per 4 sqm with a maximum limit of 300.</i></p>
School Camps	<p><i>Gathering numbers and capacity limits do not apply to school groups</i></p> <p><i>Multiple school camps can go ahead if they have exclusive use of communal facilities and no interaction with other school camps or residents.</i></p>

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<p>Provide communication and guidance to members and visitors on physical separation requirements</p>	<p><i>Groups attending should be aware of the requirements of the COVIDSafe Plan and processes for managing number of visitors onsite and physical separation.</i></p> <p><i>Youth members and adults (Rovers, Leaders, helpers, parents etc) must continue to practice physical distancing requirements wherever reasonably possible</i></p> <p><i>Visitors and groups should be made aware of COVID requirements at the time of booking such as:</i></p> <ul style="list-style-type: none"> • <i>restrictions to residents in restricted areas</i> • <i>booking sizes</i> • <i>requirements for record keeping</i> • <i>do not attend if you are unwell or are showing symptoms, etc</i>
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Wear a face mask

<p>Face masks are worn when required.</p>	<p><i>Wearing of face masks should be in line with the current Victorian Government directions, refer to the latest Scouts Victoria COVID-19 update.</i></p> <p><i>Face masks are not required within accommodation, such as in tents, bunkhouses, cabins, etc.</i></p> <p><i>Face masks must be carried unless an exemption applies, or sufficient disposal face masks are available for participants.</i></p> <p><i>Visitors are individually responsible for wearing face masks</i></p>
<p>Provide communication and/or guidance on the correct use and disposal of face masks</p>	<p><i>Guidance provided to all members via direct email, Be Informed and webpage https://scoutsvictoria.com.au/about-us/news/covid-19-update/</i></p> <p><i>Members should review COVIDSafe Plan</i></p> <p><i>Members can access government COVID-19 Training:</i></p> <ul style="list-style-type: none"> • How to safely wear a face mask

Practice good hygiene

<p>Provide hand cleaning facilities and ensure adequate supplies are available</p>	<p><i>Hand washing facilities and/or hand sanitiser to be available at entrance to each communal area.</i></p> <p><i>Sufficient hand cleaning and/or sanitisers suppliers available and kept stocked</i></p> <p><i>Visitors to provide their own hand sanitiser for use within accommodation or when undertaking activities</i></p>
<p>Manage use of high-touch communal items.</p>	<p><i>Equipment that is worn on the face / head should not be shared during activities</i></p> <p><i>Cleaning of equipment and frequently touched surfaces before and after use</i></p> <p><i>Contactless payment options should be implemented through pre-payment in advance for visitors and deliveries</i></p> <p><i>Payment in person at the site should be avoided where possible</i></p>

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<p>Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly</p>	<p><i>Cleaning of equipment and frequently touched surfaces before and after use</i></p> <p><i>Accommodation to be cleaned between bookings.</i></p> <p><i>High-touch communal areas (such as toilets) to be cleaned at least twice per day, unless provided exclusively to a single booking. Mafeking will clean the toilet block exactly twice a day.</i></p> <p><i>High-touch permanent outdoor equipment that cannot be cleaned between uses must remain unused for 24 hours between uses</i></p> <p><i>Refer to Food and Drink section below for specific cleaning requirements</i> <i>Refer to Safe Work Australia guide to cleaning and Supplementary information</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Ensure sufficient cleaning and disinfectant supplies are available and regularly restocked</i></p> <p><i>Ensure campsite staff undertaking cleaning have access to products</i></p>
<p>Provide communication and/or guidance on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>Guidance provided to all members via direct email, Be Informed and webpage https://scoutsvictoria.com.au/about-us/news/covid-19-update/</i></p> <p><i>Members should review COVIDSafe Plan</i></p> <p><i>Members can access government COVID-19 Training:</i></p> <ul style="list-style-type: none"> • Infection control training

Keep records and act quickly if workers become ill

<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<p><i>As per Scouts Victoria directions, members should stay at home and get tested if they have any symptoms</i></p>
<p>Record the attendance of campsite staff, Scout members, parents, visitors, school and community groups, etc. This information will assist organisations to identify close contacts.</p>	<p><i>A record must be kept of people who stay overnight in accommodation (e.g. tents, bunkhouse, cabins, etc) including name, contact details, time of arrival, duration and accommodation/ location on site.</i></p> <p><i>Visitors staying overnight in accommodation do not need to use the Victorian Government QR Code check-in service as long as their details are recorded as part of the booking..</i></p> <p><i>The Victorian QR Code Service must be used by visitors, workers, etc who are not booked into overnight accommodation.</i></p> <p><i>Individual groups (such as School camps, Scout groups, etc) should keep their own records of who shares accommodation, attends specific activities, etc.</i></p>
<p>How you will manage a suspected or confirmed case.</p>	<p><i>If somebody becomes unwell at a Scouting activity, they will need to return home.</i></p> <p><i>If they show signs of COVID-19 symptoms, especially fever:</i></p> <ul style="list-style-type: none"> • <i>Isolate them from others until they are able to return home</i> • <i>Advise the participant to self-isolate and be tested for COVID-19</i> • <i>Call 000 if the condition becomes serious, such as difficulty in breathing</i> <p><i>Explain to them that they should call the COVID-19 hotline 1800 675 398 or contact their GP. If their symptoms include fever, the Leader in Charge should contact the Scouts Victoria Emergency Line on 03 8543 9877.</i></p>

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<p><i>Extra care is required during isolation if the unwell person is a youth.</i></p>	<p><i>It is important to keep the youth relaxed, and not arouse concern in others. Calmly ask them to follow you away from the space where the main activity is occurring.</i></p> <p><i>The youth should remain 2m away from others and wait in a separate area away from others for their parent to collect them. Try to be in-sight of other adults at this time.</i></p> <p><i>Leaders need to reassure and support the youth. They should not feel forgotten or criticised by others.</i></p>
<p>Prepare to notify members and visitors (including close contacts)</p>	<p><i>The detection of a positive COVID-19 case at a Scouting activity will result in a standard public health response, which could include quarantine of an individual or group, and close contacts, for the required period.</i></p> <p><i>It is likely that the Group will be made aware of a potential close contact through being informed directly by the affected person (or their parent) or as part of a follow up of confirmed cases by public health officials or from Scouts Victoria.</i></p> <ul style="list-style-type: none"> • <i>Call the COVID-19 hotline 1800 675 398</i> • <i>Provide attendance records of meetings that the affected person has attended to public health officials</i> • <i>Notify the property owner (e.g. local council, Parks Victoria, etc)</i> • <i>Notify the Scouts Victoria Emergency Line on 03 8543 9877</i> • <i>Notify WorkSafe Victoria on 13 23 60 if the confirmed case occurs at a workplace</i> • <i>In conjunction with public health officials and Scouts Victoria, notify other attendees that they may have been exposed and follow DHHS advice on quarantine requirements.</i>
<p>Assess whether the premises or parts of the premises must be closed. Prepare to undertake cleaning and disinfection at the premises. Prepare to re-open the premises.</p>	<p><i>Depending on the location of the contact, the venue may need to be closed to enable clean and disinfect of the spaces where the people in attendance may have been.</i></p> <p><i>Permission should be obtained from Scouts Victoria before restarting activities.</i></p>
<p>Establish a system to screen members and visitors before attending.</p>	<p><i>As required under Scouts Victoria directions, no member or visitor is allowed to attend a campsite if they are unwell, especially if they have cold or flu-like symptoms.</i></p> <p><i>If someone becomes unwell during the activity, they will need to return home.</i></p> <p><i>Campsites should confirm with visitors that they must not attend if they are unwell or are showing any symptoms.</i></p> <p><i>Signage to remind members and visitors that they should not enter the premises if they are unwell. https://www.coronavirus.vic.gov.au/sites/default/files/2020-09/Door-sign-Please-do-not-enter-this-venue-if-you-are-experiencing-symptoms.pdf</i></p>
<p>Avoid interactions in enclosed spaces</p>	
<p>Avoid interactions in enclosed spaces by moving as much outside as possible</p>	<p><i>Promote use of outdoor activities, including meals etc.</i></p>
<p>Enhance airflow</p>	<p><i>Open windows where possible for indoor activities.</i></p>

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Create workforce bubbles

You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

In addition to QR Code check-in, records must be kept of attendance by all workers, including actual start and finish times (see Keep Records section)

Food and Drink

Provision of Food and Drink should be within Hospitality service COVID Guidelines

Refer to Industry Restart Guidelines – [Hospitality](#).

Where food is provided:

- *General hygiene, cleaning and physical distancing rules apply*
- *Hand washing before and after*
- *Food should be provided in outdoor settings where possible*
- *Food should be taken away or consumed while remaining seated*
- *Cooks and servers should wear face masks*
- *No self-serve buffet-style service - diners should be provided with an individual serving*
- *Consider pedestrian management to maintain one way flow and reduce potential for congregation around the food servery*

Utensils and tableware, etc

Table surfaces to be cleaned between groups

Utensils to be cleaned in detergent and hot water or dishwasher between uses

Individual place settings to be used with no communal cutlery or water stations

Physical separation during meal service

Groups to be allocated specified mealtimes, with sufficient time between groups to allow for cleaning etc.

Total catering limited to 1 patron per 4 square metres.