

1st Holmer (Hereford) Scout Group – COVID-Safe Operating Procedure for activities away from the headquarters – April 2021

Purpose

To outline the measures in place, plus the actions required by volunteers and young people, to ensure that activities taking place away from the 1st Holmer Scout HQ remain “COVID-Safe” according to best available practice for a non-healthcare setting.

These procedures may need to be supplemented with location-specific measures.

General Considerations

- These guidelines include best practice/procedures for indoor as well as outdoor activities, but the rules for the current readiness level must always be followed.
- All activities must comply with the rules applying to the readiness level at the time, as documented on The Scouts’ web pages.
- Government guidance on reducing COVID risk must be followed.
- Congregation on arrival at and departure from the activity start location carries a risk and so specific measures must be applied to reduce this risk.
- Other factors increase the risk of droplet spread (and therefore viral transmission) so should be borne in mind when planning section activities (e.g. singing or shouting, ventilation of indoor spaces, whether or not face coverings are worn, duration of contact, direction of contact (face to face versus other)).

Definitions

- **Social distancing** – distance required to minimise the risk of person to person transmission of COVID 19
- **PPE** – personal protective equipment
- **Face covering** - something which safely covers the nose and mouth

Maximum number allowed at any time

This is no longer an upper limit on the number of young people attending an activity, but the leader in charge must take in to account the venue – whether indoor or outdoor, space available, drop off/collection areas, etc – and set a maximum number accordingly in order to reduce the risk of virus transmission.

At the time of writing, more than one section cannot meet together at the same time.

Face Coverings

- All adult volunteers, young leaders and young people in the Scout section will be required to wear a face covering or mask for all **indoor** activities. This is to limit transmission from the individual, not to protect the mask wearer. Good hand hygiene and social distancing are still required.
- There will be times when wearing a face covering indoors is not practical or may be harmful or cause difficulty (e.g. medical or psychological reasons, communication with those with hearing difficulty). In these circumstances, actions to mitigate the risks associated with not wearing a mask should be taken (e.g. strict 2m distancing, going outside, wearing a visor). The leader in charge will assess the risks in these circumstances and if unsure discuss with the GSL. An individual risk assessment may be appropriate.

Action Cards

The series of action cards appended are intended to set out the minimum requirements for a COVID-safe activity. Volunteers should be aware of the contents and section leaders should use them when planning their programmes and during section activities.

Action Card 1 - Arrival

- Adult volunteers will arrive at least 15 minutes ahead of arrival time for first young person (excluding young people who are family members of these volunteers arriving with them).
- One adult allocated to be at drop off point to take register and manage flow of young people into/onto the venue.
- Parents/carers asked to arrive at a designated arrival point at staggered intervals and maintain social distancing on arrival.
- If on foot, queue at designated arrival point at the venue, 2m apart, and allowed in one at a time – young people only, parents not permitted except in exceptional circumstances (discretion of leader in charge) unless a pre-identified parent helper on a rota.
- If arriving in a vehicle, asked to stay in vehicle until asked to step out and enter venue/premises/meeting area.
- Each individual/parent asked to confirm no symptoms suggestive of COVID, and no close contact with/household member with symptoms/in self-isolation/quarantine/recent positive COVID test (within 10 days) prior to admission.
- Each individual arriving at the arrival point will wash hands with soap and water or use hand gel provided at the time of arrival.
- Written register kept at arrival point prior to transfer to Online Scout Manager, and all adult volunteers and young leaders will be included on the register.
- All parents/carers and young leaders/adult volunteers will be informed that we may wish to pass on their contact information to NHS test and trace should this be required for the sole purpose of contact tracing in the event that someone in the activity group develop symptoms of or tests positive for COVID19. They have the right under GDPR to ask us not to share their data in this way. The data we share will only be name and contact details.

Action card 2 - Maintaining social distancing and reducing risk of transmission during the activity

- All young people and parents/carers briefed on need to follow social distancing rules during activities and advised that inability/unwillingness to do so may result in early termination of the activity and/or exclusion from future activities at the discretion of the leader in charge, in consultation with the GSL.
- Young people briefed again at start of each activity on social distancing rules.
- All adults and young people will adhere where possible to UK government guidance on **How to stop the spread of coronavirus (COVID-19)** which is found at <https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19>.
- Generally speaking, measures to maintain social distancing are:
 - ✓ where possible, you should maintain 2m between people or 1m with risk mitigation where 2m is not viable.
 - ✓ If it is not possible to keep 2m distance, reduce the risk to yourself and others at 1m by taking suitable precautions:
 - Limit the number of people or households that you come into contact with, e.g. avoid peak travel
 - Sit / stand side by side or behind other people, rather than facing them
 - Meet people outdoors, rather than indoors
 - Keep interactions brief
 - Wear a face covering on public transport, in shops or crowded indoor environments
 - Increase ventilation
 - Avoid loud talking or singing with others
 - ✓ To minimise the risk of transmission via surface contact, you should:
 - Regularly wash your hands using soap and water or use hand sanitiser
 - Avoid touching surfaces and do not touch your face
 - Dispose of waste safely, including items such as paper face masks or gloves.
- In drafting the activity programme and risk assessment(s), adult volunteers will take these guidelines into account and plan accordingly.

Action card 3 - Hand hygiene

Hand hygiene is probably the single most important infection prevention measure we can take, so it is vital that all participants (adults and young people) employ good hand hygiene technique at all times:

- Hand gel (minimum 60% alcohol) will be provided in portable containers for regular use at the beginning, during and at the end of the activity.
- Volunteers should consider using venues with hand gel and handwash facilities when planning activities. This will apply especially to indoor venues.
- Section leaders will include the requirement for regular hand hygiene at various times in their section activities and as part of their “return to face to face” risk assessments.

Coronavirus

Wash your hands with soap and water more often for 20 seconds

Use a tissue to turn off the tap.
Dry hands thoroughly.



HM Government



1 Palm to palm

2 The backs of hands

3 In between the fingers

4 The back of the fingers

5 The thumbs

6 The tips of the fingers

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

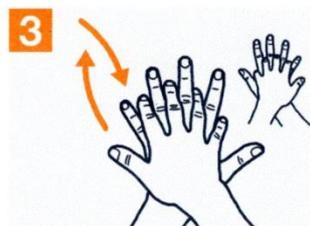
🕒 Duration of the entire procedure: 20-30 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;



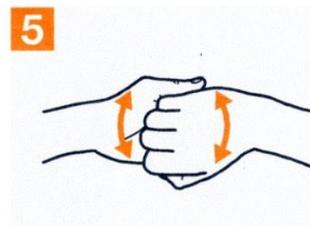
2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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May 2009

Action card 4 - Use of face coverings and/or PPE

See separate guidance on use of face coverings and PPE.

- The use of PPE in the non-healthcare setting presents a number of challenges, including knowing when it is appropriate to use it, appropriate donning and doffing techniques, disposal and availability/cost.

Note - a “face covering” is not the same as PPE – the UK government has defined a face covering as something which safely covers the nose and mouth. PPE refers to items for use in a limited number of settings to protect wearers against hazards and risk.

- The inappropriate or incorrect use of PPE designed for specific situations such as in healthcare presents specific concerns and may provide false reassurance at best, and actually enhance risk of COVID transmission.
- The use of PPE for a limited number of specific situations is covered in a separate document.
- All adult volunteers, young leaders and young people in the Scout section will be required to wear a face covering or mask for all **indoor** activities. This is to limit transmission from the individual, not to protect the mask wearer. Good hand hygiene and social distancing are still required.
- Face coverings are not required for activities outdoors, but volunteers are encouraged to wear them if possible, and the Group will provide all regular volunteers in the Group (including Young Leaders) with a reusable face covering for his or her own personal use.
- There will be times when wearing a face covering indoors is not practical or may be harmful or cause difficulty (e.g. medical or psychological reasons, communication with those with hearing difficulty). In these circumstances, actions to mitigate the risks associated with not wearing a mask should be taken (e.g. strict 2m distancing, going outside, wearing a visor). The leader in charge will assess the risks in these circumstances and if unsure discuss with the GSL. An individual risk assessment may be appropriate.

It is not appropriate to use PPE as a substitute for good hand hygiene and social distancing behaviour.

Action card 5 - Using an indoor venue

There are two situations where this may be permitted:

1. Activities taking place at an outdoor venue - occasional access for use of toilets or access to a shop or to collect equipment etc

- Maintain social distancing at all times, where possible.
- Young people permitted indoors only to use toilets.
- One young person at a time.
- An adult will accompany to the entry point (appropriately socially distanced) and escort the young person back out of the building, then ensure the toilet area used has been wiped down and the young person follows these guidelines.
- Section leaders will ensure appropriate numbers of DBS checked adults present at all meetings to allow for this.
- Where possible there should be a one-way system with a different entry and exit point. Where this is not possible, a “one in/one out” system should be considered. An adult will wait at access point for young person to return to ensure no more than one in at a time. Once young person is out of the building, adult will check toilet to ensure it is wiped down if necessary.
- Anyone entering a building will gel hands on entry and on exit.
- A face covering is required for such occasional access for all adults and also young leaders and young people in the Scout section.

2. Indoor activities

- Strict adherence to maximum permitted numbers, which will be determined by a risk assessment of the venue, ensuring adequate ventilation and social distancing can be maintained at all times.
- Where possible, entry/exit doors and/or windows will remain open during all indoor activities to promote airflow/ventilation.
- The activity and risk assessments must be designed to minimise contact/maximise social distancing.
- The use of both indoor and outdoor spaces during the same activity will be encouraged to maximise social distancing but may not always be possible due to the weather. Moving between spaces will be strictly marshalled to minimise the risk of breaching of social distancing rules.
- All adult volunteers, young leaders and young people in the Scout section will be required to wear a face covering or mask for all indoor activities.

Action card 6 – Regular/normal cleaning schedule for equipment

The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.

This card provides the schedule for cleaning equipment used for an activity where no one has symptoms of, or confirmed COVID-19. It has been drafted to minimise the transmission of COVID from surfaces and equipment (“fomites”). This must be strictly adhered to.

Please note that the best way to prevent spread from surfaces is regular handwashing and avoiding touching the face with unwashed hands.

Cleaning and disinfection – general principles

- Regular cleaning plays a vital role in limiting the transmission of COVID-19.
- Clean then put equipment and furniture away after use, and appropriately dispose of any disposable items such as paper or craft materials (waste or recycle).
- If possible, avoid using activity equipment which is difficult to clean. If it is necessary to use such items, minimise sharing during the activity, clean as thoroughly as possible and set aside for at least 72 hours after the meeting before using again.
- Use plastic seats, avoid upholstered seats.
- Encourage young people to understand the need for good hygiene and minimising touch points (such as unnecessary use of door handles or light switches).
- Get into the habit of frequent and regular wiping down of frequent touch points during the section meeting (see schedule below).
- As a minimum, frequently touched surfaces should be wiped down before the start and at the end of every activity – don't assume the last user wiped things down.
- Cleaning should be more frequent depending on the number of people using the space.
- Encourage frequent handwashing and hand-sanitising during activities.
- Cleaning of frequently touched surfaces is particularly important in toilets and kitchen areas.

What to use

- Unless known to have been contaminated by an infected individual, government guidance advises “cleaning as normal”
- Floors – soap or detergent and water
- Surfaces and touch points – clean with warm soapy water especially if visibly dirty, then with household disinfectant according to manufacturers instructions (should be capable of killing enveloped viruses – e.g. Dettol is sufficient if used appropriately)
- For frequently touched areas during activities, consider disinfectant wipes at various points during the meeting.

- Disinfectant and disinfectant wipes is provided in the premises.

Wearing PPE

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

Laundry

Clothing or other washable items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.

Food and catering

It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so.

- Crockery and eating utensils should not be shared during an activity.
- Advise parents to send young people with a full water/drinks bottle which they should be exclusively for their own use.
- For the most part it will be better to ask young people to provide their own snacks and packed lunch (for example, for a day long activity).
- For activities involving food preparation/cooking/eating, including outdoors, make sure all individuals have their own eating utensils, plate, bowl and drinking vessel or bottle which are not shared during the activity and are thoroughly washed in warm soapy water (or dishwasher) after use and dried with a clean towel (which is then washed before reuse) or left to air dry for at least 48 hours before reuse.
- Clean frequently touched surfaces regularly (see schedule above).

Toilets

Clean frequently touched surfaces regularly – see schedule below. Wash basins must be supplied with liquid soap and paper towels – if these are running low then replenish or inform the GSL or venue manager.

Handgel should be provided at fixed points in indoor venues, and in portable dispensers for outdoor locations.

Waste

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

Action card 7 - cleaning after an individual with symptoms of, or confirmed COVID-19, has left the premises

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal (see action card 6).

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.

Don personal protective equipment (PPE) - the minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting, is disposable gloves and an apron. We also advise a water resistant surgical face mask and, if splashing is a potential hazard, a visor.

Wash hands with soap and water for 20 seconds after all PPE has been removed.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)
- or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.

Laundry - wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste - personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

- 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
- This should be put in a suitable and secure place and marked for storage until the individual's test results are known
- This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be disposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

There will usually be a charge for this service.

Other household waste can be disposed of as normal.

Action card 8 - Action to be taken if someone exhibits symptoms/signs of COVID19

Parents will be asked to keep young people away if they have symptoms/signs which might indicate COVID.

Individuals/parents will be asked to confirm on arrival/taking of register that the young person has no symptoms/signs suggestive of COVID, and is not in “quarantine” or self-isolation due to travel/possible or confirmed contact with COVID.

It is highly unlikely that an individual who is well and asymptomatic at the start of a meeting will develop symptoms of COVID during the activity. In the unlikely event that an individual does become unwell during the meeting/activity with symptoms which might indicate COVID19, the following procedure must be followed:

- One adult must don PPE – gloves, apron and single use face mask – and escort the young person (or adult) to an area away from the rest of the group, preferably outdoors or in an area which can be easily cleaned.
- The affected individual will be asked to wear a single use face mask unless it impedes breathing.
- The leader in charge will contact the individual’s parents/carers (or contact if an adult) and ask them to collect the individual and take him or her home. They should be advised to follow government guidance on what to do if unwell with possible COVID, including arranging a COVID test. This will activate the NHS Test and Trace process also.
- The leader in charge will close the meeting. There is currently no clear instruction/guidance to do so but it seems a matter of good practice. Parents of unaffected young people will be informed that someone has developed symptoms which may be due to COVID, and that they may be contacted by NHS Test and Trace, but that the group has been following appropriate social distancing and hand hygiene procedures, minimising the risk.
- NHS Test and Trace will advise on self-isolation if deemed appropriate but that group including the adults should not meet again in any Scouting environment until it has been confirmed that the individual has tested negative.
- If he or she tests positive the group will not meet for at least the next 14 days, even if NHS Test and Trace determines that self-isolation of unaffected members is unnecessary.
- As a matter of good practice, the leader in charge should inform the GSL, who will inform team DC.

Action card 9 - Departure

Essentially a reversal of the arrival process.

Young people should be lined up socially distanced at a suitable place at the venue and parents/carers advised not to congregate in the car parking area and not to come to the collection point until instructed.

If on foot, they should line up in a socially distanced manner and young people told to go to them by the leader in charge, one at a time.

If in a vehicle, they should be asked to park safely and wait in or beside the car and the young person will be directed to them.

Young people depart one at a time and parents/carers advised to leave immediately rather than loiter. If there is a need for a leader to talk to a parent this is best done by phone or email at a separate time but is at the discretion of the leader in charge if there is a more urgent need.

Action card 10 – delivering emergency aid

In a first aid situation you will likely need to come closer than the recommended social distancing guidelines to the person requiring treatment:

- For minor injuries involving adults or older children it may be possible to get the injured person to do some or all of the treatment themselves.
- Where the injured person is young, in distress or requires hands on intervention then it is necessary to be closer than the social distancing rules allow.
- The leader in charge must ensure a portable first aid kit and a small supply of PPE (water-repellent face mask, disposable plastic apron, disposable gloves, visor) and disinfectant wipes are available at the venue, and that all volunteers know where to find them.

Procedure for treating an injured person:

- If possible you should wear a single use face mask, a plastic apron and disposable gloves before starting.
- You should also ask the injured person to wear a mask or face covering if possible (bear in mind that for some people this will not be possible or appropriate).
- If resuscitation is required or there is difficulty breathing e.g. asthma, choking or the person has a facial injury you should consider the following:
 - If the person has breathing difficulties or a facial injury you should not ask them to wear a mask.
 - If the person requires resuscitation then you should deliver this in accordance with the current government advice and using the techniques learnt in your first aid training.
 - Government guidance for first responders recommends chest compressions only for adults, but in children mouth to mouth with compressions is more likely to be required and so a face shield should be used where possible.
 - The decision as to how to respond should be based on assessing the risks in each specific situation.
- For all other cases:
 - Encourage the injured person to also wear a face mask or with due consideration to the situation and the age and level of distress of the individual affected.
 - Deliver first aid in accordance with your training.
 - You should keep your mask on until the injured person is either handed over to the ambulance service or to a parent or guardian.
 - Follow PPE guidance (separate document) for donning, doffing and disposal of PPE.

- Ensure you keep records as normal but also record anyone who has had to break social distancing. If the injured person subsequently tests positive for COVID 19 then track and trace will ask the first aider to self-isolate.