

**SCOUT ASSOCIATION OF AUSTRALIA QUEENSLAND BRANCH INC.  
(SCOUTS QUEENSLAND)**

**Food Handling for Fundraising and other Activities COVID Safe Operational Plan  
(Stage 4, roadmap for easing COVID-19 social restrictions)**



Activity: .....

Date completed: .....

Approved by: .....

Date distributed: .....

## **PURPOSE**

Scouts Queensland has a duty of care for the health and well-being of our Youth Members, Adult Members and to the community whilst operating face-to-face whilst the risk of COVID-19 transmission within the community remains. This is the COVID Safe Operational Plan for our sausage sizzles, hamburger, etcetera fundraising activities across Queensland.

## **REFERENCES**

Queensland Branch Scouting Instruction (QBSI) 7.15 which references:

- Queensland Government Chief Medical Officer Public Health Directions
- Queensland Outdoor Recreation Federation (QORF) COVID SAFE PLAN for Outdoor Recreation Activity Providers V14 02 October 2020
- Queensland Outdoor Recreation Federation (QORF) COVID SAFE PLAN for Outdoor Education Providers Draft V15 02 October 2020
- Industry Framework for COVID Safe Events in Queensland

## **INTRODUCTION**

The COVID-19 pandemic and response has created an exceptional set of circumstances and the safety of our visitors, staff, volunteers, suppliers, wildlife and the communities in which we operate remains our number one priority. The nature of our business means we are obligated to plan responsibly and in accordance with the guidance provided by Public Health Authorities - specifically Queensland Health and Queensland Workplace Health and Safety - to ensure our strategies and response are appropriate for minimising the risk of exposure and spread of COVID-19.

Scouts Queensland has documented its overall response to COVID-19 in QBSI 7.15 which aligns with the government roadmap for relaxing social restrictions and with the government approved QORF COVID SAFE PLAN for Outdoor Recreation Activity Providers.

This document then is the template COVID Safe Operation Plan for mandatory adoption by each Scouts Queensland Formation undertaking fundraising activities that involve the preparation, cooking and sake of food items such as sausages on bread, hamburgers, etcetera. Adoption of this plan is required to meet community expectations and supports customers enjoying a COVID Safe cooked and served sausage on bread, hamburger, etcetera by a Member or Supporter of Scouts Queensland.

## **PRINCIPLES**

Actions supporting the phased return of activities including fundraising to Scouts Queensland considers expert health advice and is based on the following principles:

- Outdoor recreational activities can contribute many health, economic, social and cultural benefits to society, particularly one that is emerging from the unique isolation and the restrictive environment created by the COVID-19 pandemic.
- Fundraising activities conducted by Members and Supporters of Scouts Queensland should not compromise the health of our paid staff, individual visitors, volunteers, contractors, the broader community or our customers.
- COVID-19 fund raising strategies will be based on objective health information to ensure fund raising activities are conducted safely and do not risk increased COVID-19 local transmission rates.
- Enhanced risk mitigation (e.g. social distancing, separate order/payment points and pick up points) needs to still be applied with specific attention given to points of entry/exit and

connecting pathways that may reduce spacing available to visitors regardless of being outdoors.

The approved industry plans are located at [www.COVID19.qld.gov.au](http://www.COVID19.qld.gov.au)

### **Scouts Queensland Fund Raising Context and COVID-19 Safety Adaptations**

- All preparation areas, cooking areas and serving areas have been individually reviewed for COVID safe occupancy capacities based on current Chief Health Officer directions, including optimum hygiene, social distancing and safe gathering numbers.
- Members or Supporters of Scouts Queensland who are experiencing the following symptoms will be directed to not participate in the activity;
  - o Fever
  - o A cough
  - o Sore throat
  - o Fatigue
  - o Shortness of breath
- Increased signage to guide customers.
- Separate ordering and payment point and pick up point to allow for 1.5 metres physical distancing.
- Regular hand washing and/or hand sanitising by Members and Supporters who handle food and must wash and dry and/or sanitise their hands;
  - o Before handling food
  - o Between handling raw food and food that is ready to eat, such as pre-cooked food and salads
  - o After smoking, coughing, sneezing, blowing your nose, eating or drinking, using the toilet
  - o After touching hair scalp, mouth, nose or ear canal, and
  - o After handling rubbish or other waste
- All Members and Supporters involved in the preparation, cooking or serving of food are to wear food safe gloves.
- Maintain thorough cleaning and sanitising of facilities, equipment and transport vehicles (including food contact services and equipment, but also door handles, light switches, floors, walls and other areas.
- Sanitising and cleaning common contact surfaces after the customer have left or at least every 20 minutes for frequently touched items to reduce the risk of spreading the virus.
- All foods whether in their raw state or prepared are to be kept at correct temperatures to maintain food safety requirements and practices.

Contact details of walk through customers are not required, however, where customers are provided with table and seating arrangements or standing areas to eat their food, are to provide their name, email addresses and phone numbers for tracing purposes and retained securely for 56 days. Contact details will be kept for all eat in customers as part of the Scouts Queensland system to enable contact tracing.

The list of declared hotspots may be found at:

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid19/current-status/hotspots-covid-19>

### **Impact of changing social restrictions on Sausage Sizzle, Hamburgers, Etcetera Fundraising Activities - COVID Safe Operational Plan (Stage 3, roadmap for easing COVID-19 social restrictions)**

This plan will be regularly monitored in line with QBSI 7.15 and the evolving COVID-19 situation.

## CHECK LIST

The following checks and preparation have been completed to ensure this plan covers strategies for infection prevention, control procedures and implementation of a safe environment consistent with health directives and information:

- We provide contactless payment or where contactless payment options are not available, will sanitise payment systems regularly.
- We provide sanitiser at both the order and pick up points.
- We provide one use items such as sachets of sugar, salt, pepper.
- We have a COVID Safe Operational Plan.
- We are following physical distancing plans.
- Hand sanitiser effective against COVID-19 is available to all customers, Members and Supporters
- All Members, Supporters and customers who eat in must fill out the contract racing register.
- Checks and preparation to manage COVID related risks (i.e. equipment/ facilities) have been completed using form F36 for each stall and/or building.
- Consideration has been given to managing stresses caused by social interaction with others in particular customer/patron aggression
- Communication, consultation, instruction, training and supervision of workers and their representatives (HSRs, union representatives) has taken place. See following link: [https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0005/191678/covid-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)
- Consideration has been given to deliveries, contractors and visitors attending the premises:
  - Web materials and signage
  - Record keeping
- Disinfecting all payment equipment, pens and surfaces surrounding after use.
- Disinfecting all high-contact surfaces frequently.
- Cleaning and sanitising chairs and tables where provided, door handles, switches and other surfaces touched by customers where eat in facilities are available
- Monitoring and maintaining no more than the maximum number of customers for any eat in areas.
- The number of workers attending to deliveries and contractors have been minimised as much as possible.
- Contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, will be given clear instructions of Scouts Queensland requirements while they are on site.
- Arrangements are in place for handwashing facilities, or if not possible, alcohol-based hand sanitiser, for workers after physically handling deliveries.
- Arrangements are in place to direct visiting contractors to remain in vehicles and to use contactless methods such as mobile phones to communicate with your workers wherever possible.
- Arrangements are in place to direct visiting contractors to use alcohol-based hand sanitiser before handling products being delivered.
- Arrangements are in place to use, and ask contractors to use, electronic paperwork where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures.

## STAFF TRAINING

Scouts Queensland recommends that in addition to being briefed on the content of this document, all campground staff and volunteers complete the highly recommended training [<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>].

#### **Illness of a member of the Scouting community – repeated from QBSI 7.15.6.4**

Any Member who displays any symptoms that could be COVID-19 related, especially respiratory issues, shall not attend a Scout activity and the following steps should be taken:

- Present to a medical facility for COVID-19 testing;
- Inform the Formation Leader that a COVID-19 test has been taken;
- Self-isolate until test results are known;
- Inform the Formation Leader the results of the COVID-19 test; and,
- Follow medical advice until cleared of the virus.

If positive COVID-19 test results, the Formation Leader shall:

- Inform all parents/caregivers and Adult Members of the positive test;
- Suspend face-to-face of Scouting and advise the District Commissioner;
- Contact the Scouts Queensland Emergency Line on 07 3870 7000 (Select Option 9) and provide an initial incident report, details of all members who may have been in contact, and the details of the individual diagnosed;
- Cooperate with Queensland Health regards contact tracing;
- Full clean by a contractor of any Scout buildings that the affected person may have been in over the past 14 days - refer Manager Facilities and Risk on 0417 835 622;
- Post incident review and the F18; and,
- Reinstate face-to-face Scouting following Health Department and/or Scouts Queensland clearance.

#### **Developing symptoms at a Scouting activity – repeated from QBSI 7.15.6.5**

For any Member who develops symptoms during a Scouting activity that could be COVID-19 related, especially respiratory issues, the following steps should be taken:

- Isolate the effected person at that Scout activity and provide the affected person with a disposable medical mask. Persons assisting the affected person should wear gloves and a medical mask whilst providing assistance;
- Inform parent/caregiver and request them to provide transport. Inform listed contact where the affected person is an adult;
- Transport by parent/caregiver or in the case of an adult, self-drive to a medical facility for testing;
- Contact site management and arrange to clean the area and surrounding area where the affected person has been;
- Identify other persons who have been close to the affected person and inform parents/caregivers;
- Contact the Scouts Queensland Emergency Line on 07 3870 7000 (Select Option 9) and provide an initial incident report, details of all members who may have been in contact, and the details of the individual diagnosed;
- Full clean of site by a contractor - refer Manager Facilities and Risk on 0417 835 622;
- Post incident review and completion of a F18.

While waiting to go home, Members should be managed with kindness and an awareness that some Members may have a heightened personal concern for their wellbeing during pandemic. The knowledge and understanding of Youth Members regarding risks should not be underestimated.

All formal requests for information including contact tracing records etcetera, from the Queensland Health or any other Government Department are to be referred in the first instance to the General Manager.

**In the event of a confirmed COVID-19 case on Scouting premises:**

- The person who has been diagnosed must quarantine in accordance with health advice and can return to work only when they have fully recovered and met the criteria for clearance from isolation. Clearance may be given by the public health authority or by the staff member's treating clinician and provided for the employer.
- If there is a confirmed or probable case of COVID-19 infection at a Scouts Queensland Campground, Queensland Health will be notified by the usual government processes which in the first instance should be the medical professional who confirms the diagnosis and the relevant testing laboratory. It is most probable that the advice will then be given to the General Manager by Queensland Health.
- The General Manager must then notify Workplace Health and Safety Queensland that the case has been confirmed.
- The General Manager will then be responsible for all formal communications within Scouting.
- Scouts Queensland will work with public health to inform all members that a case has been confirmed and request that those who have been in contact with the staff member immediately disclose their contact.
- Scouts Queensland will work with public health to consult with members who are identified as having had contact with the infected member and management of locations where that infected member may have participated in activities. Scouts Queensland will continue to share information with the relevant state health authority and take any additional measures recommended by that authority.
- A deep clean will be conducted in accordance with advice received from the relevant health authority.
- The General Manager shall keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.



**COMPLIANCE STATEMENT**

- The controls outlined within this document have been implemented.
- I have developed a COVID Risk Register for my campground.  
[[https://www.covid19.qld.gov.au/ data/assets/pdf\\_file/0020/127235/COVID-SafeChecklist-RestCafes.pdf](https://www.covid19.qld.gov.au/data/assets/pdf_file/0020/127235/COVID-SafeChecklist-RestCafes.pdf)]

**Activity:** \_\_\_\_\_

**Activity representative:** \_\_\_\_\_  
Name Signature Date

The above have been signed off by Scouts Queensland Facilities and Risk Manager:

**Manager, Facilities and Risk:** \_\_\_\_\_  
Name Signature Date