

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

**Campgrounds COVID Safe Operational Plan
(Stage 5, roadmap for easing COVID-19 social restrictions)**



Name of Campground:

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 at all times and particularly whilst the risk of COVID-19 transmission within the community remains. This is the COVID Safe Operational Plan for our 40 campgrounds 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 V16 17 November 2020
- Queensland Outdoor Recreation Federation (QORF) COVID SAFE PLAN for Outdoor Education Providers V17 17 November 2020
- Industry Framework for COVID Safe Events in Queensland
- Queensland Government COVID Safe Event Checklist

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 within the government roadmap for relaxing social restrictions and with the government approved QORF COVID SAFE PLAN for Outdoor Recreation Activity Providers referenced above.

This document then is the template COVID Safe Operation Plan for mandatory adoption by each Scouts Queensland campground. Adoption of this plan is required to meet community expectations and supports visitors having a COVID Safe camping experience on Scouts Queensland managed campgrounds.

PRINCIPLES

Actions supporting the phased return of camping to Scouts Queensland campgrounds 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.
- Visitation to a Scouts Queensland Campground should not compromise the health of our paid staff, individual visitors, volunteers, contractors or the broader community.
- COVID-19 camping strategies will be based on objective health information to ensure activities are conducted safely and do not risk increased COVID-19 local transmission rates.

- International evidence to date is suggestive that outdoor activities are a lower risk setting for COVID-19 transmission and there is no evidence that transmission to or from wildlife is of a greater risk.
- Enhanced risk mitigation (e.g. social distancing) 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

Scouts Queensland Camping Context and COVID-19 Safety Adaptations

- All campgrounds 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.
- High visitor capacity campgrounds will be managed to a maximum that the ablution facilities meet the local authority's bylaws relating to campgrounds and the ability of site ablution facilities to operate to specification to meet the visitor numbers. To meet higher visitor numbers than the existing ablution facilities allow, additional portable facilities are to be brought on site to meet the numbers expected for large usage.
- It is highly recommended that campers from separate (geographically isolated) communities be treated as separate camping groups in separate areas.
- Multiple camping groups may be at a campsite.
- It is highly recommended that co-mingling between campers from separate (geographically isolated) communities be minimised.
- For outdoor gatherings of;
 - o Up to 400 persons, no further documentation is required.
 - o Between 400 and up to 1500 people. A Queensland Government COVID Safe Event Checklist must be submitted to dcc.majoractivities@scoutsqld.com.au for authorisation by the General Manager.
 - o Between 1500 – 10000 persons partaking in specific events with the event organisers having a COVID Safe Event Plan submitted to dcc.majoractivities@scoutsqld.com.au for authorisation by the General Manager.
 - o More than 10000 persons participating in an event with the event organisers having a COVID Safe Event Plan submitted through dcc.majoractivities@scoutsqld.com.au to gm@scoutsqld.com.au for endorsement a minimum of 10 days before the event for review and approval. The General Manager will, upon approval, the submit to the local Public Health Unit for their review and approval.
- Within bunk huts and/or accommodation rooms, sleeping arrangements must be such that the 1.5 metre separation and the 4 square metres per person within the bunk hut/room is met. These sleeping arrangements will be site specific based on aisle width, room size, etc. Each bunk hut/room must have signage at the entrance indicating the maximum occupancy of that bunk hut/room and a diagram in the allocation/use of bunk beds. Once allocated to a bunk hut/room and a bed, participants will use that resource for the duration of the program/stay at the venue.
- Camping is permissible but limited to a maximum of 1 person per 4m² of tent floor space and with strict food preparation hygiene. This tent floor space requirement does not apply to family camping.
- All persons booking a campsite are to be registered with email addresses and phone numbers for tracing purposes and retained securely for 56 days. Where it is in use, contact details are being kept for all campers as part of the Scouts Queensland booking system to enable contact tracing.

- Attendance sheets containing the names and registered Scout membership numbers or name, email and phone numbers for non-Scout members are to be available from the person in charge of the camping group to enable contact tracing. The F37 COVID Safe Attendance Sheet or suitable alternative should be used. Refer QBSI 7.15.16.
- Scouts Queensland will inform visitors at the time of booking that:
 - o they must not attend the campground if they have:
 - been to a declared COVID-19 hotspot in the previous 14 days; or
 - been in close contact with a known COVID-19 case; or,
 - symptoms related to COVID-19.
 - o Scouts Qld has the right to refuse services and,
 - o Scouts Qld will insist that anyone with these symptoms must leave the premises immediately

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>

- Signage will be posted at campgrounds to reflect the requirement for visitors not to enter the campgrounds if they have:
 - o been to a declared COVID-19 hotspot in the previous 14 days;
 - o been in close contact with a known COVID-19 case; or,
 - o have symptoms related to COVID-19.
- All campers will be advised prior to their visit to be self-sufficient and vigilant regarding personal hygiene.
- Where showers are operational, visitors will be advised prior to their visit and by signage to use their own soap or hand sanitiser and towels.
- All amenities blocks will display signage indicating the maximum permitted number of people to enter at any one time based on the Chief Health Officer's directions of a minimum of 2 square metres per person in facilities; social distancing of 1.5 metres; and personal hygiene reminders.
- An outdoor area;
 - o has fixed or temporary boundaries
 - o is not fully enclosed, i.e. is open to the elements and natural ventilation (significant amount of natural and unrestricted air movement required for most of time area is in use)
 - o can include a veranda, balcony, deck, patio or similar structure that might be connected to an external wall of a building
 - o can have a roof, awning or eave
 - o may include a rotunda, tarpaulin or shade structure situated in a larger open space
- An outdoor area does not include;
 - o atriums internal to a building, internal courtyards or similar
 - o a temporary or permanent marquee, unless marquee walls are lifted for the duration of the event. Use of curtain walls, panel walls or other fittings to fully enclose an area to protect from the elements is considered indoors
 - o a tent e.g. a circus tent or performance tents
- Amenities cleaning regimes must increase in line with the daily usage at each facility. Cleaning regimes where sites are at their COVID-19 capacity will comprise of full cleans (including disinfectant) morning and afternoon (noting most campers are active and undertaking activities like bushwalks, fishing, sightseeing and are away from their campsite through the day), with intermittent inspections and cleans through the day where there is high use as required.
- Campers will be reminded to exercise appropriate hygiene regarding washing hands with soap, use of sanitisers, and will be requested to clean up after themselves through on-line messaging and site signage.

- Different COVID Management Plans apply to different activities. At certain points where the activity/activities cross over (for example amenities, entry/exits, carparks);
 - o These areas of cross over will be minimised if possible, through means such as designating a particular entry, exit, carpark and amenities for each activity.
 - o If a cross over cannot be minimised, a decision will be made as to which activity plan takes priority in which common area and will be followed.
 - For example, the entry, exit, carpark and amenities may be common to both activities and will be managed under this campground plan.
 - In this case the entity responsible for the campground plan will ensure these plans are appropriately managed and the separate groups from camping and activities will not intermingle.

Impact of changing social restrictions on Campgrounds- COVID Safe Operational Plan (Stage 5, 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:

- Information technology systems have been updated and customer booking details are collected for each site booked.
- Checks and preparation for reopening to manage COVID related risks (i.e. equipment/facilities) have been completed using form F36 for each 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
- Consideration has been given to deliveries, contractors and visitors attending the premises:
 - o Web materials and signage
 - o Record keeping
- Payment is made at the time of booking with no requirements for collection of cash.
- Arrangements are in place for the provision of toilet paper for visitors who use park facilities, and fresh water only for hygiene purposes but not sanitisers at all locations due to the high incidence of theft in remote campgrounds.
- Staff and volunteers responsible for campground management are aware of the requirements and have the necessary training, PPE and tools to help minimise risks;
- On site persons supervising camping (including Caretakers/ Wardens/ Leaders) have been requested to engage on the ground with campers to provide briefings on keeping to small groups and adherence to social distancing rules;
- 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.

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 7.15.10

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 7.15.11

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)]

Campground:

Campground representative:
Name Signature Date

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

Manager, Facilities and Risk:
Name Signature Date