

## 3rd Epsom Scout Group and Ashley Explorer Unit COVID-19 Policy

Version 1: updated ~~7 August~~ 4 September 2020

Following Scout guidance released on 25/06/2020 (~~found here~~), this policy must be followed to ensure that everyone is safe whilst moving back to face to face meetings. This guidance (see here) has since been updated on 03/09/2020. The system set out by the Scouts follows the National Youth Agency (NYA) framework for returning to meetings. There are four levels of alert which are as follows:

Readiness level	NYA level	Scout level
<b>Red</b> Rate of infection is remaining consistent or growing	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Detached youth services and 1-2-1 sessions with vulnerable young people outdoors</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>No face-to-face activity or meetings</li> <li>No residential activities</li> </ul>
<b>Amber</b> Rate of infection is reducing consistently in all parts of the country	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Small group sessions can take place</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>Small group sessions can take place outdoors and indoors</li> <li>No residential activities</li> </ul>
<b>Yellow</b> Number of cases low and decreasing, full Track and Trace system in place	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Indoor group sessions can take place</li> <li>Outdoor learning, trips and visits</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>Small group sessions can take place outdoors and indoors</li> <li>Camping in the UK (or in your home country for BSO)</li> </ul>
<b>Green</b> No new cases or a vaccine is readily available	<ul style="list-style-type: none"> <li>All services open as per normal yearly operations</li> <li>Overnight trips and visits allowed</li> <li>International travel allowed within FCO advice</li> </ul>	<ul style="list-style-type: none"> <li>All activities can resume in line with government guidance</li> </ul>

The Scouts COVID Code shows the basic steps of getting back to Face to Face Scouting:

Getting back together safely: The COVID Code

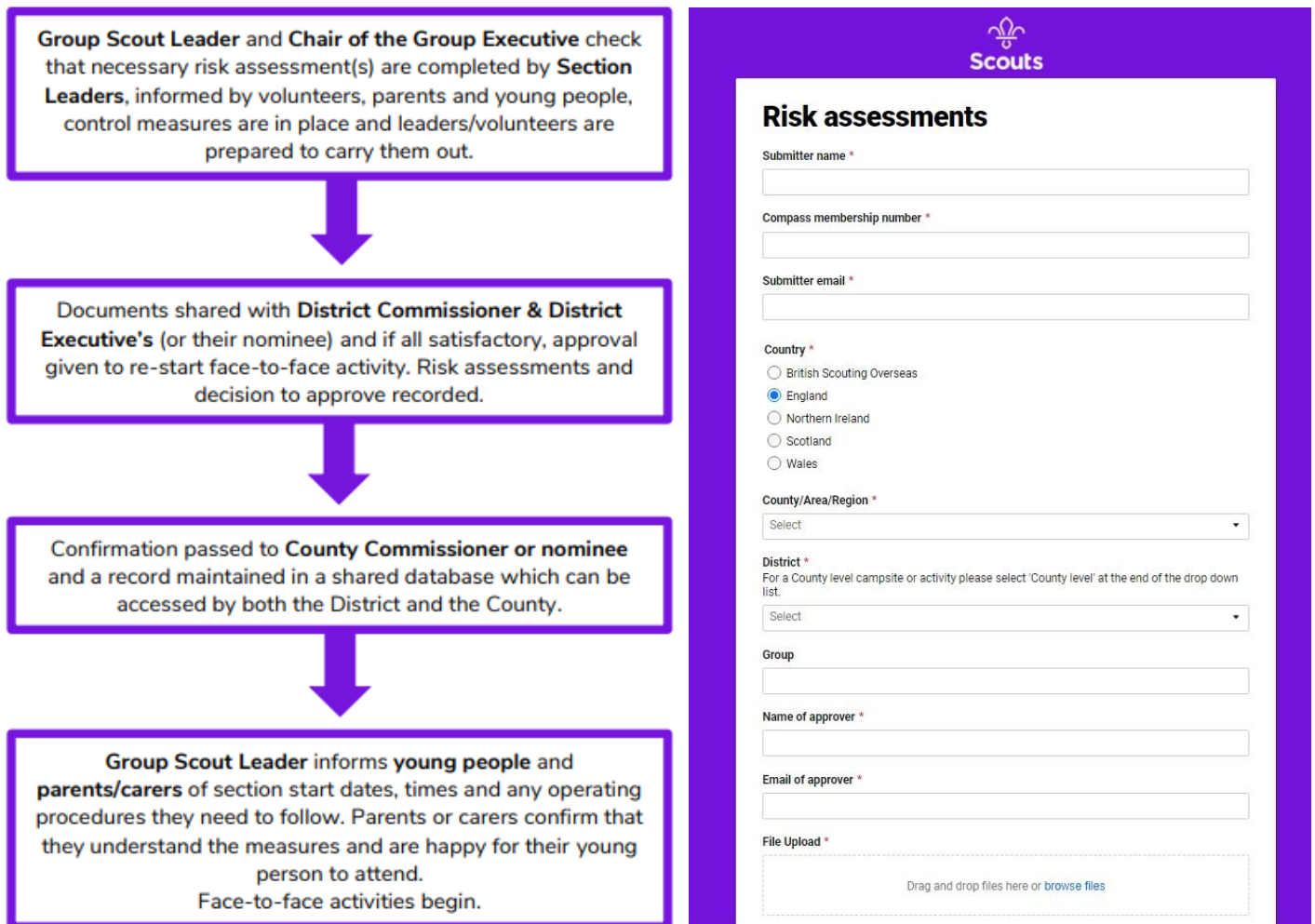
1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed **where possible** (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive

## The Approval Process

All Group/Unit risk assessments and action plans will be approved by the DC Team and Executive.

All risk assessments will be uploaded using the online form (below right) on [scouts.org.uk](https://scouts.org.uk) in order to get formal approval before you are permitted to restart.

The Smartsheet uploader is shown on the right and is accessed under **Request to re-start your Group** on the **Getting everyone back together safely** webpages.



### 3<sup>rd</sup> Epsom Scout Group/Ashley Unit Action Plan

1. Group/Unit COVID -19 Policy and Risk Assessments will be completed.
2. Leader/YL survey carried out by GSL to assess support for face to face resumption at Amber and Yellow levels. Actioned / Discussed by leaders.
3. Parent survey carried out by each GSL or Section Leader to assess parental support for virtual/blended/outdoor scouting. Actioned based on feedback on Action Plan.
4. Action Plan emailed to parents by GSL. Sent 18<sup>th</sup> August 2020.
5. Programme Planning and completing District Approval Process by sharing action plans and RAs by email with the DC Team, then using online approval form on scouts.org.uk for formal approval. Approved 12<sup>th</sup> August 2020.
6. District Approval obtained. Action Plan and RAs shared and/or posted on the Group website (18<sup>th</sup> August 2020). Approvals are notified to Surrey Scouts via Smartsheet as per the Scout Association policy. Amber Plus approval now sought for Scout Association changes at Amber level.
7. GSL/Unit leader contacts parents to give details of return with links to plan and RAs and asking them to explain to scouts and obtain feedback. Actioned by each section leader.
8. Group is creating a number of remote meeting First Aid/PPE/sanitiser bags. Actioned by AGSL.
9. Section leaders circulate programmes in advance and start face to face scouting from September (alert level permitting). Ongoing.
10. Action plan and RAs reviewed after meetings by leaders. Parent feedback encouraged.
11. All leaders and scouts should self-monitor for symptoms of COVID-19 and if present should inform their section leader or GSL (for track and trace) and isolate for 14 days or until a negative test result.
12. Virtual online programme ready in reserve in case the readiness level returns suddenly to Red in the event of a local spike or second wave.

## Returning to Face to Face Scouting

When planning a balanced programme, leaders will consider a blended approach. If working on a badge, some activities would work best on video, some face-to-face and some as 'At Home' assignments. The blended approach also allows those who need to shield or who are not ready for face-to-face meetings to continue to participate. It will also help if the readiness level returns to Red and only virtual online scouting is permitted.

3<sup>rd</sup> Epsom/Ashley Explorer Unit currently plans to restart Scouting in the 2<sup>nd</sup> week of September. The first ~~three-four~~ weeks will be outdoor face-to-face Scouting (alert level permitting) and ~~most likely will~~ take place outside the HQ, in Alexandra Park, on Epsom Downs and at Bourne Hall.

Group sizes will be limited to 15 young people and up to five leaders (carers can be in addition and will not be counted in these numbers) – this applies both indoors and outdoors. Leaders can also include Young Leaders, including leaders, unless the recommended maximum Group Sizes changes. Each group will have its own first aid kit, including PPE and a hand sanitiser bottle/pump.

Resurgence of the infection rate could trigger a move back to Red, so leaders will have a virtual programme ready in reserve. Activities will be chosen which avoid strain on emergency services. NYA guidelines for youth work specify that social distancing guidelines should be followed at all times which is different to schools.

## Guidance on [scouts.org.uk/coronavirus](https://scouts.org.uk/coronavirus)

All section leaders will read the guidance for Leaders on preparing to bring everyone back together safely and create a COVID risk assessment for each section..

A RA per section must be submitted.

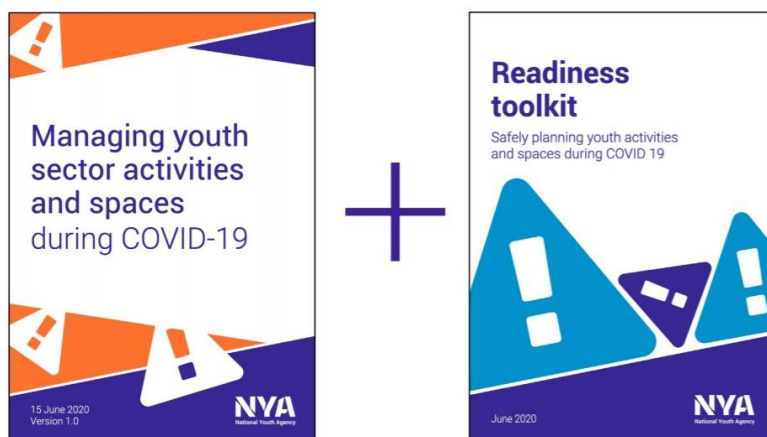
All leaders will be briefed on the COVID-19 policy and all risk assessments. All leaders will be up to date with mandatory Safeguarding and Safety modules.

Leaders in each Group will be supplemented with DBS cleared Occasional Helpers and will also be briefed in the Covid-18 policy and risk assessment. Required leader/child ratios will be maintained.

## National Youth Agency Guidance

The Group/Unit will adhere to the Scouts and NYA guidance about alert levels found at [www.nya.org.uk](http://www.nya.org.uk) and <https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/readiness-levels-across-uk-scouts/> where the size of small groups will be defined. Guidance and toolkits below supplement Scouts guidance and are supported by [www.youthworksupport.co.uk](http://www.youthworksupport.co.uk).

On 6 July 2020 the alert level moved to Amber and the small group size was set at 15. **On 3<sup>rd</sup> September the alert level remained at Amber but the group size changed to 15 young people and up to 5 leaders.**



## PPE, Cleaning and Sanitising

### PPE

PPE should only be required when leaders are coming into physical contact with young people. This does not stop people from wearing masks etc at meetings. Distance should be maintained unless it is necessary to deal with an incident or problem. All scout meetings will have available a First Aid/PPE/Sanitiser bag containing:






- Alcohol based Sanitiser
- First Aid Kit
- Medical Grade Face Masks
- Plastic Aprons
- Disposable Gloves
- Single Use Resuscitation Masks/Pocket Masks
- Waste Bags for Contaminated Material

PPE is only effective if it is worn properly. PPE should be fitted as below:

PPE should be removed as below and disposed of safely in a sealed rubbish bag:

### Donning or putting on PPE




**Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.**

<b>1</b>	Put on your plastic apron, making sure it is tied securely at the back.	<b>2</b>	Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.	<b>3</b>	Put on your eye protection if there is a risk of splashing.	<b>4</b>	Put on non-sterile nitrile gloves.	<b>5</b>	You are now ready to enter the patient area.
									





  

### Doffing or taking off PPE

**Surgical masks are single session use, gloves and apron should be changed between patients.**

<b>1</b>	Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.	<b>2</b>	Perform hand hygiene using alcohol hand gel or rub, or soap and water.	<b>3</b>	Snap or unfasten apron ties the neck and allow to fall forward.
					

**Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.**

<b>4</b>	Once outside the patient room. Remove eye protection.	<b>5</b>	Perform hand hygiene using alcohol hand gel or rub, or soap and water.	<b>6</b>	Remove surgical mask.	<b>7</b>	Now wash your hands with soap and water.
							

## Cleaning

Regular cleaning which must be carried out before and/or after each face to face session. Equipment sharing is not encouraged and activities should aim to give each young person their own equipment. We will reduce or restrict items sent home or brought from home.

Stage:	What Needs Cleaning?
Amber	Equipment and Scout owned toilets (if meeting outside HQ) <u>Equipment and Hall/HQ (if meeting inside HQ)</u>
Yellow	Equipment and Hall/HQ
Green	(If still advised) Equipment and Hall/HQ

Note that the HQ is cleaned on Tuesday afternoons and Friday evenings by the HQ cleaner and his tasks have been extended to cater for COVID-19. This is IN ADDITION to any cleaning before and after activity sessions.

### Equipment Cleaning:

The HQ and Forge will contain cleaning wipes/solutions (BS EN14476) for wiping down equipment. When cleaning disposable gloves and aprons should be worn. If plastic equipment is used these should be wiped down or taken home and soaked in a Milton solution (details [here](#)) for 15 minutes or left for 72 hours before re-use. Pens, pencils, stationery and other equipment should be quarantined for 72 hours before re-use.

~~Amber—HQ / Forge Cleaning (between each session)—Note toilets only if used—other parts of the HQ / Forge are NOT allowed to be used at Amber level:~~

~~Cleaning box with disposable gloves, aprons, masks, D10 disinfectant detergent solution and floor cleaning solution (BS EN14476) and completion sign off sheet.~~

~~HQ / Forge Cleaner requirements reviewed and updated in line with latest government guidance.~~

- ~~● Toilets cleaned with a D10 Cleaning Solution (standard disinfectant)~~
- ~~● Toilet floors Mopped with a cleaning solution (BS EN14476)~~
- ~~● All Touch Points (door handles, taps, etc) wiped down with a D10 cleaning solution~~

~~Tables and chairs locked away for the time being. Should they be required then the tables and chairs that are used wiped down with D10 cleaning solution~~

~~Should a leader need to borrow equipment from the HQ cupboards or leaders room then the appropriate touch points should be wiped down.~~

~~A sign off check sheet will be provided for each session which should be completed by leader in charge and placed in the HQ / Forge Cleaning Log to confirm the completion of the above activities. Any problems or need for more cleaning materials should be noted.~~

**Amber / Yellow – HQ Cleaning (between each session):**

Cleaning box with disposable gloves, aprons, masks, D10 disinfectant detergent solution and floor cleaning solution (BS EN14476) and completion sign off sheet.

HQ Cleaner requirements reviewed and updated in line with latest government guidance.

- Toilets and Kitchen cleaned with a D10 Cleaning Solution (standard disinfectant)
- Floors Mopped with a cleaning solution (BS EN14476)
- All Touch Points (door handles, cupboard handles, taps, etc) wiped down with a D10 cleaning solution

Tables and chairs locked away for the time being. Should they be required then the tables and chairs that are used wiped down with D10 cleaning solution

Should a leader need to borrow equipment from the HQ cupboards or leaders room then the appropriate touch points should be wiped down.

A sign off check sheet will be provided for each session which should be completed by leader in charge and placed in the HQ Cleaning Log to confirm the completion of the above activities. Any problems or need for more cleaning materials should be noted.

**Amber / Yellow – Forge Cleaning (between each session) – Note only the Forge toilet is to be used at Amber / Yellow level - other parts of the Forge are NOT allowed to be used at Amber / Yellow level:**

Cleaning box with disposable gloves, aprons, masks, D10 disinfectant detergent solution and floor cleaning solution (BS EN14476) and completion sign off sheet.

HQ Cleaner requirements reviewed and updated in line with latest government guidance.

- Toilet cleaned with a D10 Cleaning Solution (standard disinfectant)
- Toilet Floor Mopped with a cleaning solution (BS EN14476)



- All Touch Points (door handles, cupboard handles, taps, etc) wiped down with a D10 cleaning solution

Tables and chairs locked away for the time being. Should they be required then the tables and chairs that are used wiped down with D10 cleaning solution

A sign off check sheet will be provided for each session which should be completed by leader in charge and placed in the HQ Cleaning Log to confirm the completion of the above activities. Any problems or need for more cleaning materials should be noted.

### Sanitising

At each meeting there should be sanitiser available to be used before, during and after meetings. The group is procuring sanitiser solution (minimum 60% alcohol in line with [Government](#) advice) with pumps for both external use and also for the building. Handwashing is also actively encouraged but this is not possible when out in open areas and so sanitiser is the alternative. Note that in the HQ hand washing is not practical as everyone arrives due to the restriction required in each of the toilets. Hand Sanitiser is provided at all entrances and exits.

Sanitiser should be alcohol based as this has proved effective against COVID-19. Soaps should also be anti-bacterial if possible.

Young People must wash/sanitise their hands at the start and end of the meetings. They should also do so between main activities or if they touch their face/mouth/nose/eyes or before eating anything.

## Group Sizes and Distancing

### Group Sizes

At each level the restrictions on Group sizes will change and it may be updated within the same level. On 6 July 2020 the size of a small group was set at 15 ~~and is updated here~~. On 3<sup>rd</sup> September 2020 the group size was changed to 15 young people and up to five leaders (including Young leaders) – see here for more details. The size of a large group is to be confirmed with groups maintaining at least 25m distance.- Young people must stay in their limited group size but adults are able to move between these groups, i.e. across the 25m spacing if outdoors or to a section meeting at a different time on the same day. Small groups should be bubbles and not mix on the same evening (including leaders).

At each meeting (for each Group) you must have at least 2 adults present and one of those must hold an appointment. Where we have more than two small groups (distanced at about 25m from the other small groups) you must have at least one

adult for each small group plus one leader in charge to maintain an overview of the whole session.

### Distancing

The Scout Association suggest that the distance between each small group should be at least 25 metres in an open outdoor setting. With sufficient adults and distancing multiple small groups may meet simultaneously – for instance one small group in the car park in front of HQ and one small group on the land behind. The Group will risk assess our outdoor spaces to ensure sufficient separation between small groups

All leaders & YP will be asked to bring their own mask (preferably reusable) and tissues to every meeting. This ensures that there will always be enough for any unforeseen circumstances and a child can use their own if they need first aid.

Leaders don't need to wear a face covering when delivering activities – however, it's recommended to wear one in all other circumstances while indoors.

Scouts and Explorers must now wear face coverings indoors. Exceptions as per national guidelines are permitted.

### NHS Test and trace

Accurate registers will be kept as usual on OSM – and must include leaders, helpers and young leaders present. These records must be kept by section leaders (or on OSM) and be available for 6 weeks for the NHS Test and Trace service in the event of an outbreak. Note that where multiple Groups are used it is important to keep a record of who was in which Group.

## Section Meeting Times, Days and Locations

Meeting days and times may change to allow for the number of young people involved.

The proposed locations for our Group to carry out Amber outdoor meetings which will facilitate the space for multiple small groups meeting simultaneously at 25m distance are:

- Front and Rear of 3rd Epsom Scout HQ
- Rosebery Park
- Alexandra Park
- Epsom Downs
- Nonsuch Park
- Bourne Hall Grounds
- Horton Country Park
- Hogsmill Open Space

- Priest Hill Wildlife Reserve
- Epsom Common
- Elizabeth Welchman Gardens
- Headley inc Boidierhurst (once allowed)
- Walton Firs (and other external activity vendors)

The Group/Unit will consider principles of safety and safeguarding and include in our risk assessments all non-COVID-19 hazards in choosing an outdoor location as suitable for Amber activities.

- Will others be meeting in the same location at the same time?
- Who owns and controls the space? What restrictions do they have on its use at this time?
- How big a space is required for the type of activity taking place and the number of people taking part
- Are there suitable facilities available for hand washing, hygiene, toilets etc.?
- Is shelter available (e.g. from sun or rain?)
- Are parents/carers able to safely drop off and pick up their children, both as planned, and in an emergency?

Toilet or handwashing facilities are only available at the HQ. Other venues DO NOT have these facilities, but leaders will provide hand sanitiser for activities and arriving and leaving.

Weather and light are key consideration in the autumn months. All scouts must have suitable clothing including good waterproof clothing for all Amber outdoor meetings.

### Transport to and from meetings

Transport to and from the venue should be encouraged to be on foot if possible, to prevent traffic.

Lift shares should be avoided if at all possible and be in line with government guidance. If leaders provide lift shares then surfaces should be cleaned before and after use. Masks and other PPE may be used whilst in the vehicle.

### Drop Off and Pick Up

#### Amber/Yellow Outdoor Location

Leaders will email all parents of their small group's drop off location and time.

Waiting or socialising is not to be encouraged and prompt arrival and departure is required. Meetings must not overrun so parents do not have to wait. Waiting should be in or by vehicles. Staggered times can limit numbers at the drop off/pick up point and traffic risks.

### Amber/Yellow - HQ

Parents will be informed that only one adult is to attend for drop -off/pick -up – one parent policy. Where families live within ½ mile of the HQ they should walk. Should wait outside the building and maintain suitable social distance. Where parents drive they should wait in cars until the meeting is finished.

Note there will be a one-way walking system into the site with suitable markings at 2m distances. The young people will be called in or dismissed at the time notified in their small groups and parents should then depart promptly.

### **Contacting Parents**

Usual communication is by OSM/e-mail. Facebook will also be used in case it is necessary to cancel a meeting at the last minute due to unforeseen circumstances such as a change in the alert level.

Parents must check all the contact details on OSM are correct and that email and mobile details are provided.

### **Enforcing Distancing**

This action plan and the risk assessments will be communicated in an appropriate way to the young people at a pre-face to face Zoom meeting and all will be invited to agree to a COVID-19 Code of Conduct for returning to face to face scouting. Parents will acknowledge they understand their requirements and the Groups plans by signing up on OSM.

The key principles will be emphasised at the beginning of each Amber or Yellow level meeting.

If young people breach distancing rules, the leader will separate them and sanitise their hands. If symptoms do occur, then the small group will be isolated and details provided to the track and trace service.

If a young person repeatedly breaks distancing rules, then they may be asked by the GSL to pause attendance at face to face meetings.

**Yellow:** The maximum number of people at the Hall/HQ is based on guidance from the Scout Association and National Youth Agency (<https://nya.org.uk/guidance/>).

**Amber:** The maximum number of people at the outdoor setting is currently 15 young people and up to five adults (carers are also allowed), including adults, per small group. Where meeting indoors the same numbers apply due to the size of the 3<sup>rd</sup> Epsom HQ.

The Group will use signage, taping and floor arrows to remind users of one-way entry/exit and different areas for different small groups. Arrival, activities and

departure will be staggered by 5 minutes for each small group when required. Doors will be propped open (taking into account fire safety and security) to reduce contact and secondary exits will be used to promote one-way systems.

#### Distanced Programme

During Amber and Yellow Level, activities and programmes will be appropriate for scouts to undertake with appropriate social distancing.

The Group/Unit will implement Amber programme ideas such as: Basic orienteering, Geocache trails, Hikes, Backwoods cooking, Kite flying, Local knowledge hike , Nature Detectives, Bottle Rockets, Compass Trail, Bug Hunt, Scavenger Hunt, Photography Trail, Wide Games, Den Building, Dances from around the world, Countryside Code, Cyclist Badge Trip, Distanced Knots, Giant Kim's Game, Star Gazing, Green Cross Code Exercise, Shouted Continuous Storytelling, Promise/Law Football, Litter picking.

## First Aid

If possible you should wear a 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 covering 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. Face masks, gloves, etc. should be bagged but can be disposed of in domestic waste. Bodily fluids can be cleaned up with disposable wipes and cleaned down with domestic cleaning products. Dispose of any cloths used for cleaning.

### CPR During COVID-19

Adults: a cloth or some other covering should be placed over the mouth and nose and no rescue breaths should be given, only chest compressions at the normal rate (5-6cm compression at 30 beats, then repeat). Leader who calls 999 should maintain 2m distance.

Children: as above or where there is cardiac arrest consider giving normal CPR including rescue breaths using a rescue face shield or pocket mask. Those involved should monitor themselves for the following 14 days and if appropriate should isolate themselves and those living with them until a negative test result or until the isolation period is over. This is different because *“although rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.*

St John's Ambulance Guidance for Adult CPR (see [here](#))

## What to do

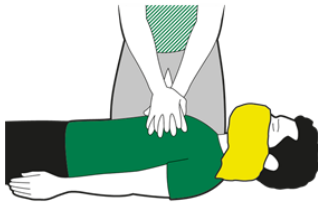
1



If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.

2



**Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.**

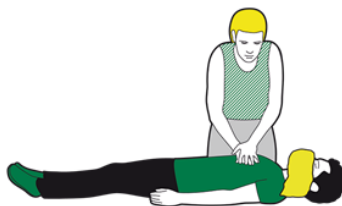
Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Full-screen Snip

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

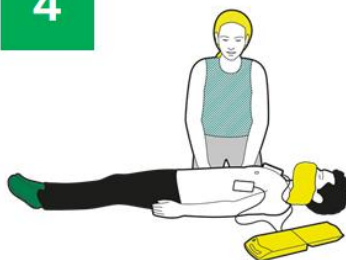
3



Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.

4



If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Wherever possible, the helper should keep a distance of 2m.**

5

If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.

