



## **Woodhouse Activity Centre**

# Scouts Australia (SA Branch) Woodhouse Activity Centre COVID-19 Management Plan

01 February 2021

## **1 PURPOSE**

In response to COVID-19, Woodhouse has developed an individual action plan and site specific guidelines for individual building hire.

## **2 WORK HEALTH AND SAFETY POLICY OBJECTIVES**

- Proactively lead, encourage and manage health and safety in all our workplaces and volunteer activities.
- Provide the safest and healthiest work and activity environment possible through fostering understanding and a culture of safety throughout the Association.
- Establish a hierarchy of controls to ensure WHS consistency across the Association.

## **3 REVIEW PERIOD**

Due to the dynamic nature of the COVID-19 Environment, GM Woodhouse Activity Centre is responsible for monitoring SA Health announcements and reviewing this document accordingly. At a minimum, this document shall be reviewed monthly.

## **4 PROCEDURE**

As a general declaration, Woodhouse is governed by all legislation and restrictions prescribed by SA Health. Activity can be conducted indoors and outdoors in small groups providing that 1 person per 2m<sup>2</sup> is abided by and room carrying capacity (below) is taken into account.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.		
Document Title: Woodhouse Activity COVID-19 Plan-General Site		
Version: 1.0	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 1 of 7

## 4.1 Carrying Capacity

For Building areas carrying capacities per room please note the table below

Building	Dimensions	People
Stags Store Activity Centre	352m <sup>2</sup>	176
Lones Hut	70m <sup>2</sup>	35
Wetland Viewing Room	48m <sup>2</sup>	24
Crews Quarters	47m <sup>2</sup>	23
St George Basecamp	150m <sup>2</sup>	75
Gilwell Basecamp	150m <sup>2</sup>	75
Brownsea Basecamp	150m <sup>2</sup>	75
Chambers Chalet	30m <sup>2</sup>	4
Stephens Chalet	30m <sup>2</sup>	4
Hansons Chalet	30m <sup>2</sup>	4
Craft Centre	90m <sup>2</sup>	45

## 4.2 Bathrooms and wet areas

Basecamps contain common area bathrooms including separate Shower and toilet areas there are 4 showers 3 basins and 4 toilets per two rooms male and female. Eight people are able to be in the bathroom at any one time.

Footwear is to be worn at all times (including showering) whilst using the bathroom and soap and washing aids must not be shared. A bottle(s) of sanitiser will be provided to group leaders to sanitise as required between professional cleans during usage.

## 4.3 Cleaning

Please refer to Woodhouse Standard Operating Procedure (SOP) for all general cleaning obligations. Basecamps and common activity areas are to be professionally cleaned every alternate day when groups are using the facility. This may incorporate an exit clean or entrance clean on groups arrival or departure.

Cleaning items and chemicals will be provided to groups at point of check in for spot cleaning and sanitising as required.

Disinfectant and sanitiser is made available for groups to use to sanitise surfaces as required and touch points are sanitised by Woodhouse staff around entry doors and handles daily.

## 4.4 Activity Areas Hygiene

### Stags Activity Centre

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.		
Document Title: Woodhouse Activity COVID-19 Plan-General Site		
Version: 1.0	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 2 of 7

- Bouldering Wall - Daily sanitisation of appropriate holds and mats in Activity Centre
- Basketball - Daily sanitisation of basketball and equipment touch points
- Checkers / Noughts & Crosses - Daily sanitisation of Checker/ Noughts & Crosses pieces

Sanitiser will be provided for use by guests for sanitising after personal each use. Signs displayed indicating COVID Safe building capacity. Handwashing signs in place over sinks and wash areas. Guests are encouraged to respect the 1.5mtr separation social distancing and maintain good personal hygiene practices.

### **Tube Slide**

Woodhouse Staff will be required to sanitise straps and handles of Tubes after each use and touchpoints, handrails etc regularly.

Guests are encouraged to respect the 1.5mtr separation social distancing and maintain good personal hygiene practices. Black crosses have been marked on the ground in queueing areas to show adequate separation distances.

### **Challenge Hill**

Hand washing stations are provided for use by guests in the Basecamps for their own personal cleaning, sanitiser is also prepared for guests to sanitise equipment as required. Woodhouse staff will not be sanitising any play equipment at Challenge Hill.

Guests are encouraged to respect the 1.5mtr separation social distancing and maintain good personal hygiene practices.

### **Disc Golf**

Hand washing stations are provided for use by guests in the Basecamps for their own personal cleaning, sanitiser is also prepared for guests to sanitise equipment as required. Woodhouse staff will not be sanitising the Disc Golf baskets. Each Disc after each use will be sanitised before the next use.

Guests are encouraged to respect the 1.5mtr separation social distancing and maintain good personal hygiene practices.

### **Ice Blocking**

Ice Blocking requires the use of single purpose use Hair Nets for the inside of bike helmets, one for each participant. These are discarded after use.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.		
Document Title: Woodhouse Activity COVID-19 Plan-General Site		
Version: 1.0	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 3 of 7

Hand washing stations are provided for use by guests in the Basecamps for their own personal cleaning, sanitiser is also prepared for guests to sanitise equipment as required. Woodhouse staff will not be sanitising any equipment used in Ice Blocking.

Guests are encouraged to respect the 1.5mtr separation social distancing and maintain good personal hygiene practices.

### **Orienteering/ Photo Hunt**

Maps for Orienteering and Photo Hunt courses are provided for guests to use during the activities. The Maps are sanitised after each use on return to the office.

Hand washing stations are provided for use by guests in the Basecamps for their own personal cleaning, sanitiser is also prepared for guests to sanitise equipment as required. Woodhouse staff will not be sanitising any orienteering markers or other equipment for Orienteering/ Photo Hunt.

Guests are encouraged to respect the 1.5mtr separation social distancing and maintain good personal hygiene practices.

### **Bathrooms and wet areas**

Basecamps contain common area bathrooms including separate Shower are toilet areas there are 4 showers 3 basins and 4 toilets per two rooms male and female. Eight people are able to be in the bathroom at any one time.

Footwear is to be worn at all times (including showering) whilst using the bathroom and soap and washing aids must not be shared. A bottle(s) of sanitiser will be provided to group leaders to sanitise as required between professional cleans during usage.

## **4.5 Precautions and on arrival operations**

- Guests should not attend if they are unwell (even mildly unwell).
- Guests are required to sign an attendance register COVID-19 aware statement on arrival and a COVID awareness waiver.
- Guests are encouraged to download the COVID SAFE app on their phones.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.		
Document Title: Woodhouse Activity COVID-19 Plan-General Site		
Version: 1.0	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 4 of 7

## 4.6 Isolation of anyone who shows symptoms of COVID-19

Isolation of anyone who shows symptoms of COVID-19 can occur if required in the Lower Rymill Centre Gilwell Rooms. This room is nearby the entry access areas, has the ability to communicate with isolated persons through external windows and is nearby toilets that can be isolated for the guests sole usage. Woodhouse will communicate with the organising group to arrange contracted patient transport to one of the following COVID-19 support centres, if required, or to another suitable location.

- Mt Barker Hospital
- Pasadena Medical Centre

**Contact and advise South Australian department of Health on 1300 232 272 immediately on suspicion of infection.**

**Note: Refer JSA 62404 via QR below:**



## 4.7 Group Types

This plan applies for the following groups

### Self Catered groups

Caterer will provide equipment required or hire available equipment.

Groups will be required to Sanitise tables and surfaces after every meal wiping down surfaces.

After every use, kitchen equipment and eating utensils and crockery must be put through a dishwasher cycle, using the commercial dishwasher provided in each building.

Buildings will be cleaned after group usage by external contractor.

Rubbish bins etc will be emptied by groups into bins outside of buildings and emptied as required.

A caterer / or overseer of catering must be designated by the group and contact details of the representative must be made available to the Operations Manager Woodhouse.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.		
Document Title: Woodhouse Activity COVID-19 Plan-General Site		
Version: 1.0	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 5 of 7

## **Contracted Catering - Woodhouse Provider**

Caterer will provide equipment required.

Groups will be required to Sanitise tables and surfaces after every meal wiping down surfaces.

Individual equipment used in food service will be required to be washed after each use ie plates and cutlery pots and pans etc.

Buildings will be cleaned after group usage by external contractor.

Rubbish bins etc will be emptied by groups into bins outside of buildings and emptied as required.

## **Contracted Catering - External Provider**

Caterer will provide equipment required or hire available equipment.

Groups will be required to Sanitise tables and surfaces after every meal wiping down surfaces.

Individual equipment used in food service will be required to be washed after each use ie plates and cutlery pots and pans etc.

Buildings will be cleaned after group usage by external contractor.

### **4.8 COVID Marshals**

Woodhouse will provide at least one COVID Marshal to be onsite at all times when open to the public.

On days where 200 people are onsite at the same time the COVID Marshal may not have any other duties other than being a COVID Marshal.

### **4.9 Contact Tracing and QR Code**

Woodhouse will record the contact details of any person that attends the site.

Woodhouse will ensure that all customers, contractors or visitors to the site use the QR Code provided in the SA Government approved COVID Plan.

Where it is impossible for a client to check in using the QR Code scan provided, Woodhouse will ensure that the details of all customers, contractors, or visitors to the site, will be kept onsite in a secure location.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.		
Document Title: Woodhouse Activity COVID-19 Plan-General Site		
Version: 1.0	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 6 of 7

# APPENDIX

## SA GOVERNMENT REGULATIONS AND ADVICE

### Physical Distancing

All adults must continue to follow the density and physical distancing requirements outlined by SA Health.

From Monday 14 December 2020 these are:

- no more than 1 person per 2-square metres in an enclosed space
- maintain a minimum social distance of 1.5 metres.

There will be no cap on the number of people in 1 room but the above requirements must be followed at all times (for example, staff meetings).

### School camps - December 2020

From Monday 14 December 2020 all camps and excursions can resume.

SA Health has updated its advice for school camps reflecting the updated Australian Health Protection Principal Committee (AHPPC) advice on dormitory accommodation.

The advice regarding reduction of normal occupancy to 25% of the usual level in dormitory accommodation has been removed.

The advice is now:

- Grouping students in dormitories who are also together in class/ sport should be considered
- Dormitory accommodation is associated with increased risk of transmission which needs to be prudently managed and included in risk planning
- Physical distancing and room density requirements must continue to be followed by all adults.
- School staff should work with campsite owners and providers to adopt this guidance on a case-by-case basis.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.		
Document Title: Woodhouse Activity COVID-19 Plan-General Site		
Version: 1.0	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 7 of 7