



Woodhouse Activity Centre

Scouts Australia (SA Branch) Old Manor House 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. This specific plan does not take into account site wide activities or other buildings, rather it focuses on specific areas and buildings subject to high use by one particular group.

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

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—Old Manor House		
Version: 1.1	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 1 of 5

providing that 1 person per 2m² is abided by and room carrying capacity (below) is taken into account.

4.1 Carrying Capacity

For Old Manor carrying capacities per room please note the table below

Building	Dimensions	People
Old Manor Dining Room	54m ³	27
Old Manor Drawing Room	33m ³	16
Old Manor Ball Room	44m ³	22
Lower Bedroom 1	20m ³	4
Lower Bedroom 2	20m ³	4
Rm 1	24m ³	6
Rm 2	24m ³	6
Rm 3	36m ³	10
Rm 4	18m ³	6
Rm 5	24m ³	6
Rm 6	40m ³	12
Rm 7	20m ³	6
Rm 8	16m ³	6

4.2 Bathrooms and wet areas

Sleeping quarters bathrooms are in a separate wing adjoining in the Old Manor. There are 3 showers, 3 basins and 3 toilets in each of the separate male and female bathrooms and a single use uni-sex disabled access toilet, basin and shower. Four people are able to be in the bathroom at any one time, with one in the disabled toilet at a 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. The Old Manor is to be professionally cleaned every alternate day, this may incorporate an exit clean or entrance clean on groups arrival or departure.

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—Old Manor House		
Version: 1.1	Last reviewed 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 2 of 5

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 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.

4.5 Isolation of anyone who shows symptoms of COVID-19

In the Old Manor House, isolation of anyone who shows symptoms of COVID-19 will occur in the Ground Level Bedroom 1. This room is nearby the entry access areas and has the ability to communicate with isolated persons through external windows. 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

4.6 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.

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.

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—Old Manor House		
Version: 1.1	Last reviewed 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 3 of 5

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.

5 SA GOVERNMENT REGULATIONS AND ADVICE

Point of Reference

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

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—Old Manor House		
Version: 1.1	Last reviewed: 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 4 of 5

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—Old Manor House		
Version: 1.1	Last reviewed 01/02/2021	Review due: 01/04/2021
Document Controller	Risk and Compliance Manager	Page 5 of 5