



## Face to Face Scouting Return

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Group Leaders are responsible for completing and submitting this checklist to resume Face to Face Scouting activities in their Groups/Units as per the Scouts SA return timeline.

The responses from this checklist will be used to submit a COVID-19 plan to SA Government on behalf of your Group/Hall. A COVID-Safe Plan must be submitted by all venues/facilities that have previously been closed by an Emergency Management Direction. The form must be produced on request from an authorised officer.

Your District Commissioner will review your submission as confirmation that all items are in order.

If you can not honestly tick a response or are unsure, do not submit this form. Instead, consult with your District Commissioner for assistance.

**This checklist is based on SA Government requirements at 1 June 2020. Adjustments to numbers of people in areas/gatherings will be communicated by Scouts SA as they are announced.**

Ticking the box indicates that the item is resolved or is in place.

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## Group Information

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**Name of Group Leader (GL)/Leader In Charge (LIC) of Group \***

First Name

Last Name

**Membership Number**

**Email Address \***

A copy of your completed return will be sent through to your email address

**Formation \***

**District \***

# Part 1 - Hall Access

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**Our hall/property is owned by Scouts SA, or the owner of the hall/property will permit Scouts to use the property. (If applicable please retain communication to this effect) \***

Yes

**Activities held in another public place: You may run activities in other public places as long as you seek any necessary approvals (and of course, adhere to all other requirements in place at the time).**

Yes

**A record of attendance is in place for all activities and meetings - including additional persons in the hall (such as parents and caregivers) \***

Yes

**The maximum number of persons per room in our hall shall not exceed 1 person per 4 square metres. \***

Yes

**A maximum of 20 people per separate room or area in our hall shall apply regardless of the size of a room (To be considered a separate room, a space must be enclosed by a ceiling, and substantially enclosed by floor to ceiling walls, regardless of whether the ceiling or walls or any part of them are permanent or temporary). \***

Yes

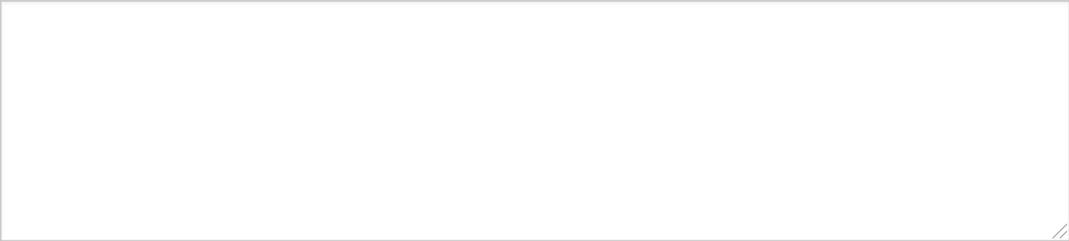
## Areas of your hall

	Name	Description	Indoor or Outdoor	Size in Square metres	Maximum # of people
Space 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Space 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Space 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Space 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**The total number of people on our hall property (including outdoor areas) shall not exceed 80 people at any one time (numbers shall not exceed 1 person per 4 square metres) \***

Yes

**Any questions about the above?**



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## Part 2 - Preparation

These items relate to the preparation of your hall/premises for the conduct of Scouting activities.

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### Physical and Social distancing

**Adults shall be mindful of the need for physical distancing, and monitor compliance with physical distancing requirements amongst youth members. \***

Yes

**Adults shall limit and avoid as much physical contact as possible: this includes handshaking and hugging \***

Yes

**Your Group has established alternative ways to provide badges without a hand shake and conduct ceremonies (opening, closing, investitures etc) whilst maintaining social distancing. \***

Yes

**Your Group has considered venue layout and moved tables and seating to comply with physical distancing (1.5m separation) and density requirements (1 person per 4 square metres). \***

Yes

**Dedicate separate entry and exit doors from separate rooms, and pathways to encourage “one-way traffic” where possible. \***

Yes

**Minimise mixing between separate rooms or groups of people as much as possible. \***

Yes

**Display signage at the hall entrance to instruct anyone not to enter if they are unwell or have COVID-19 symptoms. \***

Yes

**Encourage contactless payments to be used where possible for fees and activity costs. \***

Yes

**Ask parents and caregivers not to linger at the hall property during drop-off and pick-up, or wait outside the property and practise physical distancing. \***

Yes

**Anyone in the vulnerable category should not attend i.e. infants, or people with compromised immune systems due to illness or medical treatment. \***

Yes

## **Hygiene**

**Hand sanitiser OR handwashing with soap to be available at all activities, close to where it is needed including entry/exit points. Ensure you always have sufficient supplies! \***

Yes

**Avoid activities that involve participants touching, passing around or sharing objects. \***

Yes

**Hygiene to be a focus in all programs and reiterated during the activity. \***

Yes

**No buffet-style food or sharing of food or utensils. Individuals to bring their own food and dispose of their rubbish. Do not consume food that has been left out or uncovered \***

Yes

**Conduct frequent environmental cleaning and disinfection at the conclusion of all meetings, especially of touch-points (door handles, push plates including bathroom, counters, table tops, backs of chairs, food preparation areas etc). \***

Yes

**Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points. \***

Yes

**Ensure bathrooms have soap and running water for handwashing. \***

Yes

**No communal facilities (showers, spas, change rooms) except toilets are to be made available. \***

Yes

**Hand drying facilities must be made available. Provide disposable paper towels or hand dryers only. Cloth towels should only be provided if they are for single use. \***

Yes

**Install signage on hand hygiene and cough etiquette. \***

Yes

## **Ready to reopen**

**Print and display SA Health COVID-Safe materials (such as signage/posters on hygiene, physical distancing). \***

Yes

**Check the condition of equipment and facilities to ensure they are fully functioning, such as gas, electricity, toilets. \***

Yes

**If relevant, check food and beverages have not been contaminated or are now out of date. \***

Yes

**Ensure all volunteers are aware of their COVID safe obligations and the requirements that are relevant to them. \***

Yes

**Check that COVID-19 safety measures are risk assessed to ensure that any implemented do not create safety or security risks. \***

Yes

**Remove shared water stations and encourage all attendees to bring their own drink bottle. \***

Yes

**Print your COVID-Safe Plan and Record of Completion (certificate which will be given to Group by Branch) \***

Yes

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## **Step 3 - Communication**

These factors related to communication with your members (youth and adult) as well as other key stakeholders (hall hirers, parents, other hall users)

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**We have developed and communicated (or will communicate) with all parents and members regarding expectations - not attending if sick, physical distancing etc \***

Yes

**For Hall Hire - All people or organisations hiring the hall have completed an updated hirer's agreement that reflects their obligations \***

Yes

**Any other Questions or Comments About 'Communication'?**

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## Prepare for Submission

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**I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe. \***

Yes

No

**I understand we need to await confirmation prior to resuming \***

Yes

No

**I declare that the above information is accurate and correct. \***

Yes

Submit