

SECTION MEETING COVID CHECKLIST

As part of your plans to reopen Scouting in your Group or Section, there are requirements that you must adopt to ensure you are reducing the risk of transmission of COVID-19 among your youth, Scouters, parents and others.

The **Pandemic Program & Activity Modifications Standard** outlines in detail the Scouts Canada-specific mandatory requirements to support the preparation, execution and follow-up steps for conducting a Section meeting during the COVID-19 pandemic. We anticipate these will be in place until advised by Federal Health Authorities (likely when a vaccine is made widely available).

This checklist is provided to aid the Scouter-in-Charge and Group Commissioner prepare a Section-specific plan to deliver a youth program that meets or exceeds the requirements of the Standard and meets provincial “Operational Plan” regulations.

Note: This document includes provisions for both indoor and outdoor settings and thus may not all be relevant all of the time.
This is a guidance document—refer to the Standard for requirements.

Plan the Event (meeting, gathering, day camp, etc.)

- Ensure awareness of, and compliance with, current provincial and municipal requirements for COVID-19 preparation and readiness. Specific checks for:
 - Approvals of outdoor recreation activities permitted in parks, trails, open spaces (e.g. soccer fields and ball diamonds), open fields and playgrounds.
 - Latest requirements and restrictions on mass gathering, Personal Protective Equipment (PPE), physical distancing, travel, activity-specific guidance (e.g. swimming)
- Ensure awareness of, and compliance with, any specific additional requirements for the site you are visiting.
- All Scouts Canada activities must be limited to 50 attendees or fewer. Section meetings are limited to 16 youth or fewer, split into 2 Patrols (small teams).
- Ensure the **Two-Scouter Rule** will be maintained at all times.
- Ensure, as much as practical, that the activity has been adapted to ensure individuals can maintain, as much as practical, physical distancing of at least 2 metres from others.
 - Ensure activities that allow you to maintain physical distancing and accommodate the use of personally owned equipment.
 - Choose activities that do not include contact with other individuals.
 - Limit congregating with other people when going to and from common areas (e.g. parking lots, trailheads, boat launches, public parks and fields).
- For all outdoor activities, ensure that the **Adventure Activity Form** (AAF) has been completed satisfactorily for the activity planned. Include an up-to-date Emergency Response Plan (ERP) and hazard identification review.
- Scouters, parents or guardians and youth **must not attend** the program if they are sick, even if symptoms resemble a mild cold.
 - Symptoms to look for include fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache and a general feeling of being unwell.
- All ‘at-risk’ / vulnerable persons are **strongly advised not to attend** the program, even if they are fit, well and accept their personal risk. This definition varies slightly by province, but in general: anyone who is:
 - an older adult (highest risk are adults > 60 years of age)
 - at risk due to underlying medical conditions (e.g. heart disease, hypertension, diabetes, chronic respiratory diseases, cancer)
 - at risk due to a compromised immune system from a medical condition or treatment (e.g. chemotherapy)
 - from **this website**
- Scouters, parents and youth have been informed of the requirements of their participation.
- Ensure those that are sick or symptomatic will not attend or participate.
 - Scouters should ask parents and guardians to check the temperatures of their children daily before coming to any program. This is consistent with school, daycare, day camp and other provincial activity requirements.
 - A screening question checklist is being developed by Scouts Canada to match those provided by federal and provincial healthcare authorities.

Do the Meeting

Distancing Measures: These are applicable to all attendees—including parents/guardians who are dropping off youth at an event or meeting.

- Ensure, as much as practical, people maintain 2 metres between each other.
 - Modify games and activities as necessary.
 - Ensure equipment, such as sports balls, will not be shared.
- Limit congregating (in washrooms, communal spaces, rest areas, etc.).
- Limit the overall number of people in your space. Your numbers must include parents/guardians.
- For vehicles, plan for and maintain directional traffic flow.
- Programs must develop procedures for drop-off and pick-up that support physical distancing and separate cohorts to the greatest extent possible. Possible strategies include separate cohort entrances, having one designated parent or guardian pick up and drop off each child, staggering entry or limiting the numbers of people in entry areas.
 - There should be no non-essential visitors at the program. Parents or guardians are able to attend the program when needed but should minimize time spent there.
- Individual or group instruction must only be conducted with appropriate physical distancing of at least 2 metres, unless the individuals are from the same household.

Food Provision: Eliminate or minimize food provision.

- No self-serve or family-style meal service (including barbecues). Food provision should be minimized or eliminated where possible and practical.
- Food provided by the youth (or family) should be stored with the youth's belongings or, if refrigeration is required, should be kept in an area designated for the youth's Patrol and should not be handled by others.
- Enforce a "no food sharing" policy and ensure all participants bring their own water bottles. Ensure participants label personal belongings.
- There should be no common food items (e.g. salt and pepper shakers).
- How will you ensure, if applicable, compliance with federal, municipal or provincial regulations for food handling and preparation?

Cleaning: All equipment and spaces to be cleaned and disinfected prior to and after use.

- Provide handwashing stations and/or hand sanitizer containing at least 60% alcohol available for all participants.
- Cleaning on high-touch surfaces (such as doorknobs, taps and chairs) must be maintained in your location.
- Train and ensure Scouters, volunteers and youth keep equipment clean.
- If you plan on using chemicals, be aware of the specific handling instructions, the treatment for misuse, the required PPE and other pertinent safety measures for safe use.

Screening for Symptoms

- Ensure all volunteers and youth are screened before entering the activity area. This is a **legal requirement** in many provinces.
 - A screening-question checklist is being developed by Scouts Canada to match those provided by federal and provincial healthcare authorities.
- Be aware of symptoms in Scouters, volunteers, youth, parents or congregants, such as fever, sore throat, cough, runny nose and difficulty breathing.
- Provide education or communication to support self-monitoring of symptoms.
- Identify a space where Scouters, parents or youth can be separated from others if they develop symptoms.
 - If a youth or adult develops symptoms while at the activity or meeting, the person should be isolated away from others and the parent or guardian (in case of a child) should be notified to come and pick up the child immediately. If a separate space is not available, the child needs to be kept at least 2 metres away from other children.
- Maintain a log of Scouter, youth and parent/guardian attendance for the purposes of contact tracing if required by the authorities.
- Be prepared with a response plan in the event that for an attendee comes to a meeting or activity with symptoms.

Personal Protective Equipment

- Meetings, events and activities should be designed to eliminate the need to be less than 2 metres apart, thus not requiring the use of PPE.
- Know what specific PPE is necessary for the purposes of cleaning.
- As a back-up: If 2 metres cannot be maintained and PPE is necessary, know where you would obtain it. Consider physical barriers to reduce exposure when 2-metre distancing is hard to maintain.

Responsibilities

- Be responsible for ensuring Scouters, parents/guardians and youth are following your precautions.
- Update contact information for Scouters, parents and youth so that they can be notified in the event of a known exposure.
- Know what your approach will be if you have to manage a situation where there is apparent non-compliance with your plans.

Emergency Response and Risk Management

- Update the Section Emergency Response Plan (ERP) to include COVID-specific risks pertinent to the location you will be visiting.
- Update the hazard and identification plan for the location you will be visiting.
- Plan for how to deal with an emergency under COVID conditions. Know how you will maintain physical distancing as much as practical.
- Have enough first aiders attending the meeting. Have spare face masks in case you need to be working in closed proximity in an emergency.

Review the Meeting

- Ensure the meeting is collectively reviewed by the Scouter team for what worked well and what you will do differently next time.
- Inform the Group Commissioner and other Sections of your learnings and improvements.