Scouts Canada Return to Scouting Provincial Operating Plans

Provincial Operational Plans

Some provinces require the development of operational plans specific to business and services in their province. In addition, some provinces require the use of the province-specific self-assessment screening questionnaire. These are not required to be submitted to any organization but must be available if required (electronic / soft-copy should suffice). The following list of hyperlinks provides access to all of the materials that should be requested by a Provincial Health Authority if required. It should not be necessary to carry all of these for each trip but may be required to show, if requested, the materials used for the development of an "Operational Plan".

- 1. Return to Scouting Framework
- 2. Pandemic Program Standards (available in a separate document)
- 3. Cleaning and Disinfecting for Meetings
- 4. Hand Hygiene for Meetings
- 5. Drop-Off / Pick-Up Guide
- 6. Supporting a Symptomatic Person Guide
- 7. Scouter Communication Template

Section Specific Requirements for Operational Plans

As part of normal Scouts Canada operations, as well as meeting the specific requirements for provincial operational plans. All sections/groups and activity leaders must prepare and have accessible a section and activity specific **Emergency Response Plan** (ERP) including an activity specific **Risk Management Plan**. In addition, it is mandatory to complete the **Modified Adventure Activity Form** ("MAAF"), **Attendance (Tracing) Sheet** and confirm completion of the **self-assessments** conducted by the youth, parents and all activity participants.

- 1. Emergency Response Plan—Junior or Senior Sections (available in a separate document)
- 2. Meeting Space Risk Assessment
- 3. Scouting Activity Attendance Log
- 4. Self-Assessment Screening Checklist

Requests for Provincial or Municipal Health Authorities

If your group, section or Scouters require assistance to answer requests by an authorised health authority or occupational health inspector, please contact your SRM or CK3 member. In addition, Scouts Canada (National HQ) is ready to provide assistance.

Pandemic Standards:

- 1. Physical Distancing / Mass Gathering
- 2. Vulnerable Populations
- 3. Cleaning & Hygiene
- 4. Screening
- 5. Personal Protective Equipment
- 6. Emergency Response & Risk Management
- 7. Food Provision
- 8. Overnight Camping
- 9. Decision Making / Approvals

Operational Plan Requirements:

Identification and documentation of unique risks and solutions that include:

- Active screening for volunteers/participants;
- Facilitating physical distancing;
- Facilitating personal hand hygiene and respiratory etiquette;
- Ensuring adequate daily cleaning and disinfection of frequently touched surfaces;
- Following guidelines on PPE/masks;
- Communicating COVID-19 public health measures;
- Incorporating guidance on accountability and monitoring into your plan.
- Copies of schedules and checklists (forms / attendance logs) to support your plan.



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RETURN TO SCOUTING STAGES



STAGE 1 VIRTUAL SCOUTING ONLY

- Size of gatherings: online—unconstrained
- 2-Scouter Rule to be observed

STAGE 2

OUTDOOR SCOUTING

- Size of gatherings: 16 youth maximum
- Patrols: 8 youth maximum
- · Sharing of equipment: minimized
- Camping: No camping



STAGE 3

OUTDOOR SCOUTING

- Size of gatherings: 50 persons total (Outdoors only)
- Patrols: 8 youth maximum
- Sharing of equipment: permitted within Patrols only
- **Camping:** No Beaver or Cub overnight camping. Scouts, Vents and Rovers may camp overnight only in individual tents or shelters outdoors.

STAGE 4

OUTDOOR & INDOOR SCOUTING

- Size of gatherings: 50 persons total (Outdoors & Indoors)
- Patrols: 8 youth maximum
- Sharing of equipment: permitted within Patrols only
- **Camping:** All Sections may camp overnight indoors or outdoors in Patrols only. Large buildings not permitted. Tents or shelters preferred.





STAGE 5

OUTDOOR & INDOOR SCOUTING

- Size of gathering: tbd
- Sharing of equipment: unlimited
- **Camping:** Allowed for all Sections. No restrictions.



CLEANING AND DISINFECTING FOR SCOUTING MEETINGS

During these unprecedented times, increased hygiene is everyone's responsibility. Please take the time to review this document with your Group Commissioner and all members in your Section in an age-appropriate manner. Coordination and final responsibility of cleaning efforts fall on the Scouter-in-Charge.

Beginning September 1, 2020, the following cleaning procedures must be followed to ensure the health and safety of all Scouts Canada members.

This document will serve as a guideline for all Scouting activities.

Key terms



Cleaning: The physical removal of visible soiling (e.g. dust, soil, mucus). Cleaning removes—rather than kills—viruses and bacteria. It is done with water, detergents and steady friction with a cleaning cloth.



Disinfection: The killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body. All visibly soiled surfaces should be cleaned before disinfection.



High-touch Surfaces: Surfaces that are handled frequently throughout the day by numerous people. These surfaces include playground equipment, doorknobs and handles, sink faucets, tables and chairs/benches, as well as toys.



Hand Hygiene: The act of washing or sanitizing hands.

Meeting Cleaning Checklist

Over the course of a meeting, increased cleaning protocols will need to be followed. Scouter teams should coordinate who will be responsible for tasks on any given meeting night.

Pre-Meeting (before youth arrive)

- Set up hand hygiene station (see <u>Hand Hygiene Guidance</u> for more information).
- Disinfect all high-touch surfaces including any materials and equipment to be used during meetings and personal objects such as water bottles. For a table that has a porous surface (e.g. wooden picnic table), use a table covering that can be effectively cleaned and disinfected.

Discontinue the use of any high-touch surfaces that cannot be disinfected (e.g. "Big Brown Beaver" stuffed animal, etc.).

Arrival

- Upon arrival, all youth/parents/Scouters perform hand hygiene (with Scouter supervision).
- Disinfect any newly introduced high-touch surfaces.
- Outline/review the meeting hygiene procedures with all participants.

During Meeting

- Minimize sharing of materials within patrols. If sharing cannot be avoided, material surface is to be disinfected between each use.
- Disinfect used materials after each activity.
- All members perform hand hygiene when needed in addition to regularly scheduled hand hygiene breaks.

Post-Meeting

- Return meeting space to the condition you found it in (or better).
- Clean and disinfect all surfaces used during the meeting.
- Store any materials needed for next time in a clean safe location.



CLEANING AND DISINFECTING FOR SCOUTING MEETINGS

Cleaning

- Proper cleaning is one of the most critical steps to prevent the spread of COVID-19. Cleaning best practices are as followed:
- Cleaning for the COVID-19 virus is the same as for other common viruses.
- Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.
- Water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes should be used, along with good physical cleaning practices (i.e. using strong action on surfaces).
- It is important to understand that it is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days. As such, it is crucial to clean high-touch surfaces at least once per meeting and whenever visibly dirty.
- Launder or replace potentially contaminated cleaning tools (clothes, sponges, brushes) between cleanings.
- Wear proper personal protective equipment (PPE), including gloves and masks, while cleaning.
- After cleaning, disinfect all surfaces.
- Perform hand hygiene after cleaning.

Disinfecting



Disinfecting is the next step in killing germs on surfaces. While disinfectants will work against the coronavirus, the Canadian government has a list of hard-surface disinfectants that are supported by evidence following drug review, demonstrating that they are likely to be effective and may be used against SARS-CoV-2. (Disinfectants for Use Against SARS-CoV-2 (COVID-19) list)

- Be sure to always follow the instructions on the label for safe and most effective use.
- Ensure product is not expired.
- Avoid mixing disinfectant products (unless stated on the label).
- Ensure adequate ventilation during use.
- If a disinfecting product is not available a diluted household bleach solution will be effective for up to 24 hours by mixing 2–5ml chlorine bleach into 1 litre room temperature water. More information can be found <u>here</u>.
- Always label diluted cleaning solution bottles.
- All chemicals should be stored out of reach of youth and animals.

Thank you for your commitment to safe Scouting!



HAND HYGIENE FOR SCOUTING MEETINGS



The number one way to stop the spread of germs is clean hands. Washing hands is the best form of hand hygiene, but hand sanitizing is also a good choice if soap and water are not available.

Remember, younger Sections will require support and supervision during the hand hygiene processes as they learn to do so properly.

It is essential to perform hand hygiene:

- When arriving and leaving a meeting
- After eating
- After handling common resources or equipment
- After an instance of skin to skin contact
- Before/after touching the face, especially the eyes, nose and mouth

In addition, regularly practice hand hygiene on the following occasions:

- Before eating
- After using the washroom
- After sneezing or coughing (encourage proper etiquette: use a tissue or fold of the arm)
- After handling unsanitary objects such as garbage
- Before and after administering first aid such as treating a wound or cut

HAND SANITIZER



Hand sanitizer is a close second when soap and water are not available. Hand sanitizer is simple and easy to use; just apply a generous drop of hand sanitizer to palms and rub it across both

hands (front, back and fingertips) and let dry.

- Use hand sanitizer containing at least 60% alcohol.
- Do not leave hand sanitizer unattended around Beavers or Cubs.

SOAP AND WATER HAND HYGIENE Five steps to handwashing

1. Wet: Put both your hands under clean, running water.



2. Lather: Apply a generous amount of soap to the inside and back of your hands, as well as your fingertips. Wash your hands for at least 20 seconds—try singing happy birthday twice, or your Section could create a handwashing song of their own! Fingertips are especially important to lather as, on average, people touch their face 16 times an hour.



- **3. Scrub:** Rub both hands together and move your fingertips around both hands. You do not need a scrub brush. You do not need to make harsh, scrubbing movements.
- **4. Rinse:** Return both hands to the running water and gently wash away the soap.



5. Dry: Completely dry the water from your hands. Using a disposable towel (paper towel) is best to avoid leaving germs on towels. Air dryers, commonly found in public bathrooms, are also useful.

This graphic can also be a useful resource.

Thank you for your commitment to safe Scouting!



DROP-OFF AND PICK-UP SUPPORT GUIDE

The intent of this document is to support Scouters in meeting or exceeding Scouts Canada's <u>Pandemic Program & Activity</u> <u>Modifications Standards</u>, specifically regarding the management of drop-off and pick-up and procedures for all Scouting activities.

Communication

- Include drop-off and pick-up information in a pre-meeting email to parents/guardians.
- Provide the <u>Self-Assessment Screening Checklist</u> to each participant (all Scouters, parents or guardians and youth who maybe attending the meeting). Assessment must be done prior to attending the activity.
- Know exactly where drop-off and pick-up will take place. Is a suitable parking lot available or can curbside drop-off and pick-up occur?
- Consider having parents remain in parked cars with their child(ren) and wait for Scouters to complete attendance and screening procedure.
- Is there an opportunity to stagger the drop-off times?

Drop-off Procedure

- Outdoor meeting spaces will vary—please consider the following:
 - Ensure that youth can safely travel from their vehicle to the meeting space.
 - If parents/guardians **need** to exit their vehicles with their youth to safely travel to the meeting space, request that only one parent/guardian does so.
 - Use markers or people to indicate entrance/exit points and direction of flow.
- Pre-organize duties by assigning tasks to specific Scouters to facilitate a smooth process:
 - Greeter(s) to support directional flow/direct arrivals.
 - Attendance and screening confirmation person(s).
- Do you have enough Scouters to complete screening while maintaining the ratio and Two-Scouter Rule as the dropoff procedure takes place? If not, you may consider asking parents to help with screening as part of the drop-off procedure.
 - A Scouter to supervise each Patrol (maintaining the Two-Scouter Rule).
 - Consider the amount of set-up time required and plan to arrive accordingly.
- Use <u>ScoutsTracker</u> or the <u>Attendance Log</u> template to gather participant information upon arrival, while maintaining physical distancing:
 - Have one person physically handle the attendance log and record the information.

- Everyone taking part in the Scout meeting must be added to the Attendance Log, including youth, Scouters, parents, non-members, etc.
- Individuals dropping youth off do not need to have their information recorded for contact tracing purposes unless they are remaining on-site for more than 15 minutes.
- Confirm contact information to ensure someone can be reached and is available to pick-up the youth if the meeting needs to be called off, in case of an emergency or if symptoms develop during the meeting.
- Ask each participant if they have successfully completed the <u>Self-Assessment Screening Questions</u> prior to attending the activity.
 Simply check off the box on the <u>Attendance Log</u>. If they have not, conduct the questionnaire with them while signing in.
- Ensure the youth have the proper clothing, snack and water bottle along with any other personal equipment required for the meeting **before** their parent/guardian leaves.
- Give youth instructions on where to join their Patrol. Remind them they must not mix with other friends and must stay with their assigned patrol.
- Have a physically-distanced gathering activity running while youth are arriving:
 - For great ideas: refer to "Physically-Distanced Gathering Activities" in the <u>play-by-play meeting scripts</u>.

Pick-Up Procedure

It's now time to facilitate the safe return of youth to their parent/guardian:

- Ensure youth can safely travel to their parked vehicle (escorted or curbside).
- Entrance/Exit points to meeting pick-up area should be clearly indicated (weatherproof signage).
- Have direction of flow clearly indicated as well as 2m markers to maintain physical distancing while participants are waiting for their parents/guardians. (e.g. mini pylons from a local 'dollar store' work great!)

Review of Pick-Up/Drop-Off Procedure

During the Scouters' review of the meeting, discuss how the pickup and drop-off process went and if there is anything that can be improved for the next Scouting activity.

Consider any provided feedback from parents/youth.

Make sure to share learnings with your Group Commissioner.



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SUPPORTING A SYMPTOMATIC PERSON GUIDELINE

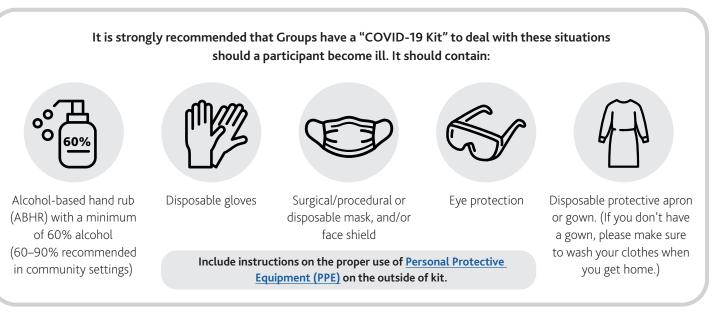
If any person (Scouters, parents/guardians and youth) <u>presents symptoms</u> while participating in a Scouting activity, the following steps should be taken*:

- 1. Immediately separate the symptomatic person from others while remaining in a supervised area.
- 2. Contact the symptomatic person's Emergency Contact to pick them up as soon as possible.
- 3. Where possible, maintain a distance of two meters from the symptomatic person. If this is not possible, Scouters may wear a mask if available and tolerated, necker, or a piece of clothing to cover their nose and mouth.
- 4. Guide all who were nearby to the symptomatic person to wash and/or sanitize their hands as soon as possible.
- 5. Provide the symptomatic person with a non-medical mask or alternative (e.g. necker) to cover their mouth and nose.

6. Remain calm and collected for the duration of the time that the youth showing symptoms is separated from the Group. Do your best to make them feel comfortable and safe. Being asked to go home may trigger fear for a child who may have limited understanding of the pandemic. Take time to calmly explain that the actions being taken are simply precautions.

View the currently known symptoms of COVID-19 <u>here</u>, maintained regularly by the Government of Canada's Public Health Services.

*If symptoms warrant immediate medical attention, treat as an emergency. Call 911 and follow emergency protocol.



Pick-up Procedure for Symptomatic Youth

- Advise parent/guardian of the recommended practices to follow in contacting the local public health unit to report a potential case of COVID-19. Having contact information for the local health unit is helpful.
- Clean and disinfect the space where the symptomatic person was separated and any areas used by them (e.g. bathroom, common areas).
- The Scouter-in-Charge or Group Commissioner must complete and submit an <u>Incident Report Form</u> to <u>Safe Scouting</u> following the <u>Incident Reporting Procedure</u>. If the Scouter-in-Charge submits the Incident Report Form through the ScoutSafe App, still advise your Group Commissioner of the incident.
- Ensure that attendance and activity information on both the <u>Modified Adventure Application Form</u> and Attendance Sheets is accurate and up to date in case further information is needed. Scouter in Charge or Group Commissioner should provide attendance information to Public Health Unit professionals if requested.



Scouts.ca For any questions about this process, please contact: safety@scouts.ca

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Dear Parents/Guardians,

In alignment with our <u>Safety First Policy</u>, Scouts Canada's priority will be ensuring that activities are modified to ensure the safety of our members and to reduce the risk of COVID-19 transmission.

Please read this message closely, as it will provide you with specific information about your child(ren)'s Section meeting details.

Scouts Canada has communicated overarching Standards, guidelines and FAQ's about how Scouting will proceed this fall.

Stay Informed:

Pandemic Program Modification Standards COVID-19 FAQ Welcome Back to Scouting Helpful Guides: <u>Cleaning Guidance</u> <u>Hand Hygiene Guidance</u> <u>Self-Assessment Screening Checklist</u> <u>Drop-Off and Pick-Up Guidance</u> <u>Supporting a Symptomatic Person</u>

Please let us know if your question or concern is not included here. If we are unable to answer your question, please refer to the <u>Help Centre</u>.

Please Note

- ✓ Dress for the weather. Remember we will be outdoors for the duration of the meeting.
- ✓ When you drop-off your child(ren), we ask you to stay with them until we are able to collect their health <u>Self-Assessment/Screening Checklist</u> and complete attendance.
- ✓ If youth show symptoms during the meeting, we will call the emergency contact listed in their MyScouts account. Prior to participating in any Scouting activities, please confirm that this emergency information is up to date.

Customize for weekly changes. If no changes occur, maintain the same information.

Meeting Time	
Meeting Place	
Drop-off Location	e.g. Parking Lot B near the Smith St. entrance.
Please have your child bring	Materials needed for the meeting.

Please let us know if you have any questions or concerns.

Yours in Scouting,

Scouter _____

Insert Scouter contact info.

SCOUTS CANADA MEETING SPACE RISK ASSESSMENT CHECKLIST

NOTE TO GROUP COMMISSIONERS:

Under BP&P, Section 2003.4 (v) 5

It is the responsibility of the Sponsor/Partner Organization, **"to ensure adequate meeting facilities are provided for the Group"**. A Group Commissioner should conduct a Meeting Space Risk Assessment twice each year. Findings should be shared with the head of the Building/Facility/Institution, and plans should be made to correct hazards if any are found.

GROL	JP INI	FORMATION (Please print clearly)						
Group		Group Number and Name		Area:				Council:
BUILD	DING/	FACILITY INFORMATION (Please pr	int clearly)					
Addres Teleph	ss: ione Lo	ilding/Facility: ocation:		City:	NO			
THE N YES 		NG ROOM (Check those that apply) Large Enough? Well Heated? Well Ventilated? Dry? Clean? Windows in Good Condition? Floor in Good Condition?				YES	NO 	Adequate Lighting? Hand Washing Facility? Clean Toilet Facility? Sanitary Drinking Facility? Emergency Flashlights on Hand? First Aid Kits on Hand?
THE E	XITS	(Check those that apply)						
YES	NO 	Two or more emergency exits available? Unlocked and easily accessible? Sufficiently far apart? Crash bar on doors?				YES	NO 	Exit signs installed? Exit signs lighted? All doors swing out?
IF RO	OM IS	ABOVE FIRST FLOOR (Check those	that apply)					
YES	NO	Close to stairs (less than 100 feet/30m)? Doors and stairs unobstructed, litter free Stairs in good repair? Stair handrail provided? Stairway lighted? Stairs wide enough for two persons? Floor in Good Condition?	?			YES	NO	Carpet or treads secure? Stairway enclosed? Enclosures fitted with fire doors? Outside fire escape installed? Fire escape in good repair? Fire escape used for fire drills? Wheel Chair Accessible

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SCOUTS CANADA MEETING SPACE RISK ASSESSMENT CHECKLIST

FIRE	PROTE	CTION (Check those that apply)			
YES	NO		YES	NO	
		Portable extinguisher available and properly located			Heating system inspected within a year?
		Extinguisher is suitable for the following types of fires: A. Ordinary combustibles			Walls, ceilings, floors protected from stoves or pipes overheating?
		B. Flammable liquids C. Electrical equipment			Open fireplaces protected by screens?
					Electric wiring, switches, extension cords in good repair?
					Accessible telephone in building?
		Extinguisher ready for use? (should be tagged to show inspection within one year)			Fire department number posted?
		Any hazard from rubbish or flammable material?			Location of nearest fire alarm known to all members?
		Any hazard from oily rags or mops? (spontaneous combustion)			Alarm procedure taught to members?
		Smoke alarm system installed and tested?			
FIRE	DRILL	(Check those that apply)			
YES	NO			YES	5 NO
		Has the Section a plan for conducting fire drills?			Are members able to evacuate building if filled with smoke or if lights go out?
		Is a fire plan posted?			Do training drills include use of alternate exits?
		Are fire evacuation drills practiced frequently?			Are members trained in home fire safety plan and exit drill?
		Was a drill demonstrated or taught to members beginning of every season?			Are members aware of evacuation procedures?
BUIL	DING	EVACUATION (Check those that apply)			
YES	NO		Y	ΈS	NO
		Does the Group have plans for likely natural disasters?	_		Are members aware of evacuation procedures?
		Does the Group have emergency plans/drills for likely extreme weather conditions?	_		Do members know of the 4 Evacuation Rules: Don't Talk! Don't Push! Don't run! Don't turn back!
		Does the Section Lead have an Emergency Go Bag which should include a Registration list?	-		Do members know where the Emergency Assembly Area (EAA) is?
		Does the Section Lead have a phone tree in order to contact the parents?	-		—— Have members practiced going to the Emergency Assembly Area (EAA)?
DECC		NDATIONS (Dlasso print class)			

Write your detailed recommendations below (or on a separate sheet attached to this report.) Please note any other conditions which are hazardous to health, personal safety, or fire safety.



SIGNATURES (Please print clearly)						
RISK ASSESSORS	Name		Signature			
	Name		Signature			
SECTION SCOUTER Name Date of Risk Assessment IN ATTENDANCE Date of Risk Assessment Date of Risk Assessment						
SPONSOR/PARTNER RECORD	• (Please print cle	early)				
Did the chartered organization re	presentative part	icipate in the Meeting Space Risk Ass	sessment?	YES NO		
Report Reviewed by:						
Name of Sponsor/Partner RepresentativeName of Sponsor/Partner OrganizationGroup Commissioner			Group Commissioner			
ACTION TAKEN (Please print clearly)						



SCOUTING ACTIVITY ATTENDANCE LOG

roup: Section:		S	Scouter-in-Charge:		
Activity Location Address:		Date:	Start Time:	_End Time:	

First Name	Last Name	Contact Phone or Email	COVID Self-Assessment Screening Completed?



SCOUTING ACTIVITY ATTENDANCE LOG

First Name	Last Name	Contact Phone or Email	COVID Self-Assessment Screening Completed?



SELF-ASSESSMENT SCREENING CHECKLIST

Parents/guardians/youth must use this questionnaire before participating in any Scouting activity to decide whether the youth should attend.

	Risk Assessment: Initial Self-Assessment Screening Questions				
1.	Are you experiencing symptoms* of COVID-19?	YES	NO		
2.	Have you, or anyone in your household, returned from travel outside of Canada within the last 14 days?	YES	NO		
3.	Have you or any household members had unshielded** contact with someone who is ill with a cough and/or fever?	YES	NO		
4.	Have you or anyone in your household had unshielded contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO		

*It is understood that some allergies or pre-existing conditions may express similar symptoms to COVID-19. If in doubt consult a medical professional. Please discuss participation with your Section Contact Scouter or Group Commissioner before attending Scouting. If in doubt don't Scout.

** "Unshielded" means close contact (with two metres) without the use of appropriate personal protective equipment (PPE).

If you have answered "YES" to any of the above questions, please DO NOT attend the Scouting activity at this time. You should stay home and determine whether you need to be tested for COVID-19.

If you have answered "NO" to all the above questions, you may participate in the Scouting activity.

