

Group guidelines for using 18th St Albans facilities and equipment

This is for AMBER

Scout Association requirements

1) Scout Association rules for Amber

- a) up to 15 people in a bubble: includes adults and young people
- b) outdoors only
- c) socially distanced
- d) Person cannot change bubble the same day
- e) Two bubbles must stay 25 m apart (not seen that mentioned recently)

2) Risk Assessment (RA)

- a) This is in addition to normal activity RA, to include minimised Covid-related risks
- b) One RA for each section for each stage
- c) Needs to be signed off first within the Group
 - (1) Chairman and Secretary, if available
 - (2) Otherwise one of these and another section leader
- d) Then approved by District BEFORE starting activities
- e) Any changes, after RA approval, requires resubmission of RA.
- f) Need to get Parent's explicit permission recorded to include their child in an activity
- g) Need to determine any young person whose parent considers "vulnerable"

Guidelines Summary

1) Guidelines Remit.

- a) An essential feature of the Scout rules is to minimise chance of infection between groups ("bubbles"): either within a section or with another section.
- b) These guidelines only relate to the use of Group facilities, so they are safe for all users and minimise potential for contamination or infection between bubbles.
- c) They do not include how sections operate within their bubbles or away from hut
- d) So **Hall Heath Explorers** must also adhere to these rules, where they relate to the hut and grounds use (e.g. cleaning, and entry)

2) Minimise

- a) Minimise possible contamination
- b) Minimise entry to Group HQ, such as use of the HQ toilets
- c) Minimise use of shared (Group) equipment

3) Clean

- a) Clean surfaces in the hut and grounds before and after use
- b) Clean all Group equipment used and, if necessary, quarantine it.
- c) Have a shared system of exit and entry

Hut and Grounds use

1) Activities in the HQ grounds

- a) Maximum of ONE group (bubble) at a time in the grounds.
- b) There needs to be coordination as section meeting times are close together. The earlier section needs to leave at latest by half-way through the time gap between sections (with Cleaning done).
- c) Similarly, the second section comes in no earlier.
- d) Be aware: Because of limited number in bubble and limited daylight, sections may want to book slots outside their normal times
- e) So it would be useful if sections, when definitely NOT meeting at the hut (or Wick) at their usual time, indicate so on the Group Google Calendar

2) One-way systems in and out

- a) People should enter the grounds, walking on the east side of Hall Heath Close (Quadrant and Hatfield side) and enter using the side gate
- b) People should leave through the main gate and leave on the West (City Centre) side. Or could leave via the Wick gate
- c) If at all possible, parents do NOT enter the grounds.

3) Use of HQ outside normal meeting times

- a) Sections wanting to use the HQ, OUTSIDE their normal meeting time, need to follow the current protocol of booking via the Group Google calendar.
- b) We need to be equitable about booking weekday daylight slots and accept that some sections will be developing plans as they progress through uncharted territory. Equal chance of access needed, but potentially 5 sections sharing three weekday daylight slots, until daylight lost (in October?)
- c) Unless pre-agreed, no-one else goes into grounds and hut while a section bubble is meeting.

4) Meeting in the Wick

- a) Where possible, meet in and leave from the Wick
- b) Can use HQ toilets, assuming no section meeting in the grounds: section in normal meeting time has priority, of course.

5) Going into the hut

- a) Minimise this
- b) Where possible, leave doors open
- c) Everyone going into the hut MUST use the wall-mounted hand gel in the Entrance Hall before using toilets or proceeding further into building
- d) Young people can use toilets, but nothing else in hut. (This could be minimised by telling parents to ensure a toilet visit JUST BEFORE setting out to meeting.)
- e) Leaders can go into the other parts: NO ENTRY for young people
- f) For hand cleaning during activities outside, take the portable hand gel dispenser outside (otherwise lots of to-ing and fro-ing into hut)
- g) Water: as per The Scout Association suggestion, each person brings their own rather than accessing kitchen, cups etc.

Group equipment use

1) Minimise

- a) Where possible, sections use their own equipment and so there is more time to clean/quarantine

2) Clean

- a) Group equipment, when used at the HQ (or Wick) need not be booked out, IF it can be cleaned effectively ready for the next section
- b) Equipment must be cleaned after each section meets: See section on cleaning and responsibilities.

3) Otherwise book

- a) Group equipment that is not readily and immediately cleanable needs to be booked out via the Group Google calendar. This needs precise period of booking to include quarantine period of 3 days
- b) Such equipment should be left in black crate in hut with a note saying which section and date used
- c) If too large for crate, use a small groundsheet

4) Tents etc

- a) The Group Exec has agreed that items such as tents must NOT be used at this stage.

5) First Aid

- a) Use section's own first aid kit OUTSIDE of hut grounds.
- b) the HQ kit needs to be checked over.
- c) See section on extra safety equipment below

Cleaning

1) Before and after meetings

- a) See separate list of cleaning/hygiene equipment
- b) Assuming they may have been touched, The following will need to be cleaned between section meetings (virucidal wipes, or diluted bleach for soaking items)
 - (1) Toilets, hand basin, dispensers
 - (2) Door handles, push bars etc of all doors used
 - (3) Lock and gate to Wick
 - (4) Gate bolt, lock etc
 - (5) Any Group Equipment used (but see above about items that cannot be easily cleaned)
 - (6) Anything else handled

2) Tidying up between sections

- a) Paper towels etc on floor.
- b) Entrance hall should be left clear
- c) Empty bins in toilets if needed (and add new bin bag)
- d) DO NOT overfill wheelie bins. Lids MUST be fully closed.

3) Full (deep) clean once a week

- a) This would be toilets and entrance hall mainly
- b) Virucidal cleaner available
- c) **How to achieve this?**

Equipment

1) Extra items installed in hut

- a) Bins and bin liners in toilets: for hand-wash paper towels only
- b) Liquid soap wall dispensers: toilets and kitchen
- c) Paper hand towel dispensers: toilets and kitchen
- d) Hand gel dispensers: entrance hall on wall and in kitchen (500 ml dispenser)

2) Hut Cleaning materials and spares (antivirus only)

- a) in locked kitchen cupboard (or close by) – key in drawer above
 - (1) Nitrile disposable gloves
 - (2) Bleach (Milton or other)
 - (3) Cleaning wipes, virucidal BS EN14476
 - (4) Cleaning solution (virucidal BS EN14476) with a spray
 - (5) Black bags
 - (6) Bin liners
 - (7) Extra hand gel
 - (8) Extra hand soap for dispensers
 - (9) Paper towel rolls
 - (10) Extra paper towels for dispensers
 - (11) Roll disposable aprons
 - (12) Spare visor and face masks

3) Other equipment left out for use in cleaning

- a) Large crates - for Group equipment left for quarantining
- b) Buckets – for bleach soaking Group Equipment, if necessary

4) 4 sets of PPE

- a) In closed boxes, so can be cleaned on outside without disturbing contents (assuming unused)
 - (1) 4 face masks
 - (2) 1 face visor (CE certified)
 - (3) 4 disposable aprons
 - (4) Nitrile gloves
 - (5) CPR mask (disposable)
 - (6) Plastic bag (for “medical” waste)
- b) One set to stay in hut
- c) 3 sets available for elsewhere:
 - (1) This should provide enough sets for if
 - (a) Delays in returning, CLEANED
 - (b) Set needs replenishing
 - (2) These must be booked out for taking from hut (Group Google calendar)
 - (3) This box can then be cleaned relatively easily before returning.

5) Equipment for Hygiene and (de)contamination

- a) 4 sets
 - (1) One to stay in hut
 - (2) Other 3 can be booked out by sections, as for PPE
 - (3) AS this set is put back in hut, these must be cleaned, refilled or replaced
- b) Available
 - (1) Hand gel (500 ml dispenser)
 - (2) Pack of Cleaning wipes, virucidal BS EN14476
- c) Black bag for used equipment (assuming cleaning is done back at hut): Collect from roll of bags, if needed.