



# **OCCUPATIONAL HEALTH AND SAFETY RESPONSE TO COVID-19 PANDEMIC**

## **Safety Plan for SCOUTS South Africa Revised Lockdown Level 3**

**Approved Date:** 31 December 2020

**Effective Date:** 31 December 2020

**Review Date:** 15 January 2021

This is a living document and as regulations are issued by the South Africa Government, this document will be adapted. The latest version of the document will be on our website <https://www.scouts.org.za/members/covid-19-info-for-members/>

## 1. Policy Statement

The President addressed the nation on the 23rd of April 2020, further explaining that lockdown will be eased in stages, where Phase/Level 5 is the most severe and Phase/Level 1 has restrictions that will see most of the economy returning to normal functionality.

SCOUTS South Africa will respond to COVID-19 using the Level framework as released by the President. Our response will be done per Level at a National, Regional, District, and Group level for all Adult and Youth Members.

We, as citizens need to remind ourselves that the SARS-CoV2 still remains untreatable and remains a threat to the health of us and our loved ones. Please consider that more information unfolds day by day and as we learn more about the pandemic, we will take the necessary measures to ensure your safety.

SCOUTS South Africa (SSA) is a values-based organisation that needs to set an example through emphasising a sense of responsibility towards the community and society. We have noted that just because we are theoretically allowed to meet in groups of a size subject to the level in effect doesn't mean that this would be in the best interest of our membership. SSA and its members have an obligation to curb the spread of the virus and keep ourselves and our fellow South Africans safe. Our current circumstance therefore provides us all with an opportunity to learn that if social distancing is practised strictly in a "learning by doing" environment, we could return to some form of normality in the near future. Until an approved vaccine has been approved and administered, social distancing is here to stay and we need to embrace it and lead by example.

Not everyone is ready to start interacting in person. This could be because they have a family member who is at high risk of contracting COVID-19 or it may be because they have lost someone to the virus. It could also simply be that they prefer to be cautious. All of those reasons are okay and understandable. Any activity that falls under this reopening will be on an "option to participate" basis. No one will be forced or pressured to participate until they are ready and comfortable to do so. We all approach this situation from different contexts and we need to accommodate and accept that. One of the key factors we can play is helping to educate people and working with them to ease them back into this as safely and responsibly as we can.

We look forward to your co-operation according to these rules and regulations so that we can continue to serve you, educate you and work with you through these difficult circumstances.

An email [covid@scouts.org.za](mailto:covid@scouts.org.za) has been created. This email can be used to seek clarification of the regulations or advice. This email is not to be used for authorisation of activities. The decision-making powers for activities are spelled out in this document. If you are not satisfied with a decision made, you may appeal to the next-in-line Scouter.

A Frequently Asked Question section has also been added to the website <https://www.scouts.org.za/members/covid-19-info-for-members/>. Work through these questions if clarity is needed.

## 2. Purpose

This document is intended to provide the guidance to members to implement Occupational Health and Safety (OHS) Policies and procedures to support the Guidelines as set out by the SA Government.

As the new normal sets in at Scout Groups, we urge that all persons within the Groups be informed of the policies and act according to the procedures as laid out by the National OHS Committee.

## 3. Definitions

SSA	SCOUTS South Africa
Alert Level	The wording used by government to define the lifting of restrictions in various sectors in terms of the Disaster Management act.
COVID-19 / SARS-CoV2	Refers to the strain of the novel Coronavirus being spread at a rapid rate among humans through the air in the form of droplets causing the breakdown of the respiratory systems in some persons, and which may be asymptomatic in others.
COVID-19 Compliance Officer	A member appointed by either the National organisation, Regions, Districts or Groups to oversee the carrying out and implementation of policies and procedures of the COVID response strategies. All institutions must have such a person appointed as per Chapter 3, Section 6 of the Risk Adjusted strategy of the Disaster Management Act, 2002.
MANCO	The highest management structure of SSA as reflected in the SSA Organogram.
Lockdown	A disaster management technique implemented by National Government to minimise the spread of the novel Coronavirus.
Phase	This refers to the stages of varying levels of lockdown in terms of the company strategy aligned with governmental procedures.
Social Distancing	The practise whereby any persons need to be two meters (2m) from another to ensure the reduced transmission of the novel coronavirus.
Unit Compliance Officer	A warranted scouter appointed in terms of clause 15 below to take responsibility of the meetings and other activities of a unit of a Scout Group. For the purposes of government Covid-19 regulations such person will be considered to be a "Compliance Officer".

## 4. Applies To

The policy targets the following groups:

- All Groups, Districts, Regions and National Levels.
- All Adult and Youth Members, visitors and parents involved in SSA activities.

## 5. Policy Details

This policy is subject to the provisions of any regulations as issued by the National Covid-19 Command Council, the Department of Cooperative Governance and Traditional Affairs and relevant government departments and includes:

- Gazette 43240 of 20 April 2020.
- Gazette 43258 of 29 April 2020.
- Gazette 43364 of 28 May 2020.
- Gazette 43476 of 25 June 2020.
- Gazette 43521 of 12 July 2020.
- Gazette 43577 of 31 July 2020.
- Gazette 43620 of 17 August 2020.
- Gazette 43725 of 18 September 2020
- Gazette 43996 of 14 December 2020
- Gazette 43997 of 15 December 2020
- Gazette 44044 of 29 December 2020.

## 6. The Key principles to limit the spread of Covid-19

We are working on the concept of prevention through the three D's – Dosage, Distance and Dispersion. If in doubt about an activity or action, refer back to the 3D's and work through the logic of them:

- **Dosage** - All Adult and Youth Members are to wear facemasks when attending Scouting events and all Adult and Youth Members must provide their own re-useable mask as well. These will be worn at all times. Ensure that masks are disposed of daily (if they are disposable) and rewashed daily (if they are re-washable). To become infected, you need to have contact with a minimum dose, which takes time and exposure to people with the virus. The longer you are exposed to an infectious person, the more people you are exposed to, and the fewer barriers (like cloth masks) between you, the more likely you are to be exposed to the virus. So, we are going to keep it short – limiting the time spent with other people so as to minimise the exposure to possible infection. We also require all participants to wear masks and ensure the proper sanitising/washing of hands takes place before and after activities.
- **Distance** – Strict social distancing should be practiced. This means no physical contact (e.g. shaking hands) and keeping a distance of 2m between people. The further you are from someone, the less likely you are to be infected by them or to breathe in particles they have breathed out. Therefore, all activities should respect social distancing – at least 2m distancing at all times without any close physical contact. Added to this is the recording and tracking of all participants. In the event of an infection, we can then assist members to proactively seek medical attention.

- **Dispersal** – Activities in the outdoors are encouraged. Outdoor activities are obviously more enjoyable when the weather is warmer. SSA is of the opinion that indoor activities should be kept to an absolute minimum. Because smaller particles hang around in the air, the movement of air makes a really big difference. The particles disperse quickly if you are outside, particularly if there is a breeze or wind. We also know that sunlight breaks down the virus. As a result, small, enclosed spaces with closed windows are high risk, especially when they are crowded. We are going to handle this by staying out of confined spaces, ensuring good ventilation, and first prize, staying outdoors as much as possible.

## 7. **The Fundamental Rules**

Under the latest gazetted regulations, all social gatherings are forbidden at this time from the 29<sup>th</sup> December 2020. This prohibits any face to face meetings between members for social interactions or religious observations. Effectively, this translates into a ban on face to face meetings and activities at our halls and venues until the 15 January 2021.

Where small group activities have been planned in this shutdown period and which could reasonably fall under the exercise allowance under the regulation, the Regional and National Leadership will engage directly with the activity leaders to discuss either the recommended postponement or continuation on these events under strict safety protocols. This will be reviewed on a case by case basis to accommodate extenuating circumstances while ensuring that these comply with the regulations.

## 8. **Meeting places**

Under the current Regulations no Scouting Activities may take place at halls in this period.

## 9. **Occupancy Certificate**

Scout Estates that operate as guest house or resorts may continue to operate their services are allowed full capacity of the available rooms for accommodation, with patrons observing a distance of at least one and a half metres from each other when in common spaces.

Each facility needs to display a certificate of occupancy, see link for the certificate here:

[https://www.scouts.org.za/wp-content/uploads/Covid-19\\_CapacityComplianceCertificate-1.pdf](https://www.scouts.org.za/wp-content/uploads/Covid-19_CapacityComplianceCertificate-1.pdf).

Occupancy for the entire facility, as well as for each building and outdoor space needs to be specified.

Occupation is calculated as follows:

- Full capacity = 1sqm/person
- Seating capacity = 4sqm/person
- Moving capacity = 9sqm/person

Example:

Space of 90sqm

- Full capacity = 90 people
- Seating capacity = 22 people
- Moving capacity = 10 people

Moving capacity is to ensure that when Scouts need to move between two people there is still enough space to enable social distancing.

In the case of oddly-shaped spaces when determining the occupancy of the space in question care must be taken when determining the 50% occupancy of the room to ensure that people in the space can have at least 1,5m between themselves and other occupants of the space.

In addition to an occupancy certificate for the facility overall, SSA recommends that wherever possible the occupancy for individual rooms in a facility to displayed too. Therefore, although a hall's total occupancy may be 20 people, if only 2 people can safely fit in the hall's kitchen a notice to this effect should be placed ideally at the entrance to the kitchen.

## **10. Overnight Activities**

In the light of the curfew regulations, no overnight activities that breach the curfew regulations are permitted at this time. That is to say that no activities requiring movement inside of the gazetted curfew hours are permitted.

## **11. Rover and Adult led activities**

Other than for the provision of essential services as defined in the Gazetted regulations, no Rover or Adult Led activities are permitted at this time. Should you require clarity on such permitted essential service activities please engage with your Regional Commissioner

## **12. District and Regional Events**

No Face to Face District or Regional Events are permitted in this period. We encourage Regions to utilise the virtual platforms wherever possible to continue member engagement.

## **13. Group Youth Meetings**

No Face to Face Group Meetings are permitted at this time. We encourage Groups, wherever possible, to utilise the virtual platforms to continue scouting activities over this period.

## **14. Safety plans**

Any permitted small group activities must have an appropriate COVID-19 safety plan. Appendix A sets out a Template that can be used to draw up the Safety Plan. The Word version can be found here: [https://www.scouts.org.za/wp-content/uploads/Safety-plan-Scout-Groups\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Safety-plan-Scout-Groups_Level1_F.docx)

The Compliance Officer will ensure that a copy of the safety plan is printed out and on site at all activities and that it will be presented to relevant government officials on request.

The Compliance Officer will ensure at all activities under their jurisdiction commence with a screening of attendees, carried out by a suitably trained person who:

- Will be equipped with a non-contact thermometer, bottle of hand sanitizer and bottle of diluted bleach with cloth.
- Will ensure the personal declaration form is filled in.
- Will spray the hands of all attendees with hand sanitizer on arrival and take their temperature.

All persons joining the activity will be screened on arrival by the Compliance Officer or their duly trained appointee. This will include taking attendees' temperature taken with a non-contact thermometer. If a temperature reading of more than 37.4C is recorded, the attendee will be sent home to self-isolate.

If this process results in queueing, where practically possible there will be markers on the ground 2m apart to demarcate the appropriate physical distance for attendees to stand from those around them. The Compliance Officer will determine the appropriate queueing measures to be implemented.

The '*COVID-19 Personal Declaration and Screening Questionnaire and register*' will be filled in. A link to the questionnaire can be found here [https://www.scouts.org.za/wp-content/uploads/Personal-Declaration-and-Screening-Questionnaire\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Personal-Declaration-and-Screening-Questionnaire_Level1_F.docx). Groups may use electronic means to capture this same information instead of physically filling out the questionnaire.

In the case of a youth led activities, the Youth Member taking responsibility for the event will ensure that the Compliance Officer is aware of the Patrol event and shall follow any guidelines issued by the Compliance Officer to ensure compliance with this Policy. A Warranted Scouter (preferably the TS or SGL) needs to do the safety briefing with all the youth participating in the activity prior to the activity.

The Compliance Officer also needs to ensure that:

- Social distancing behaviour is observed during the activity as far as practically possible.
- Ensure that hands are washed, after coming into contact with any surfaces or shared equipment for 20 seconds with soap and water, or alternatively that sanitizer is used by all participants to clean their hands should soap and water not be available. This remains the most effective tool to eradicate infection from any infected surfaces.

## **15. Use of equipment**

Any chairs, tables and equipment used during the Scouting event will be wiped down with diluted bleach every 4 hours.

## 16. Kitchens

This section applies to the use of kitchens both at Scout Halls and at Campsites. The Compliance Officer needs to ensure:

- Kitchens cleaned thoroughly before and after use.
- Only 50% occupancy of the kitchen at a time (See Occupancy calculation of above). If different small groups are using the kitchen during a meeting the kitchen must be cleaned between the use of the kitchen.
- Strict use of PPEs during cooking.
- All equipment used in kitchen cleaned thoroughly after use and stored in a sealed container between use.
- Bleach solution to be available to assist with cleaning.
- All windows open if kitchen is indoors.
- Compliance with any further directions contained in any campsite's Safety and / or Workplace Plan pertinent to kitchens.

## 17. Service of Food to Members

Participants in small group activities should provide their own food for the activities. When masks are removed for the purpose of eating a minimum distance of 2 m should be maintained between participants.

## 18. Transportation of SSA Members

No transportation of members should take place at this time.

## 19. Campsites

A campsite is a recognised accommodation establishment and may therefore be opened in terms of the Government regulations, subject to the regulations as issued by the Department of Tourism (Department of Tourism Notice 452 of 2020).

The Warden of the campsite is the Compliance Officer and must ensure compliance with the Safety Plans for the property. If there is no Warden, the Campsite Committee Chairman will act as the Compliance Officer, alternatively the RC needs to appoint a Compliance Officer for the campsite.

The use of campsites and their amenities is set out in detail in the workplace plan for campsites, which can be found here: [https://www.scouts.org.za/wp-content/uploads/Workplace-plan-for-campsites\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Workplace-plan-for-campsites_Level1_F.docx).

No campsite may open until it has adopted a suitable Safety Plan for the campsite in terms of the aforementioned workplace plan for campsites.



## 20. What are the symptoms of Covid-19

The following are symptoms of COVID-19:

*Fever, cough, sore throat, redness of eyes, shortness of breath, body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness.*

If a participant displays any one of these symptoms, please see Section 23. "Medical emergencies" below.

Please note that a person is infectious up to 2 days before showing signs / symptoms, or in the case of asymptomatic infections may be contagious without showing any symptoms. As additional information and a reminder you are not infectious when only after being diagnosed positive, but a few days before. This period permits the unintentional wider spread of the infection.

## 21. Medical Emergencies

Every Scouting activity must have designated Adult Leader trained (preferably trained to at least a First Aid Level 1 Certificate), who are responsible for medical emergencies should there be any. Should a SSA Member present symptoms of COVID-19 (See Section 22: "What are the Symptoms of COVID-19"), during the Scouting activity, they will be isolated from all other participants and screened by one of these Adult Members.

Here they will undergo the treatment below:

- They will be screened in terms of temperature, and the other observable COVID-19 symptoms.
- Screening questions will be asked.
- The designated Adult Leader responsible for rendering First Aid will call the COVID-19 hotline and act under the advice of the public health officials.
- The designated Adult Leader responsible for rendering First Aid will advise the parents of the SSA Member presenting symptoms if such member is a youth member.
- Should symptoms of the patient be mild (this falls within 81% of cases), the SSA Member will be asked to leave the event and will be required to self-isolate until such a time the symptoms are no longer present.
- Should symptoms be severe, responsibility will be handed over to public health officials. The Compliance Officer will report the case to the **National Institute for Communicable Diseases**
  - **0800 029 999** and will notify SSA by completing a standard Incident Report Form, which is available on the SSA website.

SSA Members and Youth Members who had close contact with the patient will be contacted. Please see below.

A SSA Member is obligated to contact their Next-in-Line Scouter should their test results be positive. This needs to be reported to the RC and the RC needs to report to the CC and CEO within 24 hours.

## **What happens if a member comes into contact with a person suspected of being infected with Covid-19?**

A "close contact" is currently defined as:

- A person having had face-to-face contact ( $\leq 1$  metre) or in a closed space with a COVID-19 case for at least 15 minutes.
- This includes:
  - All persons living in the same household as a COVID-19 case
  - People working closely in the same environment as a COVID-19 case
  - Healthcare workers providing direct care for a COVID-19 case while not wearing recommended personal protective equipment

This means that if people follow the rules of 2m distance, wearing masks and remaining outdoors, nobody who attends an event will be considered a "close contact". It follows then that, if the rules are followed, and someone becomes ill or tests positive following an event, the other participants won't have to quarantine. According to guidelines they will simply have to monitor themselves for symptoms and get tested IF they become symptomatic (i.e. there is no need to panic and rush out to be tested - this should be actively discouraged).

It should be noted that if people are considered close contacts, they will need to quarantine for 14 days. Similarly, a person who is positive with mild symptoms must isolate for 14 days from the onset of symptoms.

**It is the Compliance Officer's duty to inform all "close contacts" of a positive case. Where there were no "close contacts" all participants in the activity should still be informed by the Compliance Officer to ensure they monitor for symptoms.**

## **When should people be tested?**

The government has also issued guidelines regarding who needs to be tested. This is as follows:

- Anyone with an acute respiratory illness with sudden onset of at least one of the following:
  - Cough
  - Sore throat
  - Shortness of breath
  - Fever [ $\geq 38^{\circ}\text{C}$  (measured) or history of fever (subjective)]

We don't need members of the Scouting community rushing to get unnecessary tests.

## 22. Resources

Resources referred to in this policy:

- <https://www.sanews.gov.za/south-africa/sa-move-level-5-lockdown-level-4>
- <https://www.gov.za/coronavirus/guidelines>
- <https://www.scouts.org.za/wp-content/uploads/Always-Wear-a-Mask-COVID-19-Poster-v2.pdf>
- <https://www.scouts.org.za/wp-content/uploads/Wash-Hands-Regularly-COVID-19-Poster.pdf>
- <https://www.scouts.org.za/wp-content/uploads/Keep-Your-Distance-COVID-19-Poster-v2.pdf>
- <https://www.scouts.org.za/wp-content/uploads/SSA-CORONA-AWARENESS-HALL-POSTERS-FINAL.pdf>

Appendix A: Safety Plan Template for Scout groups (Word version: [https://www.scouts.org.za/wp-content/uploads/Safety-plan-Scout-Groups\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Safety-plan-Scout-Groups_Level1_F.docx))

Appendix B: COVID-19 Personal Declaration and Screening Questionnaire and register (Word version: [https://www.scouts.org.za/wp-content/uploads/Personal-Declaration-and-Screening-Questionnaire\\_Level1\\_F.docx](https://www.scouts.org.za/wp-content/uploads/Personal-Declaration-and-Screening-Questionnaire_Level1_F.docx))

Appendix C: Activity Briefing Guidelines

Appendix D: Recommended Practises for Drop off and Collection of Youth Members

## Appendix A: Safety Plan Template for Groups

On Group letterhead

# OCCUPATIONAL HEALTH AND SAFETY RESPONSE TO COVID-19 PANDEMIC

## Safety Plan for SCOUTS South Africa

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**(Group name)**

**Approved Date:** [Date SGL approves]

**Effective Date:** [Date the plan is effective from]

**Review Date:** 30 June 2021

This is an annexure to the Safety Plan of SCOUTS South Africa. A copy of the Safety Plan (without annexures) and this Group Safety Plan must be printed in hard copy and must be available at every activity.

This is a living document and as regulations are issued by the South Africa Government, this document will be adapted.

An email [covid@scouts.org.za](mailto:covid@scouts.org.za) has been created. This email can be used to seek clarification of the regulations or advice. This email is not to be used for authorisation of activities.

A Frequently Asked Question section has also been added to the website <https://www.scouts.org.za/members/covid-19-info-for-members/>.

Work through these questions if clarity is needed.

### 1. Compliance Officer

Name of SGL:

Telephone number:

Home address of SGL:

### 2. Address of \_\_\_\_\_ Scout Group

Address:

### 3. Youth to Adult member ratio for all activities

The following branches will operate as part of the Scout Group with the following ratios:

**Meerkat** Branch: ratio of 1 responsible adult to 4 Meerkats

**Cub** Branch: ratio of 1 responsible adult to 6 Cubs

**Scout** Branch: ratio of 1 responsible adult to 8 Scouts

### 4. UNIT Compliance officers for branch meetings/event

For meetings/events the following are appointed as Compliance Officers:

#### **Meerkats:**

Name:

Tel no:

Home address:

#### **Cubs:**

Name:

Tel no:

Home address:

#### **Scouts:**

Name:

Tel no:

Home address:

#### **Rovers:**

Name:

Tel no:

Home address:

## 5. MEDICAL EMERGENCIES

For the branches the following individuals will be the First Aiders for the meetings/activities:

### **Meerkats:**

Name:

Tel no:

Home address:

### **Cubs:**

Name:

Tel no:

Home address:

### **Scouts:**

Name:

Tel no:

Home address:

### **Rovers:**

Name:

Tel no:

Home address:

## 6. CHECKLIST OF SPECIFIC SAFETY PLAN REQUIREMENTS

The following specific safety requirements must be implemented at all meetings and activities, and the designated venue. Tick the appropriate boxes that it is in place:

All participants joining the meeting/activity are screened on arrival by the Compliance Officer.

A temperature is measured for each participant is taken with a non-contact thermometer.

All participants have correctly completed the 'COVID-19 Personal Declaration and Screening Questionnaire' document, which is available for inspection and is kept on file after the meeting/activity for tracing purposes.

An appropriate queueing system has been implemented, where practically possible, to manage the initial screening procedures.

A briefing session is held by the designated Compliance Officer to inform all participants of the safety measures to be followed during the meeting/activity.

All participants are wearing masks and adhering to the social distancing requirements during the meeting/activity.

Hand sanitizer, or soap and water, is available for the participants to wash their hands before, during and after the meeting/activity.

Where required, that a Workplace Plan has been approved and is displayed at the meeting place.

Where required, that Occupancy Certificate has been duly completed by the Compliance Officer and is displayed at the Meeting Venue.





## Appendix C: Activity Briefing Guidelines

### Briefing session for youth and adults

We always need to take into consideration the 3Ds – Dosage, Distance and Dispersion. If in doubt about any activity or action, refer back to the 3Ds and work through the logic of them. This means:

- **Dosage**
  - Limiting exposure to the virus – wear masks, limit time in closer proximity, proper sanitising before and after activities.
- **Distance**
  - Keep a physical distance of 2m between people, tracking participation so that if an infection is detected we can inform and proactively notify who has been exposed.
- **Dispersion**
  - Keeping it outdoors or in well-ventilated spaces with good sunlight exposure.

Therefore, the following rules need to be followed as part of the activity:

- Masks must be worn at all times, except when eating a snack or drinking water.
- Sanitise your hands on a regular basis, especially if you worked with equipment.
- Always allow for social distancing of 2m between you and someone else.
- If you are not feeling well - Fever, Cough, sore throat, redness of eyes, shortness of breath, body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness – inform the Scouter and you need to go home and isolate.
- If the activity is taking place indoors all the windows and doors need to be open.
- If you are Immuno-compromised (including and not limited to any past or existing medical conditions) you should not take part in the meeting/activity and rather go home.
- If you have acute respiratory conditions you should not take part in the meeting/activity and rather go home.
- If you have seasonal influenza you should not take part in the meeting/activity and rather go home.
- If you are over the age of 60, you are encouraged not to take part in the meeting/activity and rather stay home.
- We are filling in the forms so that we can contact anyone that has been in close contact if we do detect a case of COVID-19.
- If you are diagnosed with COVID-19 or if you develop COVID-19 symptoms within two weeks of this activity, please contact the Compliance Officer as soon as possible.

## **Appendix D: Recommended Practises for Drop Off and Collection of Youth Members**

The following guidelines should be implemented where practically possible.

### **Drop Off**

- Create a drop off schedule in which groups of SSA Members are to be dropped off at the venue during staggered timeframes.
- The specific length and number of timeframes, and numbers of drop offs per timeframe, will vary based on the number of SSA Members and configuration of the drop off area, etc. Aim to reduce density and physical interaction of individuals at any given time in the drop off area. Send communications to parents/guardians that assign each SSA Member their drop off time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take saying goodbye to allow for the continual flow of traffic.
  - Say goodbye close to or inside their vehicles.
  - Maintain physical distance with other parents/guardians and SSA Members.
  - Wear a cloth face mask when exiting the vehicle.

### **Parents/Guardians**

- Abide by the drop off and pick up schedule by dropping off and picking up SSA Members during their assigned drop off timeframe.
- Minimize the amount of time used for saying goodbye to SSA Members to allow for the continual flow of traffic.
- Say goodbye close to or inside your vehicle.
- Maintain physical distance with other parents/guardians and SSA Members. Wear a cloth face covering when exiting the vehicle.
- Individuals who are at higher risk for severe illness per UNIT guidance should not drop off or pickup SSA Members. Allow for SSA Members to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon return home.
- Generally, teach and practice good respiratory hygiene/cough etiquette within the household.

### **Pick Up/Collection**

- Create a pickup schedule in which groups of SSA Members are to be picked up from the venue during staggered timeframes.
- The specific length and number of timeframes, and numbers of pickups per timeframe, will vary based on the number of SSA Members and configuration of the pickup area, etc. Aim to reduce density and physical interaction of individuals at any given time in the drop off area. Send communications to parents/guardians that assign each SSA Member their pickup time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take to pick up SSA Members to allow for the continual flow of traffic. Stay close to or inside their vehicles, if possible.
  - Maintain physical distance with other parents/guardians and SSA Members. Wear a cloth face covering when exiting the vehicle.
- Best practice: Create a system in which SSA Members are escorted to their parent's/guardian's vehicle.