**JEWISH LABOUR BUND & SKIF COVID-SAFE PLAN FOR WAKS HOUSE**

**11th NOVEMBER 2020**

**Draft v3**

*Ref: Scouts Victoria COVIDSafe Plan, October 21, 2020*

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| **INDOOR ACTIVITIES** | |
| **HYGIENE** | |
| Provide hand cleaning facilities and ensure adequate supplies are available | Hand washing facilities and/or hand sanitiser to be available at entrance to Waks House and used at the beginning, end and regularly throughout the activity  Hand sanitiser to be available in front and back activity rooms  Hand soap to be full in bathrooms and kitchen |
| Enhance airflow | Indoor activities for up to 20 total (including helfer). Maximum 10 people per room.  Doors and windows should remain open during indoor activities |
| Face coverings are worn unless an exception applies. | Face coverings must be worn by those 12yo and older unless they are involved in strenuous activity, eating or another exemption applies |
| Provide communication and/or guidance on the correct use and disposal of face coverings, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | Guidance provided to all members via direct email, and webpage  Helfer and volunteers can access government COVID-19 Training:   * [Infection control training](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)   [How to safely wear a face covering](https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/how-safely-wear-face-covering) |
| Manage use of high-touch communal items. | Equipment that is worn on the face / head should not be shared during activities  Cleaning of equipment and frequently touched surfaces before and after use |
| **CLEANING** | |
| Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly | Cleaning of equipment before and after use  Frequently touched surfaces must be cleaned between each activity  Refer to [Safe Work Australia guide to cleaning](https://www.safeworkaustralia.gov.au/sites/default/files/2020-08/COVID-19_Cleaning-Checklist_27August2020.pdf) and [Supplementary information](https://www.safeworkaustralia.gov.au/sites/default/files/2020-09/cleaning-table-covid19-2september2020.pdf) |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | Sufficient cleaning products must be available for use by groups after each meeting |
| **PHYSICAL DISTANCING AND ATTENDANCE** | |
| Ensure that all members that can and/or must attend from home, do attend from home. | BUND and SKIF activities are still available online  Helfer and committee meetings (e.g. Group Committee Meetings) can be run online and outdoors. Committee meetings that can run within the restriction of max 20 (10 people per room) can go ahead. |
| Establish a system that ensures helfer are not attending across multiple settings | Activities should only be undertaken within halves (junior/senior) or kraizen. |
| Establish a system to screen members and visitors before attending. Organisations cannot require members to attend when unwell. | No one is to participate if they are unwell, especially if they have cold or flu-like symptoms. If someone becomes unwell during the activity, they will need to return home |
| Provide communication and guidance to members on physical separation requirements | SKIFistn and adults must continue to practice physical distancing requirements wherever reasonably possible |
| Manage areas and activities to comply with gathering, capacity and density limits | Indoor activities are limited to the lesser of 20 participants or 1 participant per 4sqm in addition to those who are reasonably required to run the activity such as helfer, etc.  No more than 10 people per room at Waks House. |
| Provide guidance on physical distancing such as signage and floor markings | Distance markings should be used for parent drop off  Signage to remind members to maintain physical distancing |
| **FOOD AND DRINK** | |
| Provision of Food and Drink should be within Hospitality service COVID Guidelines | Where possible, individuals should bring their own drink bottles and food for their own consumption and not share food.  Where food is provided:   * General hygiene, cleaning and physical distancing rules apply * Hand washing before and after * Food is only provided in outdoor settings * Servers to wear face coverings while serving * Participants should remain seated while eating * No self-serve buffet-style service * Participants should be provided with an individual serving * No sharing of food or drinks (including utensils used to eat or drink)   Members can cook their own food as long they don’t share it after |
| **RECORD-KEEPING** | |
| Record the attendance of helfer, SKIFistn, volunteers, parents, visitors, etc. This information will assist organisations to identify close contacts. | A record of people who have attended each activity (helfer, SKIFistn, volunteers, parents, visitors, etc). This information should be kept by the Forzitsers for 28 days. This record should be written down by a single person and a photo taken for safe keeping and sent to the SKIF Forzitsers and Jewish Labour Bund Secretary. |
| **RESPONSE TO A SUSPECTED OR CONFIRMED COVID-19 CASE** | |
| How you will manage a suspected or confirmed case. | If somebody becomes unwell at SKIF or any other Jewish Labour Bund activity, they will need to return home.  If they show signs of COVID-19 symptoms, especially fever:   * Isolate them from the rest of participants until they are able to return home * Advise the participant to self-isolate and be tested for COVID-19 * Call 000 if the condition becomes serious, such as difficulty in breathing   Explain to them that they should call the COVID-19 hotline 1800 675 398 or contact their GP. If their symptoms include fever, the SKIF Forzitser should contact Jewish Labour Bund co-Vice President (Dr Doodie Ringelblum). |
| Extra care is required during isolation if the unwell person is a youth. | It is important to keep the SKIFistn relaxed, and not arouse concern in others. Calmly ask them to follow you away from the space where the main activity is occurring.  The SKIFist should remain 2m away from others and wait in a separate area away from others for their parent to collect them. Try to be in-sight of other adults at this time.  Helfer need to reassure and support the SKIFist. They should not feel forgotten or criticised by others. |
| Prepare to notify members and visitors (including close contacts) | The detection of a positive COVID-19 case at a SKIF/Jewish Labour Bund activity will result in a standard public health response, which could include quarantine of an individual or group, and close contacts, for the required period.  It is likely that the Group will be made aware of a potential close contact through being informed directly by the affected person (or their parent) or as part of a follow up of confirmed cases by public health officials or from the Jewish Labour Bund.   * Call the COVID-19 hotline 1800 675 398 * Provide attendance records of meetings that the affected person has attended to public health officials * Notify the Jewish Labour Bund   In conjunction with public health officials and Jewish Labour Bund, notify other attendees that they may have been exposed and follow DHHS advice on quarantine requirements. |
| Assess whether the premises or parts of the premises must be closed. Prepare to undertake cleaning and disinfection at the premises. Prepare to re-open the premises. | Depending on the location of the contact, the venue may need to be closed to enable clean and disinfect of the spaces where the people in attendance may have been.  Permission should be obtained from Jewish Labour Bund before restarting activities. |

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| **OUTDOOR ACTIVITIES** | |
| **HYGIENE** | |
| Provide hand cleaning facilities and ensure adequate supplies are available | Hand washing facilities and/or hand sanitiser to be available at entrance to Waks House and used at the beginning, end and regularly throughout the activity  Hand sanitiser to be available in front and back activity rooms  Hand soap to be full in bathrooms and kitchen |
| Enhance airflow | Outdoor activities only |
| Face coverings are worn unless an exception applies. | Face coverings must be worn by those 12yo and older unless they are involved in strenuous activity, eating or another exemption applies |
| Provide communication and/or guidance on the correct use and disposal of face coverings, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | Guidance provided to all members via direct email, and webpage  Helfer and volunteers can access government COVID-19 Training:   * [Infection control training](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)   [How to safely wear a face covering](https://www.dhhs.vic.gov.au/updates/coronavirus-covid-19/how-safely-wear-face-covering) |
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| Establish a system that ensures helfer are not attending across multiple settings | Activities should only be undertaken within halves (junior/senior) or kraizen. |
| Establish a system to screen members and visitors before attending. Organisations cannot require members to attend when unwell. | No one is to participate if they are unwell, especially if they have cold or flu-like symptoms. If someone becomes unwell during the activity, they will need to return home |
| Provide communication and guidance to members on physical separation requirements | SKIFistn and adults must continue to practice physical distancing requirements wherever reasonably possible.  Juniors do not need to physically distance whilst participating in outdoor actvities. |
| Manage areas and activities to comply with gathering, capacity and density limits | Outdoor activities are limited to 10 participants in addition to those who are reasonably required to run the activity such as Helfer, etc. |
| Provide guidance on physical distancing such as signage and floor markings | N/A |
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