

Girl Guides Victoria COVID-19 Safety Plan

This checklist is designed to help you prepare your Hall or venue as well as Leaders, Volunteers, Girl Guides, and parents for returning to in-person Girl Guide activities while we live with COVID-19 as part of our daily lives. This will mean increased hygiene and cleaning processes, and helping Leaders, families, and Girl Guides practice physical distancing while participating in Girl Guide activities.

Physical distancing

No COVID-specific capacity or density limits apply. Masks are recommended if physical distancing is not possible and when preparing food.

Outdoor activities

The requirements for outdoor activities are the same as indoor activities. Physical distancing is recommended, surfaces should be cleaned/disinfected where possible, and hand sanitiser or hand washing facilities (soap, water, and disposable paper towel) must be available and used regularly.

When restrictions change

Please keep up to date with public announcements from the Victorian Government relating to COVID-19 restrictions and adapt your activities and preparations accordingly. The Girl Guides Victoria Joyce Price Centre (JPC) and State Leadership Teams will update Leaders and Volunteers when restrictions change, but we also ask for your support to adapt quickly as announcements are made.

For further information

If you require assistance or further information, please contact the JPC team by emailing covidsafe@guidesvic.org.au.

If your question is urgent, please call the 24/7 COVID Hotline on 1800 675 398.

Name and location of Hall/venue	
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1. Preparing the Hall/venue for use

Action	Date & Time Completed	Completed by (name)
Internal doors are open, and lights are turned on. This is to avoid people needing to touch them often.		
External doors are open during drop-off and pick-up times. This is to avoid people needing to touch them often.		
Participants have been asked to bring a drinking bottle, already filled with water (named). This is to prevent sharing equipment and using cups/mugs that need to be washed.		
All attendees who may be unwell are asked to please stay home.		
Signage is placed around the Hall outlining: - hand hygiene at the sinks		
Instructions are prepared to inform everyone attending to wash or sanitise their hands regularly and to avoid touching their face.		
Instructions are prepared on physical distancing, including around common areas and bathrooms.		
Instructions are prepared and displayed on how to correctly fit, use and dispose of PPE.		
We are confident physical distancing can be managed in all areas.		

Soap & water or hand sanitiser is available for all attendees to wash or sanitise their hands throughout the duration of the activity.		
Disposable paper towel for drying hands is available and stocked. A bin lined with a plastic bin liner is available for disposal.		
Adequate supplies of cleaning and disinfecting products and equipment have been purchased and are easily accessible.		
Adequate supplies of tissues and disposable wipes have been purchased and are easily accessible. A bin lined with a plastic bin liner is available for disposal.		
Reduce the amount of time people are spending in enclosed spaces. This could include: moving as much activity outside as possible, encourage small group/ patrol work. Enhancing airflow by opening windows and doors to optimise fresh air flow.		

- Soap and water should be used for hand hygiene when hands are visibly soiled. Use an alcohol-based hand rub at other times (for example, when hands have been contaminated from contact with environmental surfaces).
- Cleaning hands also helps to reduce contamination of surfaces and objects that may be touched by other people.
- Avoid touching your face, especially the mouth, nose, and eyes when cleaning.
- Always wash your hands with soap and water or use alcohol-based hand rub before putting on and after removing gloves used for cleaning.
- Face coverings must be worn onsite as per public health advice.

2. Drop Off /Pick Up procedures and during Activity

Action	Date & Time Completed	Completed by (name)
For all overnight stays a list of all attendees must be retained.		
Hand sanitiser/ hand washing facilities available to everyone attending the activity.		
Families are encouraged not to enter the Hall/venue unnecessarily, but to wait in a designated area for their Girl Guide.		
Masks are recommended if physical distancing is not possible, as per health advice, or when preparing food.		
A plan is in place to respond if a Volunteer or guest becomes unwell, including a suitable place to safely isolate the person if they are unable to go home immediately. Follow the procedure specified in the COVID FAQs for contacting those who attended the event should a COVID positive case arise. Notify GGV on (03) 8606 3500 or email covidsafe@guidesvic.org.au if there are five (5) or more positive cases identified at the event or activity.		

2. Actions to carry out after Hall use and before leaving

- **Cleaning** means physically removing germs, dirt, and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.
- **Disinfection** means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection. Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.

Action	Date & Time Completed	Completed by (name)
Appropriate Personal Protection Equipment (PPE) and cleaning and disinfecting equipment have been purchased and are easily accessible. This may include disposable gloves, disinfectant, and disposable cleaning cloths or wipes.		
People participating in cleaning and disinfecting wash their hands before putting on disposable gloves.		
A plan is prepared and a cleaning log is displayed in shared spaces for cleaning and disinfecting frequently touched surfaces including tabletops, kitchen surfaces, door and cupboard handles, light switches, and toilets.		
Outside doors and window handles are wiped with disinfectant and closed and locked before leaving.		
Buckets, sinks, and bins are emptied, cleaned, and disinfected.		
Single-use PPE such as gloves, disposable cloths, and table covers are disposed of in a double layer rubbish bag.		
People participating in cleaning and disinfecting wash their hands after taking off disposable gloves.		

3. Actions specific to your location

Use this blank table to add any actions you need to remember for your specific Hall or venue.

Action	Date & Time Completed	Completed by (name)

How to clean and disinfect

1. Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and disinfection, and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.
2. Thoroughly clean surfaces using detergent (soap) and water.
3. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use, and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

Gloves are recommended when cleaning and disinfecting. Use of eye protection, masks, and gowns is not required when undertaking routine cleaning.

Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

Choice, preparation, and use of disinfectants

- Where possible, use a disinfectant for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).
- Follow the manufacturer's instructions for appropriate dilution and use. Table 1 below provides dilution instructions when using bleach solutions.

Chlorine Dilutions Calculator

Household bleach comes in a variety of strengths. The concentration of active ingredient – hypochlorous acid – can be found on the product label.

Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

For other concentrations of chlorine-based sanitisers not listed in the table above, a dilutions calculator can be found on the Department of Health and Human Services website <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/chlorine-dilutions-calculator>.

Management of linen, crockery, and cutlery

If items can be laundered, launder them in accordance with the manufacturer’s instructions using the warmest setting possible. Dry items completely. Do not shake dirty laundry as this may disperse the virus through the air.

Wash crockery and cutlery in a dishwasher on the highest setting possible. If a dishwasher is not available, hand wash in hot soapy water.



Record of Attendance

Name and location of Hall/venue	
Date and time of activity	

Name	Contact Phone Number	Time in	Time out