

Protecting ourselves and others.

**Guidance on hygiene, PPE and
contact tracing**

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Welcome

If you're in doubt about any of these checks please seek the advice of a professional.

Background

We still don't know exactly how COVID-19 spreads from person to person. People can become infected when droplets land directly on them or they touch contaminated objects or surfaces. Good respiratory hygiene and hand washing are therefore very important.

You can reduce your risk of getting and spreading the infection by:

- avoiding direct hand contact with your eyes, nose and mouth
- maintaining good hand hygiene (see below)
- avoiding direct contact with people who have a respiratory illness and avoid using their personal items e.g. a mobile phone
- covering your nose and mouth with the inside of your elbow if you cough or sneeze, or use a disposable tissue which you then dispose of in the nearest bin
- following social distancing measures
- self-isolating if you, or a member of your family, have symptoms, or if you have been contacted by a contact tracer as having been in contact with someone else who has been confirmed as having the virus.

Things to think about

Government guidance on hygiene measure across the UK has been consistent throughout the COVID-19 pandemic:

- Regular hand washing for at least 20 seconds
- The use of alcohol gel hand sanitisers
- The regular cleaning of work and other surfaces with an antiseptic cleaning solution.

Government guidance around the use of personal protective equipment (e.g. gloves and facemasks) has changed as the pandemic has progressed. It has varied in the four nations of the UK. In general terms, the use of disposable gloves is not recommended but the wearing of face coverings is, in different circumstances when in enclosed spaces for prolonged periods of time e.g. in shops, on public transport. **Face coverings are required to be worn by certain people participating in Scouts activities indoors. It is important to remember that a face covering is not the same as a medical mask, face coverings can be easily sourced and suit the wearer.**

Detailed guidance from each of the four nations in the UK is listed in Appendix 1.

A **Test and Trace** process has now been put in place across the UK. This means that any new confirmed infected person will be asked to identify with whom they have been in contact. Contact tracers will then try to find these contacts and advise them to self-isolate for 14 days, in case they have also contracted the virus. As we start to ease back to face to face meetings and activity, it is critical that a **detailed register** of those attending any face to face Scout activity is kept and is readily available **for at least 21 days or in line with your local retention policy, whichever is longer**, to facilitate contact tracing. You should then revert to your normal data retention policy. **This record should identify which groups young people were in as well as identifying which groups adults interacted with, the important thing is if contacted you can help the Test and Trace service connect up with others who will have come into contact with an individual through their Scouts activities. Don't forget that if someone has been confirmed with Covid**

and been in contact with Scouts within the infectious period this would meet the threshold for being a reportable incident so please complete the online incident form to report this to HQ.

Other considerations

Protecting yourself and others through robust hygiene arrangements, social distancing and following guidance for face coverings will help stop the spread of COVID-19. In some circumstances you may have people challenge what you are doing, so make sure you are following the guidance and seek support from your line manager if needed. If you have any contact or challenge from external agencies such as your local authority please follow the guidance in '[Knowing what to do if something goes wrong](#)'.

Risks and mitigating actions

Level	Permitted activity	Key risks	Key control measures	Who is responsible for making sure this happens ?
Red	No face-to-face Scouting activity allowed. Scouting can be virtual (online/video/phone). Scouting at home/with family e.g. using The Great Indoors resources encouraged.	The level of COVID-19 in the community is very high and infection poses a serious risk to all members.	No face to face Scouting can take place.	All members should follow general hygiene and PPE measures as instructed by their government.
Amber	Where permitted by, and following, government guidance Scouting activities in outdoor spaces can resume Groups in England and Scotland may meet indoors. No residential activities	The risk of transmission of COVID-19 is much lower outdoors than indoors. Groups in England and Scotland may use indoor spaces but outdoor spaces still preferable.	Outdoors: Hand hygiene measures should be strictly followed. This should involve regular handwashing but if handwashing facilities are not freely available, alcohol hand gels should be used regularly throughout any activity. Any surfaces used should be wiped down using a safe disinfectant solution. The use of shared games or other activity material should be minimised where possible and cleaned if this is not possible. The use of disposable gloves and face coverings is not recommended. A register of those attending should be kept to assist with contact tracing.	It's the responsibility of each individual member to follow the hygiene and PPE guidance from the government of their country of residence Section Leaders and GSLs must complete the relevant risk assessment for outdoor and/ or indoor COVID-19 Safe Scouting including consideration of hygiene and PPE measures and DCs must approve the resumption of outdoor and indoor Scouting.

	can take place.		<p>Indoors: Hand hygiene measures should be strictly followed. This should involve regular hand washing and/or the use of alcohol hand gels. Any surfaces used should be wiped down using a safe disinfectant solution. The use of shared games or other activity material should be minimised where possible and cleaned if this is not possible. The use of face coverings must follow the guidance for the relevant nation (Appendix 1). A register of those attending should be kept to assist with contact tracing.</p>	
Yellow	Outdoor Scouting can be expanded, and indoor Scouting can resume subject to following government guidance.	The risk of virus transmission indoors is much higher than outdoors.	<p>Outdoors: Hand hygiene measures should be strictly followed. This should involve regular handwashing but if handwashing facilities are not freely available, alcohol hand gels should be used regularly throughout any activity. Any surfaces used should be wiped down using a safe disinfectant solution. The use of shared games or other activity material should be minimised where possible and cleaned if this is not possible. The use of disposable gloves and face coverings is not recommended. A register of those attending should be kept to assist with contact tracing.</p> <p>Indoors: Hand hygiene measures should be strictly followed. This should involve regular hand washing and/or the use of alcohol hand gels. Any surfaces used should be wiped down using a safe disinfectant solution. The use of shared games or other activity material should be minimised where possible and cleaned if this is not possible. The use of face coverings must follow the guidance for the relevant nation (Appendix 1). A register of those attending should be kept to assist with contact tracing.</p>	<p>It is the responsibility of each individual member to follow the hygiene and PPE guidance from the government of their country of residence.</p> <p>Section Leaders and GSLs must complete the relevant risk assessment for outdoor and indoor COVID-19 Safe Scouting including consideration of hygiene and PPE measures and DCs must approve the resumption of outdoor and indoor Scouting.</p>
Green	Following government guidance, all Scouting activities may resume.	Risks of coronavirus infection are almost zero.	Hand hygiene measures should still be strictly followed. This should involve regular hand washing and/or the use of alcohol hand gels. Any surfaces	It is the responsibility of each individual member to follow the guidance from the government of their country of

	Residential experiences and camps can take place.		used should be wiped down using a safe disinfectant solution. The use of face coverings should not be necessary. A register of those attending should be kept to assist with contact tracing.	residence.
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Checklist

This should apply to all levels, but if in conflict, default to Amber.

Those living and attending Scout meetings and activities in different jurisdictions (e.g. Guernsey, Jersey, Isle of Man and BSO, should check the relevant guidance for that jurisdiction.	<input type="checkbox"/>
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Appendix 1

Guidance on hand and general hygiene for each of the four nations can be found here:

England: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Northern Ireland: <https://www.nidirect.gov.uk/articles/hand-hygiene>

Scotland: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-physical-distancing>

Wales: <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/advice-posters-update-06-03-2020/advice-for-the-public-poster-28-02-2020/>

Guidance on the use of personal protective equipment (e.g. face coverings) for each of the four nations can be found here:

England: <https://www.gov.uk/government/news/new-rules-on-face-coverings-coming-in-on-monday-will-help-keep-passengers-safe>

Scouts and Explorer Scouts are required to wear a face covering when indoors, this includes entering a building for a short period of time such as to use the toilets. Adults must wear a face covering **(when indoors)** unless leading an activity, where they are exempt from this requirement. Those exempt from wearing face coverings for medical reasons do not have to follow this requirement.

Northern Ireland: <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-overview-and-advice>

Face coverings are not required outdoors in Northern Ireland and indoor Scouts activities not permitted at the current time.

Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-staying-at-home-and-away-from-others/pages/face-coverings/>

Social Distancing and Face Coverings are not required for young people under 12.

For 12+ and adults Face Coverings are only required where physical distancing cannot be achieved.

Within the Scouts members must be maintain social distancing unless for an emergency situation.

Wales: <https://gov.wales/face-coverings-frequently-asked-questions>

Welsh Government policy has been to recommend face covering for people aged 11 and over in places where social distancing is not likely to be possible.

Within the Scouts members must be maintain social distancing unless for an emergency situation.

When using a third-party premises you may have additional requirements to meet, these may exceed the requirements laid out above and must be followed in order to meet your rental agreement.

Details of the contact tracing process in each of the four nations can be found here:

- England: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>
- Northern Ireland: <https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19/contact-tracing>
- Scotland: <https://www.nhsinform.scot/campaigns/test-and-protect>
- Wales: <https://gov.wales/test-trace-protect-coronavirus>