



SCA Ltd COVID-19 Response Plan

September 2020

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1. Purpose

This response plan provides guidance on the application of control measures adopted by the “[SCA Ltd Risk Assessment - COVID-19 risk assessment for Australian Face-to-face events](#)” for events and activities under the auspices of The Society for Creative Anachronism Ltd Australia (SCA Ltd) as part of the Society for Creative Anachronism (SCA).

2. Scope

This plan applies to SCA sponsored events and activities conducted in Australia and includes, but is not limited to, feasts, tournaments, regular meetings, practices, and online activities including online meetings, mailing lists and social media as well as any other online space used by and/or for SCA participants in official capacity.

SCA sponsored events and activities conducted in New Zealand are outside the scope of this document and requirements do not apply.

3. Risk Management Response

A risk assessment evaluated the level of risk associated with a return to face-to-face events in Australia. In consultation with the Board of Directors and the Insurer a return to face-to-face events was agreed upon if the following control measures are applied at all events.

4. Application of this Response Plan

- 4.1. The requirements of this Plan implement the measures identified through risk assessment to mitigate the impacts of the COVID-19 pandemic on face-to-face SCA sponsored events and activities in Australia. All SCA sponsored events and activities in Australia must adhere to these requirements. Each area seeking to resume face-to-face activities must carefully review any local jurisdictional requirements in conjunction with applying this plan.
 - 4.2. All group seneschals and event stewards are required to sign off on these requirements using the “[COVID-19 resumption of face-to-face events](#)” form.
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5. Support and Guidance

- 5.1. Group Seneschals are encouraged to contact the Deputy Kingdom Seneschal (Risk) or the Kingdom Seneschal if there are any obstacles identified from planning or preparation and during or after activities are conducted for face-to-face events.
- 5.2. The Deputy Kingdom Seneschal (Risk) may be contacted for clarification on any of these requirements.

6. Review and Approval

- 6.1. This plan will be regularly reviewed and updated in accordance with the changing risk of COVID-19 and as various jurisdictions add or remove restrictions. Changes are communicated via the Seneschallate.
- 6.2. The requirements outlined in this plan will remain in place until such time as there are no limitations placed on SCA sponsored events and activities in Australia as a result of COVID-19.
- 6.3. Any temporary variation to the SCA Ltd (Australia) Code of Conduct will be communicated via the SCA Ltd Board of Directors.

7. Temporary Variation to the SCA Ltd (Australia) Code of Conduct

For attendees at Australian SCA events, the following expectations have been temporarily added to the SCA Ltd (Australia) Code of Conduct to ensure a safe experience for all participants:

- i. You may only attend face-to-face events if you are currently well, and have not had symptoms of infectious illness in the past 48 hours.
 - ii. Members must not be vilified for wearing a face covering intended to reduce the spread of, or protect the wearer from, airborne droplets.
 - iii. Appropriate physical distances must be maintained in accordance with any requirements applicable of the jurisdiction they are in (typically 1.5 metres).
 - iv. Members must not share equipment between participants unless it has been adequately cleaned between each user.
 - v. Members must frequently wash and scrub hands with soap and water and/or vigorously rub with hand sanitizer.
 - vi. Pre-payments for events and activities are now required. Any transactions during the event must be conducted using a cashless payment system.
 - vii. Pre-registration of attendance at events and activities is now required in jurisdictions with maximum gathering sizes.
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8. Mandatory Event Protocols

Group seneschals and their appointed event stewards must ensure that the following requirements are adhered to during any SCA sponsored events and activities in Australia.

8.1. Attendance restrictions

- i. Observe all limits on gathering sizes, both indoors and outdoors, as required by the local jurisdiction. This will require setting pre-registration and enforcing maximum participant numbers for events in relevant jurisdiction. Current information on all local jurisdictional requirements are summarised on the Lochac COVID-19 event restrictions register (Section 11).
- ii. Ensure that all participants are physically distanced at all times, consistent with local jurisdictional requirements. Current information on all local jurisdictional requirements are summarised on the Lochac COVID-19 event restrictions register (Section 11). Consideration should be given to ensuring that:
 - Each area and activity has been assessed to ensure that participants have at least the minimum space allocated to adhere to any jurisdictional physical distancing requirements. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).
 - Demarcation such as barriers and signage to allow for adequate physical distance while queuing and moving between areas. A tailored Lochac hygiene poster is available in the attachments section (below) that summarises these requirements.

8.2. Cleaning requirements

- i. Event stewards must ensure that exposed surfaces that are to be used during events have been adequately sanitised prior to attendance and at the conclusion of the event in accordance with the [Safework Australia - Checklist:cleaning](#).
- ii. Equipment must not be shared between participants unless adequately cleaned.
- iii. Hand washing with paper towel or hand sanitising facilities must be available at all access points and around toilets during events. Posters indicating how to hand wash and hand rub should be prominently displayed.
- iv. In addition to usual attendance records, accurate documentation of attendees present for each event must be retained for 4 weeks and made available if and when requested by a government agency performing contact tracing. In the event of such a request, the Kingdom Seneschal must be notified. Contact numbers should be included on all sign-in forms.

8.3. Payments & Cash Handling

- i. Cash must not be handled during events. All transactions must be conducted using a cashless payment system.
 - ii. Participants who are not able to attend due to symptoms consistent with COVID-19, and any other participant unable to continue to participate as a result of this, are entitled to a refund in full.
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8.4. Seneschal's Database Event Proposals

All Australian events must include the following text in each event proposal:

- i. "Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend."

8.5. First aid

If first aid is anticipated to be provided at events, nitrile (or equivalent) gloves and a p2 (or equivalent) protective mask must be supplied by the sponsoring group.

9. Restrictions on Specific Activities

Group seneschals and the relevant officers must ensure that the following restrictions on specific activities are adhered to during any SCA sponsored events and activities in Australia.

9.1. Overnight Stays

Due to uncertainty regarding the level of risk arising from overnight stays and exposure to COVID-19, all overnight events are not permitted until further notice.

9.2. Provision of Food (Catering and Feasts)

Due to the uncertainty regarding risks of transmitting the virus when preparing and subsequently consuming food, food must not be supplied during events. Participants may bring their own food but should avoid sharing.

9.3. Archery

Sponsored archery activities must be inline with local jurisdiction guidelines for 'non-contact sports'. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

9.4. Equestrian

Sponsored equestrian activities must be inline with local jurisdiction guidelines for 'non-contact sports'. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

9.5. Combat activities

Fencing combat

Due to the higher risk associated with close contact and exertion, fencing combat must follow local jurisdiction guidelines for 'contact sports'. Wherever practicable, these activities should be performed outside. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).



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COVID Inspection Process

During the social distancing restrictions that impact SCA Lochac during exceptional circumstances (i.e. pandemic), marshals must follow the following processes (in line with restrictions as outlined by Federal, State and Local Governments).

Equipment

- P2 (or equivalent) protective mask
- Nitrile (or equivalent) gloves
- Hand Sanitiser

Armour check

1. Ask the combatant to stand at an appropriate distance in front of you.
2. Ask the combatant if they are wearing groin protection (if applicable).
3. Ask the combatant to present their gloved hands, palms up. Inspect the gloves by sight looking for any rips or holes.
4. Ask the combatant to turn their hands palms down and repeat the inspection.
5. Ask the combatant to spread their arms to the sides. Inspect the armpits by sight, looking for sprung seams, rips or holes.
 - a. If you are not certain about the underarm coverage, discuss it with the combatant.
 - b. You might need to ask the combatant to press or pinch the cloth under the arm to demonstrate its coverage
 - c. Ask the combatant (if needed) to lift their coif or mask bib to display the gorget underneath.
6. Ask the combatant to turn and show the back of the gorget.
7. Check that the combatant has a secondary fastening to secure their mask.
8. Visually check all the armour to ensure there are no gaps showing skin. This includes checking that normal movements (such as a lunge) will not expose skin.
9. Ask the combatant to show you the inside of their mask
 - a. Inspect by sight to assess if the padding is intact.
 - b. If uncertain you might need to ask the combatant to press the padding to check it is still resilient.

Weapons check

1. Ask the combatant to stand to one side and present their sword or dagger so that the blade is in front of you. They should hold the hilt.
2. Wearing a fencing glove, check the blade for nicks and ensure the blunt is securely fixed to the tip.
3. Used your gloved hand to check a buckler or baton for nicks, chips or splinters.
4. Inspect a cloak for any rigid material.

Heavy combat

Due to the higher risk associated with close contact and exertion, heavy combat must follow local jurisdiction guidelines for 'contact sports'. Wherever practicable, these activities should be performed outside. Specific information on current restrictions for



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each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

COVID Inspection Process

During the social distancing restrictions that impact SCA Lochac during exceptional circumstances (i.e. pandemic), marshals must follow the following processes (in line with restrictions as outlined by Federal, State and Local Governments). Due to possible delays caused by these additional safety measures, it is recommended that additional marshals are available to run inspections.

Equipment

- P2 (or equivalent) protective mask
- Nitrile (or equivalent) gloves
- Hand Sanitiser

Armour check

1. Ask the combatant to stand at an appropriate distance in front of you.
2. Visually inspect external armour.
3. Ask the combatant to lift each knee.
4. Ask if groin protection is in place.
5. Ask the combatant to face away from the inspector and, using gloves, check kidney protection.
6. Whilst the combatant is facing away from the inspector, check:
 - a. Gorget (back and sides).
 - b. Helm; including the faceplate and chin strap.
 - c. Ask the combatant to extend their arms and check elbows.
 - d. If a shield is in use, ask the combatant to move the shield into view and check around the inside and outside.
 - e. Ask the combatant to move their weapon into a position where their basket hilt and gauntlet can be assessed.
7. Return to an appropriate distance in front of the combatant and ask them to offer their weapon. This enables checking of lanyards and weapons.

Archery combat

Sponsored non-contact training must be inline with local jurisdiction guidelines for 'non-contact sports'. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

9.6. Dancing & Music

Teaching of specific dances, music and other related activities that do not require close proximity can be performed inline with local jurisdiction guidelines for 'non-contact sports'.

Due to the higher risk associated with close contact and exertion, dances that include contact or close proximity must follow local jurisdiction guidelines for 'contact sports'. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).



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Due to the potential for aerosol generation, the playing of wind and brass instruments, and choral activities, should exercise additional physical distancing as far as reasonable.

9.7. Administering First Aid

Provision of first aid must incorporate the following additional precautions:

- i. Maintain a 2 metre range around the patient at all times;
- ii. Treat the patient and assume they are positive for an infectious illness, as you normally would;
- iii. First aiders must wear nitrile (or equivalent) gloves and a p2 (or equivalent) protective mask, and as much extra clothing as suitable;
- iv. Provide surgical (or equivalent) mask for patients to wear;
- v. CPR is compressions only, no breaths. Keep masks on the patient.

9.8. All other activities

All other activities may be conducted face-to-face as long as they do not breach the local jurisdictions physical distancing requirements and that all equipment is not shared between participants unless adequately cleaned.

10. References and related documents

Associated policies	SCA Ltd Risk Management Policy	
References /statutory references	AS/NZS ISO 31000:2018 – Risk management - Principles and guidelines SCA Ltd Code of Conduct SCA Ltd Financial Policy	
Attachments	Posters: <ul style="list-style-type: none">• Lochac hygiene poster (high resolution png or jpg)• Safework Australia - Checklist:cleaning• WHO - Hand washing poster• WHO - Hand rub poster	
Glossary	Event	Any SCA sponsored events as approved in the Lochac Seneschals Database.
	Activity	Any SCA sponsored activities that are advertised through official SCA channels (e.g. regular training, council meetings).
	Cashless payment	An alternative means of paying that does not involve the handling of physical monetary denominations.
	Refunds	as outlined in SCA Ltd Financial Policy
	Overnight stays	events that are designated as camping events in the same location



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11. Lochac COVID-19 restrictions register

Due to the rapid and unpredictable nature of changes to restrictions, this information has now been moved directly on to the [Kingdom Seneschal's COVID page](#).