



# SCA Ltd COVID-19 Response Plan

January 2021

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**Document owner**

SCA Ltd

**Approved by**

SCA Ltd Board of Directors

5 February 2020



# Society for Creative Anachronism Ltd (Australia)

*SCA Ltd COVID-19 Response Plan*

## 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

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.

## 5. Support and Guidance

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.

The Deputy Kingdom Seneschal (Risk) may be contacted for clarification on any of these requirements.

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## 6. Review and Approval

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.

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.

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:

- 7.1. You may only attend face-to-face events if you are currently well, and have not had symptoms of infectious illness in the past 72 hours.
- 7.2. Members must not be vilified for wearing a face covering intended to reduce the spread of, or protect the wearer from, airborne droplets.
- 7.3. Appropriate physical distances must be maintained in accordance with any requirements applicable of the jurisdiction they are in (typically 1.5 metres).
- 7.4. Members must not share equipment between participants unless it has been adequately cleaned between each user.
- 7.5. Members must frequently wash and scrub hands with soap and water and/or vigorously rub with hand sanitizer.
- 7.6. Pre-registration of attendance at events and activities is now required in jurisdictions with maximum gathering sizes.

## 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. Local jurisdictional requirements

- 8.1.1. All activities and events that are conducted face-to-face must adhere to all local jurisdictional requirements.

### 8.2. Record keeping

- 8.2.1. 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 for ongoing activities.
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- 8.2.2. Event stewards are required to sign off on these requirements using the "[COVID-19 resumption of face-to-face events](#)" form for each event.
- 8.2.3. 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 details provided when booking and numbers should be included on all sign-in forms.

## **8.3. Attendance restrictions**

- 8.3.1. 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).
- 8.3.2. 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:
- 8.3.3. 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 for each jurisdiction follows the relevant government department covid website restrictions. A tailored Lochac hygiene poster is available in the attachments section (below) that summarises these requirements..

## **8.4. Cleaning requirements**

- 8.4.1. 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](#).
- 8.4.2. Equipment must be adequately cleaned.
- 8.4.3. 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.
- 8.4.4.

## **8.5. Payments & Cash Handling**

- 8.5.1. Cash handling should be avoided and transactions should be conducted using a cashless payment system where practicable.
- 8.5.2. 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.

## **8.6. Seneschal's Database Event Proposals**

- 8.6.1. All Australian events must include the following text in each event proposal:  
"Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend."
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## 8.7. First aid

- 8.7.1. 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. Provision of first aid must adhere to any chirurgeonate requirements.

## 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. Activities Requiring Specific Approval

Due to the level of risk arising from any events or activities that involve:

- Overnight stays, and,
- Provision of food (does not include BYO).

Application to conduct these activities must be submitted using the [“Request for Exemption to Clause 9.1 of the SCA Ltd \(Australia\) COVID-19 Response Plan”](#) at least 6 weeks prior to the proposed date, and, have received approval from SCA Ltd before the activity or event commences.

### 9.2. Non-contact activities

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Sponsored archery non-contact activities must be inline with local jurisdiction requirements for 'non-contact sports'. Sponsored archery non-contact activities include:

- Target Archery;
- Equestrian; and,
- Teaching of specific dances, music and other related activities that do not require close proximity.

Contact activities

Sponsored contact activities including:

- Fencing combat,
- Armoured (heavy) combat, and,
- Archery combat.

must be inline with local jurisdiction requirements for 'contact sports' and relevant marshallate requirements.

Sponsored activities including:

- Dances that include contact or close proximity, and,
- Singing and playing wind instruments.

must be inline with local jurisdiction requirements for 'contact sports'.

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## 10. References and related documents

<b>Associated policies</b>	SCA Ltd Risk Management Policy	
<b>References /statutory references</b>	AS/NZS ISO 31000:2018 – Risk management - Principles and guidelines SCA Ltd Code of Conduct SCA Ltd Financial Policy	
<b>Attachments</b>	Posters: <ul style="list-style-type: none"><li>• <a href="#">Lochac hygiene poster (high resolution png or jpg)</a></li><li>• <a href="#">Safework Australia - Checklist:cleaning</a></li><li>• <a href="#">WHO - Hand washing poster</a></li><li>• <a href="#">WHO - Hand rub poster</a></li></ul>	
<b>Glossary</b>	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](#).