



# SCA Ltd COVID-19 Response Plan

July 2021

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**Document owner**

SCA Ltd

**Approved by**

SCA Ltd Board of Directors



# Society for Creative Anachronism Ltd (Australia)

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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 an 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, conduct their own risk assessment, and apply the requirements of this plan.

The position of the SCA in regards to the pandemic is to be risk averse. Where interpretation of jurisdiction control is unclear, the more conservative interpretation should be adopted. This includes adopting the local jurisdictions public health advice, even if not strictly required by a public health order.

## 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

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requirements.

## 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.

## 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. Sanitisation of persons and equipment in line with local jurisdictional requirements.
- 7.5. Where restrictions on maximum gatherings are in effect, pre-registration, or an alternative means of limiting the gathering size is required.

## 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 and Public Health Orders.

### 8.2. Record keeping

- 8.2.1. Accurate documenting of attendees who present for each event must be recorded on sign in forms (including contact details). They must be 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.
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## **8.3. Attendance restrictions**

- 8.3.1. Observe all limits on gathering sizes, both indoors and outdoors, as required by the local jurisdiction. Current information on all local jurisdictional requirements are summarised on the Lochac COVID-19 event restrictions register (Section 11).

## **8.4. Cleaning requirements**

- 8.4.1. Event stewards are to ensure that exposed surfaces and shared equipment 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. 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.

## **8.5. 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. First aid**

- 8.6.1. 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**

In addition to the completion of a risk assessment for each event, 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. Food Service**

- 9.1.1. While food handling and consumption are no longer seen as a transmission pathway for COVID-19, close proximity and higher densities of participants warrants careful consideration. In particular, consideration must be given to how the food is delivered to participants to:
- Maintain appropriate physical distancing
    - Contact should be reduced or eliminated during food service. If this is not practical, masks are recommended.
  - Minimise handling of shared equipment
    - Where practical, equipment should not be shared between participants (e.g. such as serving utensils).



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## 9.2. Non-contact activities

9.2.1. Non-contact activities must be inline with local jurisdiction requirements for 'non-contact sports'.

## 9.3. Contact activities

9.3.1. Sponsored contact activities must be conducted in accordance with local jurisdiction requirements and relevant marshallate requirements. These activities often fall under the classification of 'community sports'.

## 10. Positive case management

### 10.1. Reporting a positive case or close contact

10.1.1. Anyone that has attended an SCA event or activity when potentially infectious with COVID-19, or who has been identified as a primary or secondary close contact must immediately contact the **Kingdom Seneschal**. A [Lochac incident report](#) must also be completed. Due to the sensitive nature of these types of cases, any identifying information must be kept confidential (e.g. names).

### 10.2. Contact tracing

10.2.1. As soon as any information is received by the Kingdom Seneschal that suggests that COVID-19 may have been transmitted during an SCA event, the group seneschal and, if relevant, the event steward, must be advised to prepare a contact list for any participant at any face-to-face activity where transmission may have occurred.

10.2.2. In the event of a positive test result, and in additional to the local jurisdictions contact tracing information, the Kingdom Seneschal must:

- Advise any participants that they may have had the potential to have been in close contact with a known, or potential, positive case and to immediately take steps to isolate and await confirmation from the relevant jurisdiction.
- Provide, upon request, any contact tracing information that has been lawfully requested by the local jurisdiction as part of the contact tracing activities.

## 11. Lochac COVID-19 restrictions register

Due to the ongoing nature of public health orders in relation to COVID-19 and common language regarding most restrictions, the restrictions register has been phased out. For up-to-date information contact your group seneschal or visit the [Kingdom Seneschal's COVID page](#).

## 12. References and related documents

<b>Associated policies</b>	DRAFT 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:



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	<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>	Contact activities	For Lochac, contact activities include: <ul style="list-style-type: none"><li>• Fencing combat,</li><li>• Armoured (heavy) combat, and,</li><li>• Archery combat.</li></ul>
	Activity	Any SCA sponsored activities that are advertised through official SCA channels (e.g. regular training, council meetings).
	Event	Any SCA sponsored events as approved in the Lochac Seneschals Database.
	Non-contact activities	For Lochac, contact activities include: <ul style="list-style-type: none"><li>• Target Archery;</li><li>• Equestrian; and,</li><li>• Teaching of specific dances, music and other related activities that do not require close proximity.</li></ul>
	Overnight stays	events that are designated as camping events in the same location
	Refunds	as outlined in SCA Ltd Financial Policy