



# Hertfordshire Scouts - COVID Procedure

A few things have changed while we have been non operational, these changes have been made to make sure that our facilities are 'COVID-Safe' for both our users and staff in consultation with our Health and Safety advisor. We are currently re opening for use of space and fire lighting areas for Scouts only. There is currently no activity provision available.

## What has changed?

- **We have limited groups to 2 Bubbles.** Each bubble is identified by a colour and allocated the following:

- Fire lighting area either an altar fire or a campfire circle
- An area of space.
- Toilet provision with sanitiser station

Please make sure you book at least 72 hours in advance. If you have any additional needs please highlight these when making your booking.

- **Once you have made a booking you will now be sent a link to our Customer Connect form** where you will have to enter the names of everyone in your bubble booking as part of our track and trace system. This must be submitted no later than 24 hours before your arrival otherwise your booking will be cancelled. Any changes on the day need to be emailed to us so we can update our system. The data collected in the Customer Connect form is stored securely on our system for 21 days, then is deleted.

- **You will notice when you arrive at Well End we have put a one way system in place.** This is so that all visitors can be dropped off without parents/carers leaving their vehicle to keep our staff safe. Leaders must check in upon arrival. Visitors that don't have a pre booking will not be admitted.

- **Arrival and departure slots are 15 minutes long.** Leaders must arrive 20 minutes before their young people to check the group in and then assist with arrival and departure. Parents must **NOT** leave their cars when dropping off.

## What we ask of you...

- **Pre Book!** All visitors must have a booking and complete a Customer Connect form to meet our track and trace requirements. Additionally the NHS test and trace QR Codes are available for those over 16.
- Keep to time. You will be allocated time slots which must be adhered to.
- When in your bubble you are responsible for your own sanitiser and first aid provision.
- When using the toilets, sanitise before entry then wash your hands with soap and water after use.
- Please stick to the bubble you are in. Respect other peoples space.
- Take any waste away with you where possible, this includes all facemasks and gloves.

## Most importantly have fun!

We want to make sure we can help as many groups as possible return to Face to Face Scouting by providing provisions for outdoor meetings. Have more questions or need some help? Drop us a line to [info@wellend.org.uk](mailto:info@wellend.org.uk) or call **0208 236 0040**

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Hertfordshire County Scout Council

County Headquarters: Well End Activity Centre, Well End Road, Borehamwood, Hertfordshire WD6 5PR

Tel: 020 8236 0040

e-mail: [info@hertfordshirescouts.org.uk](mailto:info@hertfordshirescouts.org.uk)

[www.hertfordshirescouts.org.uk](http://www.hertfordshirescouts.org.uk)

County Commissioner: Liz Walker

County President: Robert Voss CBE

County Chairman: Michael Shurety

Charity No: 302606

Scottish Charity No: 39650

VAT registration No: 761 4558 19

Allocated Bubble:

Allocated Toilet:

1

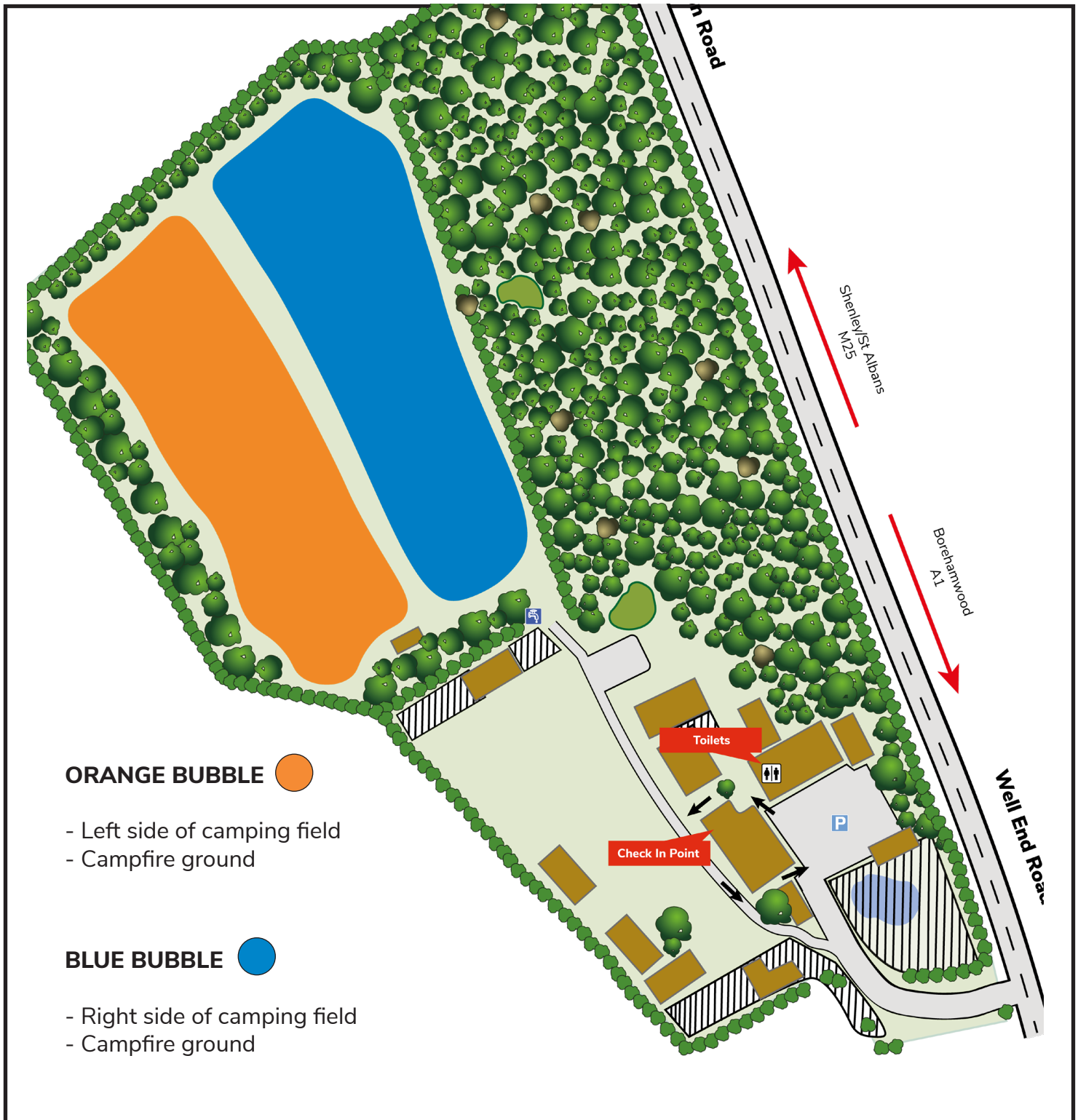
People who have been in contact with an infected person are not permitted to visit.

2

People with a fever, cough, sore throat or other flu like symptoms are not permitted to visit.

3

Hands, Face, Space!  
Make sure you do not mix with any other bubbles onsite.



Onsite Contact Number: