

## 2020 OBHK COVID-19 OPERATING POLICIES AND PROCEDURES (COPPS)

*Outward Bound Hong Kong Field Policies and Procedures will be adhered to while conducting activities on all courses. The following COPPs address specific COVID-19 policies and procedures.*

### INSTRUCTOR MINIMUM FIELD KIT CONTENT

[1.1] All Instructor teams will carry the following resources into the field (per group):

- 1 cell phone with fully charged batteries
- Medical cover sheets for every participant on trainings or courses.
- 1 Infrared Thermometer
- Daily Temperature Check Form
- One bag of 15 Surgical Masks

[1.2] Each Instructor will carry the following resources into the field:

- OBHK In-Field Safety Manual
- OBHK COVID-19 COPPs
- 1 first aid kit

### PROCEDURES

[2.1] Prior to course work, all staff are required to read and abide by the COVID-19 COPPs until such time when they are deemed unnecessary by the DHO/HoO

[2.2] Upon arrival at base, participants will complete an in person Health Declaration Form to ensure:

- They have not travelled to outside of Hong Kong in the preceding 14 days
- They have not had close contact friends or family who have been overseas in the preceding 14 days
- They are feeling well and have exhibited no symptoms of illness in the past 14 days
- Have their temperature taken and recorded

[2.3] Health Declaration form flow will be as follows:

- Form will be sent out to participants along with standard OBHK medical form, for initial self-screening
- Responsibility for form completion by all participants/program visitors upon arrival falls onto the instructors
- Forms are to be handed over to Ada (or DHO if unavailable), either directly or via the CD, immediately
- Ada to contact DHO (or HoO if unavailable) in the event that any questions arise
- Forms are to be kept together with standard medical forms for OBHK documentation. Standard OBHK medical forms timeline applies

[2.4] Participants will be given a briefing about self-management as part of a group which will include at minimum:

- Avoiding sharing and cross-contamination of food
- Storing personal hygienic items separately. Especially toothbrush and face towel
- Carrying personal plastic container for storing and disposal of personal trash such as tissue paper
- The importance of personal hygiene, with an emphasis on hand hygiene and physical proximity

[3.1] During Course

- Hand sanitizing gel will be available to all participants and staff at all time. A designated person (participant or staff) will be in charge of distributing hand gel to all as often and whenever needed
- Participants will be allocated personal eating bowls, cups and utensils for the duration of the course. These personal items are not to be mixed. And it is the responsibility of the instructors to make sure they are kept properly clean
- All above mentioned eating utensils, as well as group serving utensils will be boiled every 48 hours at minimum. Each of these will be placed in a pot of 'rolling' boiling water for a minimum duration of 1 minute
- Group(s) will be instructed to proper handwashing, cooking, sanitation, and hygiene procedures. Instructors will be vigilant in the enforcement of this COPPs and ensure this is maintained throughout the entire course
- Daily health interviews will be conducted and recorded, temperature taken both AM/PM, and recorded by staff on the Daily Temperature Check Form
- In the event of a participant becoming unwell and exhibiting symptoms related with the Coronavirus, they will be immediately evacuated and removed from course
- The updated symptoms list includes **headache, vomiting, dry cough with shortness of breath, lethargy, fever, nasal congestion, sore throat, diarrhoea, conjunctivitis, loss of taste or smell, skin rash and discoloration of fingers or toes.**

- **A Covid-19 related evacuation will be treated as a YELLOW CALL and the EMP will be initiated accordingly. The DHO or in their absence the HoO are to be notified by the DC immediately**
- In this event (only), all group and staff members are to wear the provided surgical face masks until the unwell party has been removed from course. Once removed, participants and staff may choose to wear a mask, but are not required to do so by OBHK
- OBHK staff evacuating a participant exhibiting symptoms of Covid-19 will be supplied with the following PPE for the duration of the evacuation- latex gloves, N95 face mask, protective goggles. Said PPE will be available in the CD office FAK, located next to the DHO desk
- Participants will be assigned to tent groups (if using tents), so sleeping will occur with same people for entire course

[4.1] Post Course

- OBHK staff will provide immediate feedback to parents and relevant organisation of any health-related concerns that arise whilst on course
- OBHK staff will provide immediate feedback to DHO or in their absence the HoO regarding these COPPs and their implementation