

## **Covid-19 Additional Procedures**

Our advice has been mainly based on government guidelines in these documents.

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

This document serves to highlight some basic procedures that we will be taking and asking parents to take in order to reduce the likelihood of spreading Coronavirus at our kids club. Each point follows in line with current Government and Childcare Association advice and our own risk assessment.

### Key Points

#### The Setting

- Has completed risk assessments in line with Government and Association advice.
- Has removed all soft/cuddly toys that can not be easily cleaned
- Will clean at the end of each day toys and surfaces.
- Will limit numbers of children & staff to a level dependent upon the current level of alert. This is currently 15 to 2 adults. If we have more than 15 we will split this into 2 bubbles for the day and they must remain together with their staff members.
- Will use outdoor play as much as possible.

#### Parents & Children

- Do not bring your child if you or the child has any symptoms of respiratory illness/temperature.
- No soft/cuddly toys to be brought in - children can bring their own soft blanket if they wish but it must be washed daily and will not be shared.
- Drop offs and pick ups must take place outside or using the one way system through the revolving door in the dome. Please be as quick as possible so that other parents can drop off and pick up while maintaining social distancing.
- All clothes must be washed after each day at childcare and children must arrive in newly washed clothes each visit.
- Children on arrival will have hands cleaned with anti-bacterial hand sanitiser.

#### Our Staff

- Cannot work with any symptoms of respiratory illness/temperature and as key workers will isolate and get tested for Covid-19.
- Will wash all work clothes after every day.
- Will clean hands regularly including at the start and end of days.
- Will clean the children's hands regularly including at the start of days and before/after eating.

## Further Information for Your Peace of Mind

### Social Distancing

We know that unlike adults, children of early years and primary age can not be expected to remain 2 meters apart from each other and staff. We will encourage and remind children of the importance of social distancing and will implement this when children are seated and during lunch. We will also be looking at other ways to reduce any risk:

The key measures that every setting should have in place are:

- minimising contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms do not attend their setting. This also applies if a member of their family has symptoms or if they have been advised by NHS Test & Trace as 'a close contact' to isolate at home
- encouraging staff and children attending to clean their hands more often than usual, including before and after activities and before and after using toilet/washroom facilities
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces more often than usual using standard products, such as detergent or bleach
- increased frequency of cleaning of toilets and washrooms
- minimising contact and mixing between groups of children by altering the environment to allow for social distancing between children and keeping children in small consistent groups (maximum of 15)

### Arrival / Departure Information

- Families must remain a distance of 2 meters from others when entering and exiting the club.
- Only one parent/guardian to drop off or collect (where possible)
- Parents/guardians do not need to enter the building (where possible) and children will be signed in and out by staff.
- All bookings must be made in advance and online.

### Social Distancing during club

- Children will be organised into groups of a maximum of 15 children per day with 2 members of staff dedicated to that group. (still working to our ratios)
- Each group will be allocated a zone so they can remain separated from any other groups during that day.
- For indoor activities children will be seated 2m from each other
- We will make full use of the outside space available to us
- Any shared equipment will be cleaned after each use, between different groups/bubbles and at the end of each day.

### Personal Hygiene

- Children will be asked and encouraged to wash their hands frequently throughout the day. Hand sanitizer will be readily available and MUST be used upon arrival to the club.
- We will limit the number of children who use the toilets at any one time.

### PPE

Staff will have the option to wear PPE should they wish or feel necessary. Younger children (under 11) do not have to wear PPE and older children (over 11) can wear face coverings should they wish.

### Cleaning

- Frequently used surfaces and areas will be wiped down between activities and between each session
- Toilet facilities will be cleaned/sprayed on a regular basis throughout the day.
- Equipment will be cleaned at the end of each day but also before use by another group within our club
- Sports Hub will assist with a through clean at the end of each day
- Soft furnishings and toys that are difficult to clean will be removed and banned from club

### Suspected Cases

- If a child develops any symptoms of covid-19 then they will need to be isolated and their parents/guardian contacted for collection as soon as possible
- Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, should not attend an out-of-school setting and should follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection.
- If anyone in the family household has ANY symptoms then the children should not attend club

### Organisation

- We have always offered our children a choice in what they want to do. We typically have up to 5 activities running at anyone time. However this may have to change. We will have to offer a choice of maybe 2 activities at anyone time to allow for cleaning and distancing between groups within our club. However we still offer choice!
- Activities will take place outdoors as much as possible
- Staff will have a checklist to ensure all areas have been cleaned
- Staff and children must wash/sanitise their hands immediately upon arrival
- PPE, tissues and hand sanitiser is available for staff
- Parents to que and remain 2m apart
- Parents not to enter the building unless necessary
  
- Children to be in groups of no more than 15.
- If we have multiple groups or bubbles there will be zones for each group
- Talks and reminders to children about social distancing and hand washing
- Cleaning rota in place