



DON'T DISS-ABILITY

## CORONAVIRUS POLICIES AND PROCEDURES 2020



## CONTENTS

- Staff policies and procedures
- Use of PPE
- Cleaning, handwashing and hygiene procedures
- Protecting our club attendees and staff/volunteers
- Adherence and Respect
- Track and Trace information (And how information is stored)
- Risk Assessments
- Food
- In the event of a Covid Outbreak

## STAFF POLICIES AND PROCEDURES

### Training

All staff and Volunteers are required to complete the following online training courses prior to returning back:

- Coronavirus COVID-19 Essentials
- Anxiety in Children during COVID-19

Links to these courses can be E mailed to staff by the Project Manager or Project Coordinator upon request. Once completed, certificates are to be sent to the Secretary to be put in personal files.

### Staff/Volunteer Health and Wellbeing

All staff and volunteers **must** sign a 'Fit to Work' form prior to attending each session to confirm that they are free from Covid symptoms and are not at risk of transmitting the virus.

Staff **must not** attend any MyFAM setting if they have any symptoms of COVID-19. These symptoms are:

- A continuous new cough
- A high temperature
- A loss or change of smell or taste

If you have any of the above symptoms you need to let the Project Manager or Project Coordinator know immediately.

Please note that temperatures will be taken by using a handheld Infrared thermometer before each session. This will be the Team Leaders responsibility to check their teams' temperature upon arrival prior to entering the building. Should any person's temperature be above 38C, they will be asked to leave immediately and seek appropriate medical advice from their GP or by calling the NHS 111 advice line.

It is then the staff members/volunteer's responsibility to update the Team Leader/Project Manager/Project Coordinator on any diagnosis that may be given by medical professionals. Please note the staff/volunteer member will not be able to return to the session for at least 10 days.

If a staff member/volunteer has tested positive for Coronavirus, they **must** inform the Project Manager/Project Coordinator immediately (See section on 'Covid outbreak policy and procedure')

## Uniform/PPE

Staff **must** ensure that the following uniform is worn at each session:

Leggings (Black) / Jogging bottoms (Black)

MyFAM T shirt

MyFAM Hoody (optional)

Please note that jeans will not be permitted to wear as uniform.

Staff/Volunteers should hand in all MyFAM T shirts/Hoodies at the end of each session to the Team Leader/Project Manager/Project Coordinator. These should be placed in a black sack and will be taken home by the designated person to wash ready for the next session.

All staff / volunteers should come in their own T shirt/Hoody and get changed once on the premises, and change back in to their own clothing at the end of the session.

All staff and Volunteers **must** ensure that they are wearing the correct PPE and following all hygiene procedures as laid out in this booklet (Please see the sections regarding 'Use of PPE' and 'Cleaning, Handwashing and Hygiene Procedures'.

## Social Distancing

All staff/volunteers have a responsibility to ensure that social distancing is adhered to. This applies to both staff/volunteers and children in the setting. Remember to set an example to children in the MyFAM setting and ensure that you keep up to date with the most recent advice on social distancing.

Please note that failure to follow any of the above guidelines will result in disciplinary action and possible termination of your employment/placement.

## **USE OF PPE**

### Staff/Volunteers

**ALL** staff and volunteers **must** wear a face visor which will be provided to you by the Project Manager/Project Coordinator. Please note you will not be able to attend any session if you refuse to wear the PPE provided to you.

Whilst we understand that wearing PPE may be uncomfortable for some, we want to ensure parents and carers that we are doing all that we can to protect their children whilst in our setting. Also, staff/volunteer safety is our priority.

### Children

Children under the age of 12 are not required to wear a face mask/visor as per the government guidelines. However, if children under the age of 12 feel more comfortable in wearing one, they are able to bring their own from home to the session.

We will be able to provide face masks to children who do not have one, but would feel more comfortable in wearing one.

Children aged 12 and over **must** wear a facemask/visor to the MyFAM sessions unless exempt, in which case, proof of exemption must be shown to the Team Leader or the child may be refused entry.

## **CLEANING, HANDWASHING AND HYGIENE PROCEDURES**

### Equipment

Any equipment used at any session will be wiped down and cleaned both prior to, and at the end of each session. It will be the responsibility of the Team Leader to coordinate the antibacterial cleaning. This can be designated to other team members; however, it will be the Team Leaders responsibility to sign the paperwork after each clean to confirm it has been completed.

Sharing of any equipment must be limited as much as possible. However, in the event of this not being possible, each piece of equipment must be wiped down prior to the next person using it.

Any arts and crafts session must be coordinated by the Team Leader to ensure that each child has their own craft materials to avoid sharing of equipment.

### Cleaning

Each community setting has their own cleaning procedure and is the responsibility of the community building to ensure that the setting has been fully cleaned before and after each use/session. However, it is everyone's responsibility to adhere to general cleaning duties whilst the session is in play.

### Handwashing/sanitising

Each Team Leader/Volunteer is to ensure that their hands are washed prior to meeting and greeting the children. You should also ensure that your hands are regularly sanitised, using the hand sanitiser provided.

All children **must** use the hand sanitiser upon arrival prior to the 'meet and greet'

Meet and Greet should still be completed as per our usual structured sessions, however this should be limited to the following:

-Thumbs up

-Say Hello

-Wave

-Dance move

Please ensure that the following 'meet and greets' are eliminated to reduce physical contact:

-Fist Pump

- High Five
- Hug
- Handshake

New Meet and Greet cards will be printed out ready for the first session

#### Handling of Cash

Where possible we will ask that parents/guardians give the correct amount of money for the session.

If change is to be given out, this should not be from the money taken from the same session, and will need to be given out from change that has already been quarantined.

All cash from the session must be put in to an envelope with the date on, and quarantined for 72 hours prior to checking/counting/banking.

One staff member/volunteer should be responsible for the cash for each session, and they are to wash their hands thoroughly after collecting all fees in.

#### Using the Toilets during our sessions

Only one child at a time is to go to the toilet. Each child must be accompanied by a Team Leader/Volunteer, who will escort them to the toilet, wait outside and ensure that thorough handwashing procedures are adhered to.

## **PROTECTING OUR CLUB ATTENDEES AND STAFF/VOLUNTEERS**

### Collection and Drop off

Parents/guardians should meet with a volunteer/staff member outside of the community building, where they will need to sign the 'Track and Trace' form and sign in (Please see 'Track and Trace information'). Parents/guardians should have the correct amount of change for the session.

Children will be taken in to the building by a staff member/volunteer.

Parents/guardians will be asked to wait outside the building at the end of each session, where the children will be brought out to parents/guardians. They will then be asked to sign their child out.

No parent or guardian is permitted in to the building at any point unless in case of emergency. If there is some medical reason which means that the parent/guardian needs to stay at the session, this needs to be discussed over the phone with the Project Manager/Project Coordinator prior to the session.

### Health and Safety

Children **must not** attend any MyFAM setting if they have any symptoms of COVID-19. These symptoms are:

- A continuous new cough
- A high temperature
- A loss or change of smell or taste

If your child has any of the above symptoms you need to let the Team Leader/Volunteers know immediately.

Please note that temperatures will be taken by using a handheld Infrared thermometer before entering the building at each session. Should a child's temperature be above 38C, they will be asked to leave immediately and seek appropriate medical advice from their GP or by calling the NHS 111 advice line.



It is then the parents/guardian's responsibility to update the Team Leader/Project Manager/Project Coordinator on any diagnosis that may be given by medical professionals. Please note the child will not be able to return to the session for at least 10 days.

If a child or family member of the child has tested positive for Coronavirus, they **must** inform the Project Manager/Project Coordinator immediately (See section on 'Covid outbreak policy and procedure')

### Activities

All Team Leaders need to ensure that any activities that are arranged for the session adheres to social distancing rules, and does not require any physical contact. If more than 15 children attend the session, Team Leaders will need to form 'Bubbles' which will be headed up by different volunteers/staff members, who will be responsible for the children within their 'Bubble' and ensure that the activities are carried out in a safe manner.

### Social Distancing

Team Leaders and Volunteers are required to remind and explain social distancing to the children of the session in an age appropriate manner.

## **ADHERENCE AND RESPECT**

Team Leaders and volunteers along with children and parents/guardians need to ensure that they are familiar with each setting's separate rules and regulations in regards to the Covid-19 outbreak. It is important that these rules and regulations are respected and adhered to.

Parents/guardians and children should be reminded that Team Leaders and volunteers are there to keep you safe and any verbal abuse will not be tolerated and can result in a ban from the group.

If any parent/guardian/Team Leader/volunteer has any concerns on any policies or procedures not being followed correctly, this can be discussed with the Project Manager or Project Coordinator.

## **TRACK AND TRACE INFORMATION (AND HOW IT IS STORED)**

As per above, all Team Leader/Volunteers/Children will have to leave their name, signature and phone number at each session. These details will be used for both fire safety and for track and trace as per the government's guidelines. These details will be stored for 21 days and then disposed of in the correct manner.

If you are unwilling to leave your information for track and trace purposes, you will not be able to attend the sessions.

## **RISK ASSESSMENTS**

Each setting has its own specific risk assessment and it is the responsibility of the Team Leader to ensure that they, and their team have read this and understood this thoroughly. The Risk assessment for each setting will be found in the folder for the specific group.

Team Leaders will need to ensure that a Risk Assessment for each activity planned for the session is completed prior to carrying it out. This will need to be stored in the group folder.

## **FOOD**

With the current situation, hot meals will not be provided at the sessions due to many locations not allowing use of the kitchen. A sandwich/Roll / Packet of crisps and a piece of

fruit and biscuits and a drink will be provided to each child for each session. Team Leaders need to ensure that any allergies are taken in to account. The food will be provided to the Team Leader for each session by the Project Manager/Project Coordinator.

## **IN THE EVENT OF A COVID OUTBREAK**

If any Team Leader/Volunteer/Child is diagnosed with Covid-19, the track and trace information will be used and all people at the setting will be informed accordingly. To be on the safe side, the specific session in which the infected person has attended, will be closed for 1 week for deep cleaning and all Team Leaders and Volunteers of that session will be sent for testing.

Please note that each session location may have their own policy / procedure in the event of a Covid outbreak, and we will ensure to adhere to these.

We thank you for your continued support in these unprecedented times and we value the support from all staff, volunteers, Children and parents/guardians.

If you require any further information, have a question or do not understand anything in this document, please contact Hannah Whitmore on 07429 572358