



Covid-19 Policy

Date of this version: 11 September 2020

Responsibility: Manager

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Review Date: 23 October 2020

Version: 3.0

Camp Canary Limited recognises that careful planning is essential in order to keep the children and our staff safe, and to limit the spread of coronavirus/Covid-19, within our setting. Accordingly, we have conducted a thorough Covid-19 **risk assessment** and will review it on a half termly basis and whenever Government guidance changes.

Covid-19 symptoms

Covid-19 is a viral, respiratory disease, which is spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

Continuous dry cough

Sore throat

Fever (high temperature)

Tiredness

Difficulty breathing

Loss of taste and smell

The initial symptoms are similar to colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19. However, it is important to be aware that in some cases the symptoms may be very mild or even non-existent, especially in children.

Procedure for infection or suspected infection

Any child who becomes ill with symptoms which could be Covid-19 while at the Club will be isolated from the other children by at least two metres until the child can be collected by his or her parents. If the child becomes seriously ill, we will call 999.

If a child or member of staff has suspected symptoms of Covid-19, they will be sent home and must follow the Government guidance for households with possible Covid-19 infection. This includes self-isolation and taking a Covid-19 test. See:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Most suspected cases of Covid-19 turn out to be negative, so the Club will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high risk groups.

If children or staff experience any symptoms of Covid-19 they must not attend the Club until all symptoms have passed and they feel well.

Infection control

Like the common cold and flu viruses, Covid-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will take the following steps to reduce the risk of catching or spreading Covid-19 at the Club:

- Anyone entering the premises is directed not to if any of these conditions apply:
 - They are experiencing any Coronavirus symptoms such as cough, shortness of breath or difficulty breathing, fever, muscle pain, headache, sore throat, or new loss of taste or smell
 - They have tested positive for Coronavirus, or been advised by NHS Test & Trace to self-isolate.
 - They have been in contact with anyone in their household who has Coronavirus symptoms, or who has been advised by NHS Test & Trace to self-isolate.
 - If they have travelled abroad to any country other than those identified as 'safe' by the government within the last 14 days.
 - If their temperature taken upon entry to the premises is greater than 37.8C.

Hygiene:

- Staff and children will wash their hands as soon as they arrive at the Club, and will be reminded to wash their hands regularly throughout the session, especially after using the toilet, before eating food, after coughing or sneezing and using equipment.
- Hand sanitiser will be available in convenient locations throughout the club.
- We will have tissues readily available for use when sneezing and coughing, and these will be disposed of, in a lidded bin, immediately after use.
- If they don't have a tissue to hand, children will be instructed to cough or sneeze into the crook of their arm.
- We will discourage children from touching their faces.
- We will discourage children from touching each other.
- Children will not be allowed to bring toys or games from home, and we ask that they bring only essential items with them to the Club.

Cleaning:

- We will ensure that frequently-touched surfaces, such as handles, door plates, light switches, table tops and toys are regularly cleaned with anti-bacterial spray or wipes, before, during and after each session.
- We will remove toys that are difficult to clean.

- We will remove soft toys and soft furnishings, such as cushions and rugs.
- We will restrict the sharing of toys and equipment between groups as much as possible. Each group will have a designated set of toys and arts/craft resources. Any toys or equipment that need to be shared will be thoroughly cleaned before being used by the next group, such as computer tablets.
- Toilets and sinks will be cleaned before and after each session, and at specified intervals while the club is in operation.
- Our contracted cleaners will pay particular attention to cleaning all touch points at the end of each day.
- Every area of use, including the outdoor areas will have sanitising spray and disposable paper towel available for cleaning after each group has used the area
- Communal staff areas will be cleaned by staff according to a rota
- Where staff use spaces shared with different groups such as the chapel, sports hall and outdoor spaces, they will clean all touch points before the next group's session begins
- We will work with our host school, Canary Wharf College, to ensure that proper cleaning takes place between all those who hire the space (for example, community groups hiring the Sports Hall in the evenings will ensure all touch points are cleaned before we begin the next day's session)

Arrivals

- We have amended our arrivals procedure, so parents will now drop off their children at the main zoned-off entrance to the club's premises. They will wait at the automatic door and we will operate a 1 in 1 out system.
- Parents will drop off their children between the following times to avoid overcrowding:
 - Early Club: 8am - 8:30am
 - Standard Day: 9am - 9:30am
- Only one adult to accompany each child
- Parents will wait with their child until we have taken their temperature to confirm it is no greater than 37.8C. If their child has a temperature greater than 37.8C they will be sent home with that parent.
- Parents will queue 2m apart on one side of the building, outside, and avoid gathering closely or blocking the entrance way.
- All children will wash their hands thoroughly in the entrance toilets before entering the main building.
- Parents are encouraged to ask any questions over email or phone call prior to dropping off their child to the club. Parents avoid talking for lengthy periods with staff at the entrance as this will cause delays to the queuing system and crowding at drop off time.

Departures

- We have amended our collection procedure, so parents will now collect their children from the zoned off entrance to the club's premises. They will wait at the automatic door and we will operate a 1 in 1 out system.
- Only one adult to accompany each child
- Parents will collect their children between the following times to avoid overcrowding:
 - Standard Day: 4pm - 4:30pm
 - Late Club: 5:30pm - 6pm

- Parents will queue 2m apart on one side of the building, outside, and avoid gathering closely or blocking the entrance way.
- Parents are encouraged to ask any questions over email or phone prior to collecting their child to avoid delaying the queuing system at collection time.
- If it becomes necessary, we will assign different collection points to limit the congregation of parents outside the Club.

Premises

- Visitors such as delivery drivers or those visiting without a prior appointment, will not be allowed to enter the premises.
- Doors and windows will be kept open where safe to do so, to keep the premises well ventilated.

Movement around the club:

- Children will be allocated into groups of no more than 15 when they first come to attend the club. These groups will be maintained for the entirety of a week and as far as possible, whenever they attend.
- When indoors, groups will be separated into separate zones. Each group will use their own classroom and designated toilets/hand washing facilities. During limited times in the day when groups share a space (Early and Late Club, Celebration assembly) they will be separated using a colour coned system and be kept 2m apart from other groups in the Sports Hall.
- When outdoors, groups will be allocated their own playground space and will not mix during any session.
- As far as possible, only one person will be allowed in the toilets at a time.

Activity planning:

- We will plan activities that minimise contact between children.
- Whenever possible, activities will take place outside.

Food:

- Children will bring their own lunch and absolutely no sharing of food will be permitted and children will be spaced apart while eating.
- Staff will prepare snacks and serve each child, to reduce the risk of contamination of food or serving implements.

Promoting good practice

We will promote infection control through the methods above, and in addition we will:

- Ensure that all staff have received training in, and understand, our new procedures
- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the Club
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

Closure

We may need to temporarily close the Club if we have insufficient staff due to illness to run sessions safely. If this occurs the manager will contact Tower Hamlets Integrated Early Years Service for further support and guidance.

In the event that we have a number of confirmed cases of Covid-19 associated with the Club, we may need to close if advised to do so by the local Health Protection Team in order to limit the spread of the virus.

If the Club needs to close, the manager will notify parents or carers as soon as possible. The manager will also inform the Tower Hamlets Integrated Early Years Service as well as other relevant parties, e.g. feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

Useful contacts

Early Years or Childcare Service: 020 7364 1553

Ofsted: 0300 123 1231

Health Protection Team (HPT): 020 3837 7084 (option 1)

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Health [3.44].