

## **Covid 19 H&S policies and procedures**

Please ensure you have read the **risk assessment** and any other paperwork you have received. If you have any issues please speak to Pat or Vicki or Mary

Pat is the First Aider and is trained for Covid-19 First Aid.

We must have a fully completed consent form (including two emergency contacts) per child. No one **should come in without a form** and **we cannot provide a place for them to fill in a form**. If anyone has not got a form, they will not be allowed to join scheme that day. They will be given another to complete at home and bring the next day

Social distancing (currently two metres – two metre rules available)) will be adhered to by all staff/ volunteer/ yp/ parent/ carers. Staff must lead by example and monitor yp. 2 metre rules are available to measure distance

Staff/ volunteer/ yp/ parent/ carer to adhere to 2 metre distancing on arrival and entering building.

Staff/ volunteer/ yp/ parent/ carer to confirm they have had no covid symptoms new consistent cough/ sore throat/ temperature or been in contact with anyone who has. Sanitise hands and take temperature on arrival.

Any staff/ volunteer/ yp/ parent/ carer showing symptoms must go home immediately and isolate. Please do not come to ASYP if you have any symptoms of Covid-19 (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste).

Only 3 people allowed in the office at one time.

Masks can be worn, but not required. Disposable masks are available, must be changed once moist and disposed of sanitarilly. Lidded bins available around site

Staff briefing to include any Covid-19 updates

Kitchen must be sanitised after each use by the user BEFORE the next person uses it. Sanitising wipes available

Be aware of floor markings, follow 1 way systems.

On arrival, yp will queue outside the young peoples centre and keep to the markings on the floor.

Please discourage parent/ carers/ siblings from hanging around if not necessary

Discourage people from arriving early or late

On registration, one staff check form, and another daily ask yp if they have had any symptoms of Covid-19 or been in contact with anyone who has. If so, we will not be able to let them in.

We will take yp's temperature with a non-contact thermometer. If their temperature is above 37.8°celsius, we will not be able to let them in. If any concerns, take to hall and Vicki (if available – if not, another member of staff) will contact parent.

When they have registered successfully, they must use the hand sanitiser to sanitise their hands, and then go in.

When rules are made during the first session, (Covid) Health and safety will be explained clearly (sanitising, social distancing etc.).

Signs will be around the site.

Staff/ volunteer/ yp/ parent/ carers must be reminded of Covid H&S and briefed of any changes at the beginning of each session.

As we cannot safely collect yp phones in as usual, staff to discourage use.

Social distancing will be followed during cleaning. Anti viral disinfectant, disposable cloths and gloves to be used. Lidded bins available around site

Activity stations and equipment will be sanitised between groups moving. Social distancing will be followed during cleaning. Anti viral disinfectant, disposable cloths and gloves to be used Lidded bins available around site

All equipment will be sanitised regularly during activities. Anti viral disinfectant, disposable cloths and gloves to be used. Lidded bins available around site

Deep clean between sessions by all staff. Anti viral disinfectant, disposable cloths and gloves to be used

Hand sanitiser will be provided. Enough for each station

Toilets and door handles will be sanitised regularly, by Pat or nominated person. Anti viral disinfectant, disposable cloths and gloves to be used

Young people will be asked not to hang around when leaving. Parents collecting yp must wait on the marked lines

Discourage people from leaving early or late

We are following the current government and National Youth Agency guidelines and any of the above will be changed accordingly.

Please read risk assessments.

If staff/ volunteer/ yp/ parent/ carer develop Covid-19 symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>

Once you/ they have taken a Covid-19 test, you/ they must self-isolate while you/ they wait for the result (via text/ email).

If the Covid-19 test returns a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

If you still feel unwell after a negative test, stay at home until you are feeling better. Contact a GP if your symptoms get worse or do not go away.

If someone in your household and/ or bubble tests positive for Covid-19, you will need to self-isolate as per the national guidelines.

If you are over 16 and have the NHS track and trace app, please scan our QR code. If you do not have this, please complete a small slip with your name, date of attendance and contact number. This will be destroyed after 21 days.

If you attend a youth group, the register will be used for track and trace if required.

If staff/ volunteer/ yp/ parent/ carer have attended ASYP during the 48 hours before you had Covid-19 symptoms **and** have a positive test result, please let us know via telephone number above (leave a message if no answer) or email above so we can follow our track and trace procedure.

If ASYP receive a report that one of our staff/ volunteer/ yp/ parent/ carer has a positive Covid-19 test, anyone who has been in the group that staff/ volunteer/ yp/ parent/ carer attended must be informed. **ALL STAFF MUST BE INFORMED** immediately, either by group email or WhatsApp.

The group co-ordinator and Vicki (if available, if not a nominated person) will then contact all staff/ volunteer/ yp/ parent/ carer from that group and advise them to follow the current government guidelines