# Playscheme COVID-19 Policy

UCHP understands that we are in the midst of a global pandemic and as such will be unable to operate as it did prior to the Coronavirus pandemic. There will be a number of procedures put into place to ensure that UCHP is as ‘COVID-safe’ as it can be. Our basic premise will be to give consideration to maximising distancing between the ‘groups’ at Playscheme wherever possible and to minimise potential for contamination as far as is reasonably practicable. UCHP cannot expect children to social distance effectively in their groups and in such close proximity with so many others.

During such times, the UCHP will be operating in a different way to usual. As a result, the number of children able to be booked on may differ from Playscheme to Playscheme depending on a variety of factors. Children booked to attend will be placed in groups no bigger than 15 children. We will only offer full days, there will not be the option to book a half day. This is to ensure that we can keep consistent groups of children. Parents will need to book the full week of Monday to Thursday (8:30am – 17:30pm) and Friday (8:30am -16:00pm). UCHP will be closing earlier on the Friday to clean the site fully.

**Drop off/ collection**

Parents will be required to wear a covering when dropping off and collecting their children. We ask that parents are respectful and adhere to social distancing rules, please do not gather at the entrances. During drop off and collection parents will not be permitted inside the Playscheme venue. There will be a doorbell at the entrance to each setting. Parents will ring the doorbell and a Site Co-ordinator will collect the child/ren and take them to their group. On collection, parents will again ring the doorbell and a Site Co-ordinator will come to the door and then go and collect the child/ren. We anticipate this will mean a slower drop off/collection time, we apologise in advance for the delay.

**Face coverings**

Playscheme staff will be wearing face coverings, at all times (apart from when on their break) following the direction from the University of Cambridge Vice Chancellors announcement on Thursday 15 October “we are now recommending that for indoor meetings or teaching sessions longer than 15 minutes, face coverings should be worn even if observing an appropriate social distance (2m) is possible”.

Where children arrive at UCHP wearing a face covering we ask parents to help their child safely remove the covering before entering the setting. Please take face coverings home and bring them back at the end of the day if you wish your child to wear them to and from UCHP. If children come to UCHP on their own, please ensure they have a plastic bag to place their face covering in while at the setting.

UCHP will adhere to the following guidance whilst wearing a face covering:

Face coverings must:

* cover both nose and mouth.
* not be allowed to dangle around the neck.
* not be touched once put on, except when carefully removed before disposal.
* be changed when they become moist or damaged.
* be worn once and then discarded or washed - hands must be cleaned after disposal.

**Staffing**

UCHP will endeavour to keep staffing at a consistent level and in line with statutory ratios. However, it is possible, if staff develop COVID symptoms, that staffing levels may drop. UCHP will do everything it can to continue to operate. However, UCHP may have to consider withdrawing care at short notice should staffing levels be at such a low that it is unsafe for us to operate.

**Playscheme day**

Children will be organised into groups of 15 children maximum, consideration will be taken to try and keep the children in the same family and school groups. However we recognise that the age of the children in the group will have a large impact on the activities we are able to provide and the enjoyment of the children. We will try where possible to consider friendship groups. However, please understand that this will be a difficult task. Children will not be able to swap groups once they have been assigned.

Each group will have their own designated space, and this is where the majority of the activities will take place. There will be scheduled access to the outside play areas. Children will not be given free movement between the Playscheme areas.

**Toileting**

The groups will have to share a toilet area, however cleaning procedures will be put into place to minimise potential for cross contamination.

**Snack**

Parents will need to provide an adequate packed lunch, morning and afternoon snack and drinks for their children for throughout the day. UCHP will not be providing snacks. We will be able to refill water bottles.

**Illness**

If a child is ill, we ask that they do not attend. We ask that parents inform UCHP of any illness by calling the site phones (PLEASE DO NOT EMAIL).

If any child attending or person in that child’s household develops symptoms of COVID-19, they will be unable to attend the Playscheme until they have had a COVID-19 test and the result is negative. UCHP will require evidence that the test is negative.

If a test is required and the results are confirmed positive that child will need to be off for 10 days and until well enough to return (by which point Playscheme will be over). The self- isolation of others will be managed through the test and trace advice from Public Health. We will inform parents where there is a suspected case in their child’s group and again when we are informed of whether a test was negative or positive, in line with LA model advice. UCHP will also notify Cambridgeshire Early Years Service if there is a suspected or confirmed case.

Essential measures UCHP are undertaking include:

1. A requirement that people who are ill stay at home
2. Robust hand and respiratory hygiene
3. Enhanced cleaning arrangements
4. Consideration of how to reduce contacts between the groups and minimise potential for contamination so far as is reasonably practicable
5. Where necessary, wearing PPE
6. Active engagement with NHS Test and Trace

### **1. A requirement that people who are ill stay at home**

This means if you have, or are showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell - anosmia), or have someone in your household who is, you should not attend Playscheme. Should this happen, please let us know via telephone so that we can follow NHS track and trace procedures.

If you have symptoms you should arrange to have a test to check if you have coronavirus.

### **2. Robust hand and respiratory hygiene**

On entering UCHP children and Playworkers will be asked to wash their hands. Handwashing or use of hand sanitiser will be used when Playworkers return from breaks, when Site Co-ordinators/Playworkers or children change rooms for example after outdoor play, and before and after eating or handling food, as well as after touching your face, blowing your nose and sneezing or coughing.

To clean your hands, you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.

### UCHP will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Playworkers and children will be asked to avoid touching their mouth, eyes and nose. Playworkers and children will be reminded to cover their mouth and nose with disposable tissues when coughing or sneezing. If a tissue is not available, Playworkers and children will be asked to sneeze into the crook of their elbow, not into their hand. Tissues will be disposable into a rubbish bag and the person asked to immediately clean their hands with soap and water or use a hand sanitiser.

### **3. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**

UCHP will be enhancing the cleaning of the setting, this will include:

* more frequent cleaning of rooms or shared areas that are used by groups
* cleaning frequently touched surfaces more often than normal, such as:
  + door handles
  + handrails
  + table tops
  + play equipment
  + toys

**4. Consideration of how to reduce contacts between the groups and minimise potential for contamination so far as is reasonably practicable**

UCHP will alter the setting. Children will remain in groups of no bigger than 15 children. There will be 3 to 4 ‘groups’ at each setting,depending on the amount of Playworkers available to work. During the Playscheme day the children will remain in their designated rooms and have scheduled outdoor time. UCHP will endeavour as far as possible to minimise contact and mixing outside of the children’s group. However, in an emergency situation such as a fire or lockdown, the UCHP will adopt the standpoint of ‘preserving life’ and in this instance minimising contact with others will be a secondary consideration.

### **5. Where necessary, wear PPE**

UCHP will wear PPE if:

* an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
* a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE will continue to be used

UCHP will wear the following PPE when caring for someone with symptoms of coronavirus (COVID-19):

* a face covering will be worn, even if a distance of 2 metres can be maintained
* if contact is necessary, in addition to a facecovering, gloves and an apron will be worn
* eye protection will be available if a Site Co-ordinator determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting

#### **6. Engage with the NHS test and trace process and respond rapidly to confirmed cases**

UCHP have a clear understanding of the NHS test and trace process and will follow the Government guidelines surrounding this.

Anyone who displays symptoms of coronavirus (COVID-19) will be advised to get a test. Tests can be booked via <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>  or ordered by telephone via NHS 119.

UCHP will take swift action if we become aware that someone who has attended has tested positive for COVID-19. We will seek advice from DfE Hepline (0800 046 8687 option 1) and contact PHE Health Protection Team if necessary.

### PHE East of England HPT PHE East of England HPT (Norfolk)

Public Health England Public Health England  
Second Floor Council Offices  
Goodman House College Heath Road  
Station Approach Mildenhall  
Harlow Suffolk  
Essex Norfolk  
CM20 2ET IP28 7EY

Email:

[EastofEnglandHPT@phe.gov.uk;](mailto:EastofEnglandHPT@phe.gov.uk;               phe.EoEHPT@nhs.net)

[phe.EoEHPT@nhs.net](mailto:EastofEnglandHPT@phe.gov.uk;               phe.EoEHPT@nhs.net)

Telephone: 0300 303 8537

UCHP will also notify Cambridgeshire Early Years Service if there is a suspected or confirmed case. [earlyyears.service@cambridgeshire.gov.uk](mailto:earlyyears.service@cambridgeshire.gov.uk).

UCHP are required to ask those people who have been in close contact with the person who has tested positive to self-isolate for 14 days since they were last in close contact with that person when they were infectious. This may also include the children and Playworkers in the group.

**The procedure UCHP will follow if a child, young person or Playworker becomes unwell with symptoms of coronavirus (COVID-19) and needs to be cared for until they can return home**

If anyone at UCHP develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, their parent or next of kin will be called. They will be advised to self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, and be given appropriate adult supervision. If it is not possible to isolate them, they will be taken to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by Site Co-ordinators caring for the child while they await collection

In an emergency, UCHP will call 999 particularly if it is felt they are seriously ill or injured or their life is at risk.

Any member of the Playwork team who has helped someone with symptoms, and any children or young people who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms or they are later advised to do so by NHS test and trace or the local [PHE health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams).

Parents will be informed as soon as viably possible if their child has been in contact with someone who has potential symptoms of COVID-19. They will also be informed if someone at UCHP has tested positive.

UCHP will ensure the staff assisting unwell children will wash their hands thoroughly for 20 seconds after any contact. The affected area will then be thoroughly cleaned to reduce the risk of passing the infection on to others.

**Disposing of waste that has been used when caring for people with symptoms of COVID-19**

UCHP will follow the procedures set out below to dispose of waste such as disposable cleaning cloths, face coverings, tissues and PPE from people with symptoms of coronavirus (COVID-19)

* put it in a plastic rubbish bag and tie it when full
* place the plastic bag in a second bin bag and tie it
* put it in a suitable and secure place marked for storage for 72 hours

This waste should be stored safely and securely kept away from children. The waste will not be put into communal waste areas until the waste has been stored for at least 72 hours or the test result is negative. If the Playscheme has ended before the 72 hours are up, the waste will be transported by the Playscheme Co-ordinator to UCHP stores and disposed of in accordance with Government guidelines

**COVID-19: UCHP Cleaning Procedure**

The risk of coronavirus (COVID-19) infection depends on many factors, including:

* the type of surface contaminated
* the amount of virus shed from the individual
* the time the individual spent in the setting
* the time since the individual was last in the setting

Surfaces and belongings can be contaminated with COVID-19 when people who are infectious cough or sneeze or touch them. Transmission of COVID-19 can occur when someone else then touches the contaminated surface or item. The person may become infected if they touch their nose, eyes or mouth with a contaminated hand or object. Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

The infection risk from a COVID-19 contaminated environment decreases over time. Although it is not yet clear at what point there is no risk from the virus, it is likely to be significantly reduced after 48 hours.

In situations where someone has symptoms of COVID-19, UCHP will double bag the waste and store for 72 hours before throwing it away as an additional precaution.

**Routine cleaning and disinfection**

UCHP will use standard cleaning products such as anti-bacterial spray and bleach to clean the setting. UCHP will pay particular attention to frequently touched hot spots such as door handles, light switches, work surfaces, remote controls and electronic devices.

UCHP will exercise a more thorough cleaning regime in the toilets and kitchen areas. Frequently touched surfaces will be cleaned regularly. A thorough clean will occur after eachgroup has used the toilet area.

**Cleaning and disinfection after an individual with symptoms of, or confirmed COVID-19 has left the setting.**

UCHP will use PPE (gloves, facecovering and apron) whilst cleaning an area after an individual with symptoms of, or a confirmed case of COVID-19 has left the setting.

Once the cleaning has finished, hands will be thoroughly washed for 20 seconds after all PPE has safely been removed.

**Cleaning and disinfection**

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, will be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected, including all potentially contaminated and frequently touched areas.

UCHP will use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using a one wipe, in a one direction approach.

**What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?**

When a person attending UCHP develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to follow guidance on self-isolation [NHS - when to self-isolate and what to do](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/). UCHP will advise that the person with symptoms arrange to have a test to see if they have coronavirus (COVID-19). They can do this by visiting [NHS.UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) to arrange or contact NHS 119 by telephone if they do not have internet access.

If the person tests negative, they can return to the setting. If they remain unwell, they should not return to that setting until they are recovered.

If the person tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their class or group within the setting should be advised to self-isolate. To support NHS Test and Trace in reaching close contacts, UCHP will keep a record of:

* children and Playworkers in specific groups/rooms
* close contact that takes places between children and staff in different groups/rooms and
* the timing of the activities/interactions

This will be a proportionate but detailed recording process to support the Test and Trace process. The records will to be kept for at least 21 days after the holiday.

As part of the national test and trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise UCHP on the most appropriate action to take. In some cases, a larger number of others may be asked to self-isolate at home as a precautionary measure.