# 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 minimise potential for contamination as far as is reasonably practicable. UCHP cannot expect children to social distance effectively at Playscheme and in such close proximity with so many others onsite.

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.

**Lateral Flow Tests (LFT)**

Playworkers will be required to regularly test using a LFT to check they are test negative for COVID-19. Results will be reported to the Playscheme Co-ordinator who will ensure Playworkers are safe to work.

**Groups/Bookings**

Following current government advice, children at Playscheme this October will not be separated into groups, however, children will be assigned a ‘base room’ in which meetings will take place. During the main ‘activity’ periods, the children will be able to free flow between the indoor and outdoor environments, mixing with all age groups. It is hoped that we will be able to spend the majority of our time outside. During free flow periods, children will be able to use the indoor areas. There will be a maximum number of people allowed in each room.

**Drop off/ collection**

We ask that at drop off and collection adults are mindful of social distancing and do not gather at the entrance.

Parents will not be permitted inside the Playscheme venue. There will be a doorbell at the entrance to the setting. At drop off, you will be greeted by one of our Site Co-ordinators, who will register your children and make sure we know who will be picking up your children at the end of the day. Your children will be informed which base group they have been assigned to, and a Playworker from each group will be at the entrance, ready to greet and take the children from their groups to their own room.  Children will start and end the day in their base room, we feel that this offers a transition between the Summer holiday, where children have been used to being in bubbles, to getting used to the ‘free flow’ environment pre pandemic. During the main parts of the day, the children will be allowed to free flow between the indoor and outdoor environments and mix in any of the play areas.

When the time comes for your child to be picked up, the adult will be greeted at the door by a Site Co-ordinator who will sign out your children and ensure that your children are being picked up by the adult we have on our records.  If the Site Co-ordinator is not at the door when you arrive, please ring the bell, but do not enter the setting.

**Face coverings**

Playscheme staff will not be wearing face coverings this holiday.

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.

**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.

**Toileting**

The groups will have to share a toilet area, however cleaning procedures will be put into place to minimise infection.

**Snack**

Parents will need to provide an adequate packed lunch, UCHP will be providing snacks as normal.

**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.

If any child attending 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 positive case in their child’s group. UCHP will also notify Cambridgeshire Early Years Service and Ofsted 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. Where necessary, wearing PPE
5. 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), 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. 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

#### **5. 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 the Local Authority and 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 will also notify Ofsted.

UCHP will require those people who have been in close contact with the person who has tested positive to self-isolate for 10 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 the PCR result is positive or 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 more regularly in 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. UCHP will advise the rest of their group within the setting to self-isolate for a period of 10 days. UCHP will not allow a close contact of a positive case to come back to UCHP until the 10 days of self-isolation has been complete. 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.