



COVID-19 public health guidance (Version 1: July 2020)

This document, based on national guidance, has been developed into a bitesize version for all Summer in Dorset groups and staff * to help reduce the risk of infection and transmission of COVID-19.

** The term “staff” includes all those working in Summer In Dorset groups settings and includes team leaders and volunteers*

Activity providers may wish to use this guidance when setting up groups for basic advice to minimise risks to children, staff and parents who attend their settings. We also recommend familiarising yourself with the more detailed guidance (listed on the last page).

This checklist style document is split into sections:

- 1) **General principles for infection control**
- 2) **Guidance for groups and attendees**
- 3) **Guidance for staff**
- 4) **Guidance for people with symptoms**





COVID-19 public health guidance Further information

We will be holding a one-hour webinar to discuss this guidance further. Participants will be provided with the opportunity to ask questions.

The details of the webinar are:

Wednesday 22nd July at 2:30pm

Please join using the link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjMzNTJjMTktNGQxYi00NDQ5LWIwYzktNGE0M2I1MmU2YzA0%40thread.v2/0?context=%7b%22Tid%22%3a%220a4edf35-f0d2-4e23-98f6-b0900b4ea1e6%22%2c%22Oid%22%3a%229afd608f-df64-41ef-a9ca-6d95bc0b65a0%22%2c%22IsBroadcastMeeting%22%3atruer%7d

This webinar will be recorded.



Should you have any questions or wish to order PPE supplies, please email the Summer in Dorset team: summerindorset@dorsetcouncil.gov.uk

1) GENERAL PRINCIPLES FOR INFECTION CONTROL (applies to attendees & staff)

- Social distancing** – this must be practiced and monitored to ensure it meets the latest government guidance.
- Hand washing** – ensure hands are washed thoroughly for 20 seconds with running water and soap. Dry hands thoroughly using paper towels.
- Hand sanitiser** – ensure this is provided in multiple locations within the setting. This may be used regularly & after hand washing ensuring that all parts of the hands are covered.
- Catch it! Bin it! Kill it!**
- Cleaning** – frequently clean touched surfaces using detergents or bleach. If using a shared space, be clear with the owner of the premises who's responsibility this is between different groups.
- Waste** – increase the number of facilities & frequency of collection.



2) GROUPS & ATTENDEES – GENERAL GUIDANCE

- Time** - allow sufficient changeover time between different groups to allow for cleaning to take place.
- Moving between rooms** – clarify walking routes between rooms that maintain distancing and separation from other groups, including routes to and from the toilets.
- Toilets** – limit the number of children using the toilet at any one time and, where possible, avoid different groups using the same facilities at the same time. Increase frequency of toilet cleaning (at least twice per day) – in particular between use by different groups.
- Signage** – build awareness of infection control processes using signs, posters & other regular reminders.
- Access** - discourage attendance from children who live outside the local area. Ideally, children who attend the setting should live within walking or cycling distance.
- Transport** - encourage all children to walk or cycle to the setting or get dropped off by a member of their household in a private vehicle rather than taking public transport.



2) GROUPS & ATTENDEES - CONFIGURATION

- ❑ **Consistency** – upon arrival children should be assigned to a particular group and remain in their group throughout this and future sessions. Parents should be encouraged to ensure their child only attends the same setting (avoid mixing with other groups within the setting).
- ❑ **Group sizes** - no more than 15 children & least 1 member of staff - this may need to be reduced subject to the ability of children to maintain social distancing and the nature of the activity. For **sports groups** participation should be restricted to participants exercising by themselves, with members from their same household, or in a group of no more than 5 other people from other households.
- ❑ **Settings** - if safe and practical to do so; move indoor sessions outdoors or keep indoor groups well ventilated.



2) GROUPS & ATTENDEES - CONFIGURATION

- ❑ **Arrivals & departures** – encourage reduced contact between parents and carers when dropping off and picking up their children by developing processes to allocate drop off & collection times and identify which entrances/exits to use. Avoid the need for parents and carers to wait, but where they have to, consider whether physical distancing markings could be used.
- ❑ **Children's wellbeing** – consider providing opportunities for children to talk about their experiences of the past few months, including sessions covering mental wellbeing or staying safe.



3) STAFF - GENERAL GUIDANCE

- ❑ **Risk assessment** - before provision starts, it is important to carry out or refresh existing risk assessments (*further details will accompany the electronic risk assessment provided later*).
- ❑ **PPE** – required only where:
 - attendees’ care routinely already involves the use of PPE due to their intimate care needs - they should continue to receive their care in the same way.
 - a distance of 2 metres cannot be maintained from any attendee displaying coronavirus (COVID-19) symptoms.
- ❑ **Staff ratios** – at the setting ensure there is at least 1 member of staff who is First Aid trained (with an understanding of managing this during COVID-19) and up-to-date with Designated Safeguarding Lead (DSL) training. Identify a DSL trained deputy.
- ❑ **Safeguarding** – consider updating your policy prior to opening the setting, ensuring staff know the signs to look out for which may suggest that a child is being harmed or is at risk of harm.
- ❑ **Equality & diversity** - create spaces, services, opportunities and adjustments that enable everyone to engage equally.



3) STAFF - GENERAL GUIDANCE

- Procedures** – develop specifically for cleaning, handwashing, hygiene and child protection (safeguarding), share with staff and establish if further training is required.
- Cleaning staff** – consider if it is possible to have designated cleaning staff in place.
- Self-isolation** - encourage staff to self-isolate if required and support them when in isolation.
- Shielding** - from Saturday 1 August 2020 the guidance will be relaxed so clinically extremely vulnerable people will no longer be advised to shield.
- Communication with parents** – ensure parents are informed of the new safety measures.
- Feedback** - arrange regular opportunities to get feedback from staff on the new arrangements.



4) PEOPLE WITH SYMPTOMS

- ❑ **Symptoms outside the groups** – the groups must not be attended by anyone who has symptoms for 7 days. Or if they live with someone who has symptoms, they should self isolate for 14 days.
- ❑ **Symptoms whilst at the group** – anyone with symptoms must be sent home and be advised to self-isolate for 7 days and arrange testing. Whilst awaiting collection:
 - outdoors is the best place to wait.
 - if unable to go outdoors; move them to a well ventilated isolated area behind a closed door (depending on the age of the child & make arrangements for appropriate adult supervision).
 - if unable to isolate indoors; move the individual to an area at least 2 metres away from other people.
 - ensure any toilets used by the individual are cleaned before use by others.



4) PEOPLE WITH SYMPTOMS

Staff helping people with symptoms:

- must wear PPE if supervising the individual.
- do not need to go home unless they develop symptoms themselves or the child tests positive.
- must wash their hands thoroughly for 20 seconds after contact.
- should clean the affected area of the setting with normal household disinfectant after someone with symptoms has left.

Negative test result – they can return to the setting when they feel well.



COVID-19 public health guidance – further information

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-is-this-guidance-for>

See, Hear, Respond - service launched by Barnardo's to help children & young people who are experiencing harm & increased adversity during lockdown:

<https://www.barnardos.org.uk/see-hear-respond>

Guidance for providers of outdoor facilities on the phased return of sport and recreation in England

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

COVID-19: cleaning of non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Safer working supplies

<https://www.crowncommercial.gov.uk/covid-19/covid-19-buyer-information/safer-working-supplies/>

Preparing for the wider opening of schools from 1 June

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

Managing school premises during the coronavirus (COVID-19) outbreak

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

COVID-19 public health guidance – further information

Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

HSE: Managing risks and risk assessment at work

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

HSE: COVID-19 latest information and advice

<https://www.hse.gov.uk/coronavirus/index.htm>

HSE: First Aid at Work

<https://www.hse.gov.uk/pubns/books/l74.htm>

HSE: First Aid during the coronavirus outbreak

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

Working safely during coronavirus

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>