

# **Covid-19 Risk Assessment for Manor After School & Kids Klubs (MASKK) based on the Sheffield City Council Covid-19 Risk Assessment for School/Childcare Settings**

**23<sup>rd</sup> July 2020**

This document has been shared with the parents and carers of children and young people attending MASKK.

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. Short Breaks providers are essential to effectively manage Sheffield City Council's response to Covid-19 and the staff working at MASKK are providing a key role. Staff and volunteers are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the Covid-19 pandemic.

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk based approach to support staff in their roles. Therefore:-

- Avoid contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene
- Regular cleaning of settings
- Minimising contact and mixing

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, volunteers, children & young people.
- PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.
- All efforts will be made to secure a reliable and adequate supply of suitable PPE.
- If supplies were to be threatened, distribution would be prioritised according to clinical risk and 'mission criticality'.
- PPE does not negate the need for social distancing and hand and respiratory hygiene.
- Having entered a period of sustained, community transmission, all staff and children are approached as potentially carrying Covid-19.

The national guidance and response requires that where possible we: **Stay Alert and Stay Safe**. Sheffield City Council advises that we should only go outside for food, health reasons or work (but only if you cannot work from home).

MASKK is required to remain open to support children/young people and vulnerable children as part of our Short Breaks contract and are planning to reopen for face to face delivery from the week beginning 27<sup>th</sup> July 2020. Therefore, staff are required to go into work, (As of 1st August clinically vulnerable maybe able to work from COVID secure premises).

| Potential Hazard   | Risk   | Who might be harmed  | Existing control measures  | Additional control measure  |
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| <b>Covid-19</b>  | Transmission of the virus – leading to potential ill health & fatality | Staff, Volunteers, children & young people                       | All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a><br><br><b>All staff, volunteers and families reminded to engage in Track &amp; Trace measures.</b>   | <ul style="list-style-type: none"> <li>• Allow staff time to read the guidance and voice any concerns they have.</li> <li>• Staff involvement in formulation of Risk Assessment</li> <li>• Regularly send updates to staff on any changes to the guidance</li> </ul>  |
| Staff & volunteers using public transport to get to and from work                          | Transmission of the virus  | Staff, volunteers  | <ul style="list-style-type: none"> <li>• Staff / volunteers should be encouraged to walk or cycle to work where possible</li> <li>• Where staff / volunteers use public transport they must maintain social distancing at all times and avoid contact with hard surfaces (where possible).</li> <li>• Change of clothes to be brought to work to change into on arrival.</li> <li>• Masks should be worn when using public transport</li> <li>• Staff / volunteers should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face</li> <li>• When staff / volunteers arrive at their workplace they must clean their hands for at least 20 seconds with warm soapy water before entering any of the office, kitchen areas etc.</li> </ul> | <ul style="list-style-type: none"> <li>• Further information is available on the government website - <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>  |
| Visitors / parents, children and young people accessing the site dropping off / collecting | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, parents, children, young people, visitors etc | <ul style="list-style-type: none"> <li>• No one should enter the premises if they are displaying symptoms of covid-19 eg staff, volunteers, parents, children, young people, etc</li> <li>• Stop all non-essential visitors entering site including parents</li> </ul>   | <ul style="list-style-type: none"> <li>• MASKK to inform all staff and parents – not to enter the premises if they are exhibiting symptoms of covid-19 or send their child.</li> <li>• Signage to be displayed in the main entrance reinforcing the message to not enter the building if they are symptomatic</li> <li>• Bubble staff to meet children on arrival, support them to wash their hands with hand gel and then go straight to their allocated room</li> </ul> |

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| children / young people |  |  | <ul style="list-style-type: none"> <li>• A clear demarcation line is in place around the reception areas so that 2 metre social distancing where possible can be maintained</li> <li>• Senior staff to sign in all staff, volunteers, children, young people, parents and no pens visible</li> <li>• Allow plenty of space (where possible two metres) between people waiting to enter site</li> <li>• Liaise with MaTReC to ensure the daily cleaning and disinfecting common contact surfaces in the reception and kitchen e.g. tables, toilets, door handles, etc particularly during peak flow times.</li> <li>• Work with MaTReC to ensure MASKK have exclusive use of the Yard and MASKK Rooms during sessions</li> <li>• Regularly clean pens, laptops, toys eg lego, etc</li> </ul> <p>The handling of cash is discouraged from parents and where possible online / contactless payments / donations are made</p> | <ul style="list-style-type: none"> <li>• Systems are in place to monitor how many people are on site at any one time</li> <li>• Systems in place to deal with those arriving at MASKK who are not supposed to be there. Contact Joanna / Kirsty immediately</li> <li>• Signage should be displayed in the reception area to inform essential visitors to keep 2 metres apart</li> <li>• Hand sanitisers / gels and wipes are available on reception for staff to use on arrival at MASKK and for essential visitors</li> <li>• Ensure appropriate cleaning products are available for staff to clean all hard surfaces on a regular basis – see further guidance.</li> <li>• All used wipes and cloths should be doubled bagged and put in the external waste bin</li> <li>• Information to be sent to all parents and carers explaining that no cash will be handled by the MASKK staff</li> <li>• If a parent has to enter a childcare room (for example due to behaviour management) they will be asked to wear a mask.</li> </ul> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p> |
| Vulnerable Groups       |  |  | <p>It is important that settings are familiar with the key clinically vulnerable and extremely clinically vulnerable groups so as to ensure that they are supporting staff, volunteers, children and young people who may fit into these groups.</p> <p><b>Shielded and clinically vulnerable children and young people</b><br/>Children and young people (0 to 19 years of age) who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing</a></p>   | <ul style="list-style-type: none"> <li>• Children who are considered <u>extremely clinically vulnerable and shielding</u> should continue to shield and should not be expected to attend.</li> <li>• Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents and carers should follow medical advice if their child is in this category.</li> <li>• Stringent social distancing cannot always be adhered to at MASKK so children and young people who live in a household with someone who is <u>extremely clinically vulnerable and shielding</u> should not attend.</li> <li>• Children and who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the <u>social distancing guidance</u> and including those who are pregnant, can attend.”</li> </ul>   |

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|  |  | <p><a href="#">medical conditions</a> have been advised to shield. We do not expect these children and young people to be attending Activate or teenage club, and they should continue to be supported at home as much as possible.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children and young people will fall into this category, and parents and carers should follow medical advice if their child is in this category.</p> <p><b>Shielded and clinically vulnerable adults</b><br/>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including staff and volunteers, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe.</p> <p>Staff in this position are advised not to attend work. Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> have been advised to take extra care in observing social distancing and should work from home where possible.</p> | <p><a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june#should-i-keep-my-child-at-home-if-they-have-an-underlying-health-condition-or-live-with-someone-in-a-clinically-vulnerable-group">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june#should-i-keep-my-child-at-home-if-they-have-an-underlying-health-condition-or-live-with-someone-in-a-clinically-vulnerable-group</a></p> <p><b>Who is ‘clinically extremely vulnerable’?</b><br/>Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19. Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.</p> <ul style="list-style-type: none"> <li>• Solid organ transplant recipients.</li> <li>• People with specific cancers: <ul style="list-style-type: none"> <li>○ people with cancer who are undergoing active chemotherapy</li> <li>○ people with lung cancer who are undergoing radical radiotherapy</li> <li>○ people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</li> <li>○ people having immunotherapy or other continuing antibody treatments for cancer</li> <li>○ people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> <li>○ people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</li> </ul> </li> <li>• People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).</li> <li>• People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).</li> <li>• People on immunosuppression therapies sufficient to significantly increase risk of infection.</li> <li>• Women who are pregnant with significant heart disease, congenital or acquired.</li> </ul> <p>People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.</p> |
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|                      |  |  | <p>Childcare settings should endeavour to support this, for example by asking staff to support online engagement or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> | <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><b>Clinically vulnerable people</b><br/>If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus and will remain at home.<br/>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> <li>• aged 70 or older (regardless of medical conditions)</li> <li>• under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):</li> <li>• chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• chronic heart disease, such as heart failure</li> <li>• chronic kidney disease</li> <li>• chronic liver disease, such as hepatitis</li> <li>• chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy</li> <li>• diabetes</li> <li>• a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets</li> <li>• being seriously overweight (a body mass index (BMI) of 40 or above)</li> <li>• pregnant women</li> </ul> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> |
| Staff availability   |  | Staff, volunteers, children and young people | <ul style="list-style-type: none"> <li>• The duty manager will need to determine the number of staff and volunteers available for work when considering staff ratios</li> <li>• Some staff and volunteers may be prepared to undertake different roles on a temporary basis including online activities</li> <li>• Try and keep staffing and volunteer arrangements as consistent as possible.</li> </ul>  | <ul style="list-style-type: none"> <li>• Some staff and volunteers may be anxious and may value the opportunity for discussion and reassurance</li> <li>• Bank staff will be used but only if this can be done without risk. If staff are off sick it may be necessary to 'close' a bubble.</li> </ul>  |
| Attendance reporting |  | Staff, volunteers, children and young people | <ul style="list-style-type: none"> <li>• Prepare to resume the attendance reporting and continue to complete the monthly data returns through the Annycomms portal</li> </ul>  |   |

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|  |  |  | <ul style="list-style-type: none"> <li>• MASKK will not be held account for attendance figures during this time</li> <li>• You should encourage parents and carers whose children or young people have been invited in to call you each time if they are not coming as normal so you understand and can discuss it with them if needed</li> </ul>  |   |
| Planning what activities to provide and how                          |  | Staff, volunteers, children and young people | <ul style="list-style-type: none"> <li>• Context will vary and needs are likely to be greatest where children and young people have not been able to access remote activities consistently</li> <li>• Children and young people who have had limited opportunities to exercise should be encouraged to exert themselves physically making use of non-touch games within their group</li> <li>• Resources for such activities as painting sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use.</li> </ul>   | <p>The emphasis at MASKK for the duration of the summer holidays will be on supporting children and young people to be back in a group environment and keeping them as safe as possible. Many will have been off for over four months and will be coming back to groups of children, members of staff and volunteers and rooms that they are unfamiliar with. Their safety and wellbeing will be our priority.</p> <p>Activities will be planned that primarily take place in the yard. Each child will be provided with their Activity Pack each session, which will include their own items for taking part in creative activities. These will be cleaned at the end of session and topped up ready for the next.</p> |
| Managing mental health of staff, volunteers, children & young people |  |  | <ul style="list-style-type: none"> <li>• Whilst getting back to normal is important staff and volunteers may need to consider how they support children and young people for whom the long period at home hard to manage, those who have developed anxieties in relation to the virus, and those who may make safeguarding disclosures once they are back at MASKK</li> <li>• Some children may have experienced bereavements or had increased/new caring responsibilities</li> <li>• Staff may wish to provide opportunities for children to talk about their experiences, one to one conversations with trusted adults, refocused lessons</li> </ul> | <ul style="list-style-type: none"> <li>• The different experiences of all children and young people will play a part in how easily they adapt to MASKK and its routines</li> <li>• MASKK will also give consideration to the mental health and wellbeing of staff and volunteers and the need to implement flexible working practices in ways that promote good work life balance for staff, volunteers and leaders; staff with childcare issues will be supported and meetings kept to a minimum</li> <li>• Bereavement counselling / support to be offered to staff and children where necessary</li> <li>• At least one senior member of staff will be on site each day so that concerns can be shared.</li> </ul>   |

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|                                  |  |   | <p>on relevant topics, pastoral activity and other enriching activities</p> <ul style="list-style-type: none"> <li>• Staff to work with a familiar adult if possible. If this is not possible, important information to be shared.</li> </ul>   |  |
| Clothing                         |  | Staff, volunteers, children & young people          | <ul style="list-style-type: none"> <li>• Children, young people, staff and volunteers should wear a clean set of clothes every day. Staff and volunteers will wear a clean MASKK t-shirt</li> </ul>   | <ul style="list-style-type: none"> <li>• It is important that clothes are clean at every session.</li> <li>• Staff / volunteers should leave a clean spare outfit at MASKK</li> </ul>  |
| Children arriving at the setting | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children, young people & parents | <ul style="list-style-type: none"> <li>• A member of staff will greet families as they arrive and ask them to wait in line.</li> <li>• Once at the front door the child's temperature taken using an infrared forehead thermometer</li> <li>• Children and young people will then be met individually by a team member from their bubble and taken to wash their hands to take them to their room.</li> </ul>   | <ul style="list-style-type: none"> <li>• The reception area will have a screen as well and hand wipes or gels</li> <li>• Signage to be displayed at each entrance stating the instructions</li> <li>• Information including a video, will be given to parents prior to the session so everyone knows what to expect</li> <li>• Anyone displaying a high temperature will not be allowed to access the club and will be advised to take a test for Covid19</li> </ul>   |
| Home time                        | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children, young people & parents | <ul style="list-style-type: none"> <li>• A member of staff will greet parents / carers as they arrive and advice them to stand outside. The staff member will radio indoors and ask for the child to be escorted out to their parent / carer</li> </ul>   | <ul style="list-style-type: none"> <li>• The reception area will have a screen as well and hand wipes or gels</li> <li>• There will be a one-way system in place communicating with the staff to stop any cross overs.</li> <li>• Signage to be displayed at each entrance stating the instructions</li> <li>• Information including a video, will be given to parents prior to the session so everyone knows what to expect</li> </ul>  |
| Playing at MASKK                 | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people          | <ul style="list-style-type: none"> <li>• Each bubble should remain the same in terms of the children or young people and staff and volunteers with in. This will be reviewed in August 2020. Children, young people, staff and volunteers will only access their designated room and outside area. If the outside area is shared by others, it can only be used at the desiganted time.</li> <li>• Each group should consist of a maximum of 8 children</li> <li>• Remove excess furniture to create more space</li> <li>• Limit use of smaller rooms such as the quiet room to one adult and one child if a child needs a quiet space</li> </ul> | <ul style="list-style-type: none"> <li>• Signage to be displayed in each room stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible</li> <li>• Ensure that hand gels, sanitizers and wipes are available for staff, volunteers, children and young people to regularly use</li> <li>• Encourage staff, volunteers, children and young people to regularly was their hands thoroughly with soap and water for at least 20 seconds</li> <li>• <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></li> <li>• Ensure antibacterial wipes / cleaning products are available to clean hard surfaces regularly throughout the session in every room</li> <li>• All cleaning products should be stored out of the reach of children.</li> <li>• All cloths and wipes should be doubled bagged and put in the external waste</li> <li>• Ensure that staff / volunteers use gloves when cleaning down all resources, toys, equipment etc</li> <li>• Lidded bins will be emptied at the end of each session</li> <li>• Children and young people will be encouraged to hand wash hourly</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"> <li>• Where possible Staff and volunteers are to maintain a safe distance between each other (2 metres where possible)</li> <li>• Children and young people must be encouraged to do the same</li> <li>• The upper windows in each room will be open to allow for good ventilation</li> <li>• Strict hygiene rules to be implemented, all staff, volunteers, children and young people to be asked to do the following: <ul style="list-style-type: none"> <li>• Wash hands on arrival</li> <li>• Wash hands every hour</li> <li>• Wash hands if face is touched</li> <li>• All hand contact surfaces to be cleaned throughout the session and at the end of the day</li> <li>• Reduce the number of resources in each room so staff have adequate time to clean them all</li> <li>• Staff and volunteers will wear gloves for all cleaning routines</li> <li>• Children, young people, staff and volunteers will have a designated place to sit and will be escorted to their seat by a staff member</li> <li>• Activities that involve staff, volunteers, children or young people blowing will be allowed.</li> <li>• Where appropriate children and young people will have their own stationary, craft resources, small world toys and construction which will not be shared with others</li> <li>• All resources/equipment etc should be cleaned on a daily basis with an antibacterial cleaning product</li> <li>• Staff must not share walkie talkies. Ensure that each bubble has access to a walkie talkie.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Hand washing should be undertaken when children and young people change location and use toilets</li> <li>• A seating plan will be displayed in each room that ensures social distancing is maintained.</li> <li>• Fire doors will be monitored by staff and volunteers to ensure children / young people don't go outside unattended</li> <li>• All soft toys and soft furnishings to be removed from rooms and no resources brought in from home.</li> <li>• Individual boxes of resources prepared for children who mouth resources</li> <li>• Chewy toys to be washed at the end of each session</li> <li>• Remove resources that cannot be sterilised such as playdough, sand and other sensory items such as dried pasta. If the resources are new (for example a packet of rice) they can be used by one child only and then thrown away after use</li> <li>• Tissues should be provided in rooms and children and young people encouraged to use them and put them in the lidded waste bin</li> <li>• Discourage any activities outside of bubbles except access to a play area. The sensory room will all be closed</li> <li>• All Computers / ICT equipment will be cleaned after each use and after every session with an antibacterial spray / wipe</li> </ul> |
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| Children's inability to socially distance | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people | <p><b>We know that some MASKK children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to MASKK, this must be taken into account.</b></p> <ul style="list-style-type: none"> <li>• It is still important to reduce contact between people as much as possible.</li> <li>• Encourage social distancing at all times</li> <li>• When children are upset, staff and volunteers are encouraged to refrain from close contact</li> <li>• Any work produced by children and young people is not to be taken home and must remain at MASKK</li> <li>• Presents will not be accepted by staff or volunteers, from children</li> </ul> | <ul style="list-style-type: none"> <li>• Where appropriate tell children and young people that it is not safe to hug, kiss or be in close contact with other children or young people</li> <li>• Parents and carers are encouraged to reinforce social distancing rules at home</li> <li>• Send letters to parents and carers to consider the types of clothes they send their child in e.g. elasticated waste trousers, skirts, Velcro shoes / trainers, any clothing that doesn't require adult supervision</li> <li>• Parents and carers are reminded via a letter that their child is not allowed to take toys from home into the setting</li> <li>• If staff are required to change children's nappies the correct PPE should be worn when carrying out such intimate care.</li> <li>• For staff providing intimate care – this is <a href="#">category 3 PPE</a></li> <li>• PPE should be disposed of by double bagging and put in the external waste</li> <li>• Children's work can be photographed, without the child, and shared on social media (refer to social media policy)</li> </ul> |
| Toilets                                   | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people | <ul style="list-style-type: none"> <li>• Ensure access to hot running water</li> <li>• All toilets are cleaned after every use with an antibacterial spray, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc</li> <li>• Hand washing frequently with soap and in hot water where possible</li> </ul>   | <ul style="list-style-type: none"> <li>• When cleaning vomit from toilets ensure that gloves, face masks, aprons and eye protection is provided to staff and cleaners</li> </ul>  |
| Snack times                               | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people | <ul style="list-style-type: none"> <li>• At snack time ensure everyone washes their hands before eating their snack</li> <li>• Children will eat any snacks in their designated bubble space</li> <li>• All persons should be asked to bring pre-prepared snacks in a labelled plastic box and drinking bottles from home. Boxes and bottles will be wiped on arrival at MASKK.</li> <li>• Children will sit at their designated place</li> <li>• Tables and chairs should be cleaned between each use. Staff will wear gloves</li> </ul>  | <ul style="list-style-type: none"> <li>• Snacks and drinks will no longer be provided by MASKK</li> <li>• All food waste should be double bagged and put in the external waste</li> <li>• All PPE should be disposed of by double bagging and put in the external waste</li> <li>• All tables and chairs should be cleaned after sitting with an antibacterial spray</li> <li>• All cloths and wipes should be disposed of by double bagging and put in the external waste.</li> <li>• If a parent fails to send a child snacks we will not see them go hungry. MASKK will have a supply of individually wrapped snack items to offer the child. These will be prepared following food standards training with packets wipes before giving to the child.</li> </ul>   |

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|                        |  |  | <ul style="list-style-type: none"> <li>All areas used for eating must be thoroughly cleaned before and at the end of each snack time including chairs</li> <li>Parents / carers must inform any changes to their child's dietary requirements via email to joanna – if parents / carers don't have access to email / a telephone conversation / zoom call to be arranged</li> </ul>   |  |
| Physical Activities    | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people | <ul style="list-style-type: none"> <li>The yard space can be used for none contact games</li> <li>2 metre social distancing will be adhered to</li> <li>Each child or young person will have their own equipment</li> </ul>   | <ul style="list-style-type: none"> <li>All equipment will be cleaned after each use and after every session with an antibacterial spray / wipe</li> <li>Gloves will be worn and cloths and wipes should be disposed of by double bagging and put in the external waste.</li> </ul>   |
| Setting up activities  | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers                          | <ul style="list-style-type: none"> <li>Staff and volunteers will clean toys and equipment before and after each session</li> <li>Activities will be chosen that encourage hand washing such as water play with foam soap</li> <li>When setting up an activity enough equipment will be used for example 1 hula hoop per child to reduce the need to share</li> <li>Activities for the upstairs bubble will be check up stairs and downstairs activities stored downstairs.</li> </ul> | <ul style="list-style-type: none"> <li>Gloves will be worn and should be disposed of by double bagging and put in the external waste.</li> <li>Equipment will not mix between groups.</li> </ul>   |
| Taking down activities | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers                          | <ul style="list-style-type: none"> <li>Staff and volunteers have an hour allocated for taking their time to correctly clean and put items away</li> </ul>   | <ul style="list-style-type: none"> <li>All equipment will be cleaned after each use and after every session with an antibacterial spray / wipe</li> <li>Gloves will be worn and cloths and wipes should be disposed of by double bagging and put in the external waste.</li> <li>Where possible equipment will remain set up between sessions with the exception of the ITC equipment</li> </ul> |
| Debrief                |  | Staff, volunteers                          | <ul style="list-style-type: none"> <li>Staff from both bubbles will meet outside in the yard of MaTReC</li> <li>The debrief is an important part of our work and enables us to review and plan</li> </ul>   | <ul style="list-style-type: none"> <li>Staff bubbles will be at least 2 metres and each bubble of staff will observe distancing of more than 2 metres</li> <li>Staff will carry note pads to record thought throughout the day to remind them</li> </ul>   |
| Trustee Meetings,      | Transmission of the virus – leading to                                 | Staff                                      | <ul style="list-style-type: none"> <li>Trustee meetings will be held on zoom until further notice</li> </ul>  |  |

|  |  |  |   |   |
|--|--|--|---|---|
| meetings with parents etc                                      | potential ill health & fatality  |  | <ul style="list-style-type: none"> <li>Where possible Staff are to maintain a safe distance between each other (2 metres) in an outside environment</li> <li>Arrange zoom conference calls</li> <li>Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place over the telephone or via zoom etc</li> </ul>                                |   |
| Conflict management between children, young people and parents | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people | <ul style="list-style-type: none"> <li>Staff are discouraged from physical intervention if children or young people are fighting</li> <li>De-escalation techniques should be used to try and calm situations</li> <li>if the situation escalates then staff must wear the PPE if restraint is required</li> <li>Restraint should only be undertaken as a last resort by a qualified MAPA trained member of staff</li> </ul>                   | <ul style="list-style-type: none"> <li>Bookings and bubbles have been chosen to avoid conflict where possible.</li> <li>Regular information sent out to parents and carers via email, letter, newsletter etc</li> <li>If children / young people are regularly behaving in a way that is compromising the safety of others a plan for them to remain at home will be discussed with parents / carers. If appropriate and with their agreement staff may support at home.</li> </ul>   |
| Administering First Aid  | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people | <ul style="list-style-type: none"> <li>PPE appropriate to the circumstances e.g. gloves, apron, face masks and eye protection (if necessary) should be provided</li> <li>Wash hands and ensure the affected area is cleaned upon completion</li> <li>All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste</li> </ul>  | <p>For further information on first aid visit the government guidance <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p> <p>For staff providing first aid this is <a href="#">category 2 PPE</a></p> |
| Administering Medication                                       | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people | <ul style="list-style-type: none"> <li>PPE appropriate to the circumstances e.g. gloves, apron, face masks and eye protection if necessary, should be provided</li> <li>Wash hands and ensure the affected area is cleaned upon completion</li> <li>All waste and PPE should be disposed of by double bagging and put in the external waste</li> <li>Parents to apply sun cream to their child / young person prior to the session</li> </ul> | <ul style="list-style-type: none"> <li>If a child's care plan requires updating a zoom meeting should be arranged with a member of staff, parents and a professional health worker, etc to address any issues relating to the care plan. For staff administering medication this is <a href="#">category 2 PPE</a></li> <li>A thermometer will be purchased for each bubble</li> <li>Additional spray sun cream can be offered to children and young people to self-administer if necessary. The bottle will be washed after each single use</li> </ul>   |

|                         |  |  |   |   |
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|                         |  |  |   |   |
| Providing intimate care | Transmission of the virus – leading to potential ill health & fatality | Staff, volunteers, children & young people | <ul style="list-style-type: none"> <li>• Whilst providing intimate care, staff will wear gloves, aprons and masks.</li> <li>• Provide intimate care from behind the child – not in front</li> </ul> | <ul style="list-style-type: none"> <li>• For staff providing intimate care – this is <a href="#">category 3 PPE</a>.</li> <li>• Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE</li> </ul> |

South Yorkshire Local Authorities have collectively agreed a Covid-19 PPE position statement which clearly defines when PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.

|   | Category   | PPE Requirements   | Educational Setting  |
|---|--|--|--|
| 1 | Staff client interaction where distance of 2m can be maintained throughout   | Close adherence to hand (i) and respiratory hygiene protocols (ii).<br><br>No additional PPE required beyond what would usually be worn for any given task   | The majority of school and childcare settings will fall into this category. For example Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to where possible   |
| 2 | Staff client interaction where momentary (iii) physical contact is required or cannot maintain 2m distance.                          | Close adherence to hand and respiratory hygiene protocols. Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances.   | In some childcare and school settings where intimate care is required it may be necessary to wear a surgical facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration                |
| 3 | Prolonged/intimate (v) physical contact is required between member of staff and client.  | Close adherence to hand and respiratory hygiene protocols. PPE required - Disposable gloves, disposable apron, sessional surgical facemask (include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of waste appropriately(vii). | Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of a serious injury. And if that child is coughing or spitting, this should include eye protection. |
| 4 | Any scenario in the household of a 'shielded' (viii) person. Close adherence to hand and respiratory hygiene protocols               | PPE required - Disposable gloves and plastic apron in addition to single use (ix) surgical facemask.   | Not applicable   |
| 5 | Specialist scenarios e.g. Aerosol generating procedures, hospital inpatients, home births, phlebotomy in non-compliant patients etc. | Specialist PPE requirements  | Not applicable   |

In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected that PPE in educational settings **will only be required for momentary use** and not for long period of time.

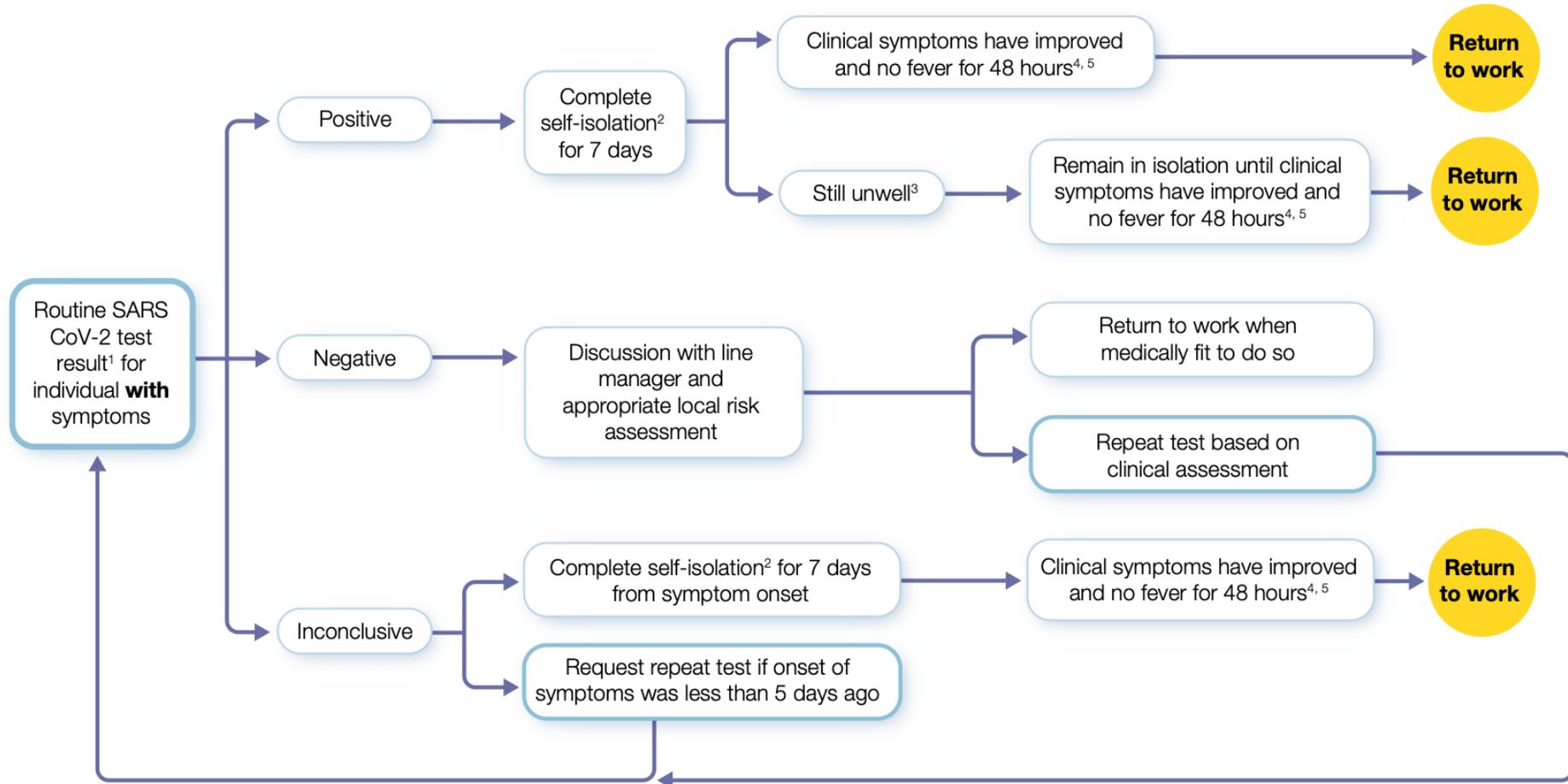
|  |  |  |  |   |
|--|--|--|--|---|
| Fire Drills / Activation of the fire alarm | Transmission of the virus – leading to potential ill health & fatality | Staff, Pupils, Cleaners, Catering staff etc              | <ul style="list-style-type: none"> <li>• If the fire alarm goes off, staff and children will go to their agreed outside area and a senior member of staff will carry out a roll call. Children and staff from different bubbles will stay as far away from each other as they possibly can and return to their bubbles as soon as it is safe to do so.</li> </ul>  | <p>Any fire drill will be recorded in the fire precautions log book</p> <p>Regular servicing and maintenance of fire alarm to continue (MaTReC)</p>   |
| Cleaning                                   | Transmission of the virus – leading to potential ill health & fatality | Staff, Volunteers, Children, Young People, Cleaners, etc | <p>A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned prior to disinfecting</li> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is to be used</li> <li>• Extra attention is to be given to frequently “touched” areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc.</li> <li>• Hand towels and hand wash area to be checked and replaced as needed by the cleaning staff at MaTReC.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by MASKK are to be used</li> <li>• Bin liners should be used in all bins</li> </ul> | <ul style="list-style-type: none"> <li>• For further information on cleaning visit the governments advice</li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</li> <li>• Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then thrown away in the regular rubbish after cleaning is finished</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails and door handles</li> <li>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing</li> </ul> |

|                                       |  |  |  |   |
|---------------------------------------|--|--|--|---|
|                                       |  |  |  | <p>gloves, aprons and other protection used while cleaning</p> <ul style="list-style-type: none"> <li>• It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine</li> <li>• Ensure that all COSHH assessments are carried out for all cleaning products</li> <li>• Staff are trained in the safe use of cleaning products</li> <li>• Ensure that all cleaning products are stored safely and out of the reach of pupils</li> <li>• The correct PPE should be worn at all times by the Cleaning staff and disposed of by double bagging and put in the external waste</li> </ul> |
| Deliveries                            | Transmission of the virus – leading to potential ill health & fatality | Staff, MaTReC staff & delivery drivers | <ul style="list-style-type: none"> <li>• When placing orders for delivery ensure that you inform the company of MaTReC protocol for accepting deliveries</li> <li>• If practicable drivers should wash or clean their hands before unloading goods and materials</li> <li>• Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance</li> <li>• Staff should not sign for deliveries</li> <li>• Hands are to be thoroughly washed after handling all deliveries</li> <li>• Keep deliveries to a minimum with essential items only</li> </ul> | All deliveries to MASKK should be left at the main entrance and sanitized with wipes before taking them inside the MASKK office or children’s areas.  |
| Contractors and essential repair work | Transmission of the virus – leading to potential ill health & fatality | Staff, MaTReC staff, Contractors etc   | <ul style="list-style-type: none"> <li>• Contractors carrying out essential maintenance work are to do so at a different time to MASKK sessions</li> </ul>   | The contractor is to notify MaTReC of all areas visited, in order that these can then be thoroughly cleaned   |

|   |   |  |   |  |
|---|---|--|---|--|
| <p>Information to Staff, volunteers, children, young people, parents &amp; carers</p> |   | <p>Staff, volunteers, children, young people, parents, carers, etc</p> | <ul style="list-style-type: none"> <li>• Posters to be displayed in the main entrance and MASKK rooms and in suitable places around the site</li> <li>• Regular meetings with staff and volunteers will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available</li> <li>• Regular updated information will be shared with parents and carers via either a letter, email, newsletter, MASKK website etc</li> </ul>   | <p>Staff and volunteers encouraged to regularly visit the government website for updated information</p> <p>Parents reminded to visit <a href="https://maskk.org.uk">maskk.org.uk</a></p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a><br/> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>  |
| <p>Suspected case of covid-19 on the MASKK site</p>                                   | <p>Transmission of the virus – leading to potential ill health &amp; fatality</p> | <p>Staff, volunteers, children, young people, cleaners, etc</p>        | <ul style="list-style-type: none"> <li>• If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature or loss of smell / taste in the setting they must be sent home and advised to follow the <a href="#">staying at home guidance</a>.</li> <li>• If a child is awaiting collection, they will be moved to an outside area with a member of staff from their bubble</li> <li>• PPE is required for staff providing support – this is <a href="#">category 3 PPE</a>.</li> <li>• If an outside area isn't suitable, use a separate room, behind a closed door with a window will be opened for ventilation</li> <li>• If the child needs to go to the bathroom while waiting to be collected, they will use the toilet in their bubble. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Additional deep cleaning will be carried out in shared and bubble space. Over time will be approved for this.</li> </ul> | <p><b>What happens if there is a confirmed case of coronavirus in a setting?</b></p> <p>Track and Trace record keeping with consent to keep for 21 days will be used to register all volunteers and staff on site.</p> <p>Everyone can access testing if symptomatic.<br/> <a href="https://www.gov.uk/-coronavirus-test">HTTPS://www.gov.uk/-coronavirus-test</a></p> <p>Test Negative:<br/> Staff / volunteer can return to activity ( any family can stop self isolating)</p> <p>Test Positive:<br/> NHS Track and Trace will contact and advise on individual's need to self isolate or not. If the guidance has been followed the building should not need to be closed.</p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p><a href="#">See Flow Chart - Flowchart for return to work symptomatic v3.2</a></p> |

|                                      |  |  |  |  |
|--------------------------------------|--|--|--|--|
| <p>Personal Protective Equipment</p> |  |  | <ul style="list-style-type: none"> <li>• Gloves, aprons, face masks, eye protection should be made available to all staff, if momentary / intimate care is required</li> <li>• Staff should be trained in the use of PPE</li> <li>• Paper towels, disinfectant wipes, gloves, disposable masks will be double bagged, tied and disposed of in the main waste bins.</li> <li>• If someone is cleaning up after an individual is suspected of having COVID 19, the waste must be double bagged, tied, stored somewhere away from any human contact for 72 hours and then disposed of in the normal way.</li> </ul> | <p>All PPE to be used in accordance with the manufacturer's instructions and disposed of by double bagging and put in the external waste. See below for further information on PPE</p> |
|--------------------------------------|--|--|--|--|

## Symptomatic worker: flowchart describing return to work following a SARS-CoV-2 test



1 If the testing was done because the individual was identified as a contact via the test and trace system refer to [Test and trace guidance](#)

2 Refer to [Stay at Home Guidance](#)

3 Consider contacting the [NHS online coronavirus service](#), or in a medical emergency dial 999

4 Without medication

5 If a cough or a loss of or change in normal sense of smell (anosmia) or taste is the only persistent symptom, workers can return to work if they are medically fit to return as these symptoms are known to persist for several weeks in some cases



# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings

### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1** Put on your plastic apron, making sure it is tied securely at the back.  

- 2** Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.  

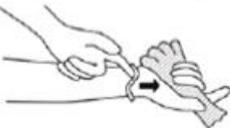
- 3** Put on your eye protection if there is a risk of splashing.  

- 4** Put on non-sterile nitrile gloves.  

- 5** You are now ready to enter the patient area.  


### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1** Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.  

- 2** Perform hand hygiene using alcohol hand gel or rub, or soap and water.  

- 3** Snap or unfasten apron ties the neck and allow to fall forward.  

- 4** Once outside the patient room. Remove eye protection.  

- 5** Perform hand hygiene using alcohol hand gel or rub, or soap and water.  

- 6** Remove surgical mask.  

- 7** Now wash your hands with soap and water.  


Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](http://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

| Terms/definitions/clarifications etc |                              |   |
|--------------------------------------|------------------------------|---|
| i                                    | Hand washing protocol        | Attached at appendix 1 below<br><a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a>   |
| ii                                   | Respiratory hygiene protocol | This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.<br><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</a>  |
| iii                                  | Momentary contact            | Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.   |
| iv                                   | Sessional use                | Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable.<br><a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6</a>  |
| v                                    | Prolonged / Intimate care    | Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.   |
| vi                                   | Donning and doffing          | Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3.<br><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a><br><br><a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>       |
| vii                                  | Disposal of PPE              | PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.  |
| viii                                 | Shielded person              | Definition at appendix 2.   |
| ix                                   | Single use                   | Refers to disposal of PPE after each client interaction.  |
| x                                    | PHE Covid-19 IPC             | <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a> |