



C4S - Coronavirus Policy

Responsible Person	CEM
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Review by	SP

The current novel coronavirus (COVID-19) outbreak, which began in December 2019, presents a significant challenge for the entire world.

What we know about the virus and the diseases it causes

Coronaviruses are a family of viruses common across the world in animals and humans. Certain types cause illnesses in people.

COVID-19 is the illness seen in people infected with a new strain of coronavirus not previously seen in humans.

As it is a new virus, the lack of immunity in the population (and the absence as yet of an effective vaccine) means that COVID-19 has the potential to spread extensively.

The majority of people with COVID-19 have recovered without the need for any specific treatment, as is the case for the common cold or seasonal flu. The majority of cases will best be managed at home, again as with seasonal colds and flu. If any staff or children show any signs including dry cough and/ or high temperature, they will be asked to go home (families will be contacted for children) and self-isolate for the recommended amount of days.

Planning principles from Connect4Summer:

In preparing for, and responding to, a serious disease outbreak, C4S supporting aims is to:

- Put a risk assessment in place linked to every area used in venues & childcare providers.
- minimise the potential health impact by slowing spread in the Connect4summer venues & childcare providers.
- minimise the potential impact within the connect4summer project.
- ensure that Connect4Summer team are responsible for tackling the outbreak and are properly resourced to do so, that they have the people, resources and equipment they need, when running projects within this period.

Connect4Summer's response to the current coronavirus outbreak

Current planning

For the latest information on the current situation please refer to [Coronavirus \(COVID-19\): latest information and advice](#).

Actions to date:

Public health advice has been widely publicised and is regularly updated. See [Coronavirus \(COVID-19\): latest information and advice](#).

Follow Covid 19 Guidance Management charts for step by step guide in cases of coronavirus in a family or individual.

The Department for Education (DfE) provides [advice about educational settings in England](#), which can be found on PHE's website. A DfE helpline is being set up to manage the flow of increasing queries, from providers and from parents of pupils.

Information we are giving out at the Connect4Summer venues and childcare providers.

The role the public can play in supporting this response

Everyone can help support the UK's response by:

- following public health authorities' advice, for example on hand washing
- reducing the impact and spread of misinformation by relying on information from trusted sources, such as that on www.nhs.uk, www.nhsinform.scot, www.publichealth.hscni.net, <https://gov.wales/coronavirus-covid-19> and www.gov.uk
- checking and following the latest FCO travel advice when travelling and planning to travel
- ensuring you and your family's vaccinations are up to date as this will help reduce the pressure on the NHS/HSCNI through reducing vaccine-preventable diseases
- using NHS 111 (or NHS 24 in Scotland or NHS Direct Wales) (including online, where possible), pharmacies and GPs responsibly, and go to the hospital only when you really need to. This is further explained on the NHS website: [When to go to A&E](#) and [Choose Well Wales](#)
- being understanding of the pressures the health and social care systems may be under, and receptive to changes that may be needed to the provision of care to you and your family.
- accepting that the advice for managing COVID-19 for most people will be self-isolation at home and simple over-the-counter medicines
- checking for new advice as the situation changes

As and when the government are discovering more about the disease and what, if any, impact its course has on the UK, we will update our procedure and update on how our plans are being adapted to respond to specific, changing circumstances.

Information for Connect4Summer:

Measures in place for families, children and team within the Connect4Summer project:

- All staff have read and signed the coronavirus risk assessment. (Daily– due to changes)
- All families using the family fun venues and childcare provision have signed a disclaimer which agrees with the measures put in place to keep staff, families and children as safe as possible.
- All staff know the DSL to contact if they have any safeguarding concerns.
- All staff to will be kept up to date with information from the government and change procedures when needed.
- Connect4summer team to have PPE throughout all areas (wipes, soaps, hand gels etc)
- All staff to follow daily risk assessment checks (initial individual boxes)

Social distances measures put in place through Connect4summer:

- 2m metre distances must be obtained with all connect4summer team members and family bubbles.
- All teams have the responsibly to keep themselves safe and respect the procedures put in place.
- Holiday care - Children – school aged: No more than 15 children per bubble area – linked within schools. Outside learning to be done as much as possible.

Health and wellbeing for the Connect4summer team:

- All teams to have a training meeting with the senior Connect4summer team online and at the venue.
- All team will have the opportunity to discuss their health and wellbeing on a one to one basis with a senior member of the senior team.
- Team will be made aware of our stress management and wellbeing policy and who to talk.

Update from 21st May 2020:

Start, Stop, Continue procedure:

Monitoring, every fortnight or as practical as a senior management team, we will conduct a review of all our provision practices and we engage team members in this process.

Daily online meetings with C4S leads.

Timetabled and drop in monitoring visits by Senior Team.

We use the stop, start, review process across much of what we do, this provides us a simple way of reviewing processes, policies and practice. It also gives the team the opportunity to engage.

- What do we want to stop doing? And why?
- What do we want to start doing? And why?
- What do we want to continue doing? And Why?

We will use this process to support our ongoing development across Connect4summer provision including the all areas used by the project as an immediate way of reflecting in more specific manner given the challenges we are facing.

We also use it to support changes we communicate to families..

One of the challenges Covid has presented Connect4summer with in particularly operating throughout lockdown is the need to adapt and change as more scientific research shaped government policy and stop, start continue focusses our minds.

Social Distancing within Connect4Summer

- We have been clear with the families at Connect4Summer project that they will need to stay in their family bubbles and social distance in groups. We can do our utmost to adhere to guidance external to all the families at the project.
- All staff members will take every measure to adhere to 2m distance within all areas used for the project.
- All staff must wash hands when moving from different areas within the project.
- There will be other changes, but as an organisation, we will work together with the staff and families to ensure all families have a fun day together and all health and safety are put in place to support the covid 19 lockdown procedure.

Supporting families, carers, staff and learners: (controlled expectations)

- Communicate the plan – Working on the plan, talk to the management team of Connect4Summer and the connect4summer team at the venues before leading others know the plans of action, remember being consistent.
- Keep families involved but not leading – control expectations and explain that the situation is fluid, that updates change and we have to adapt according. For example; what might be relevant today is likely not to be relevant tomorrow.
- Empathy and patience – we are trusted by families, understanding their confusion particularly given social media horror stories about social distancing. Being pragmatic in our response, sending family links to DfE policies if needed.
- Policy update – highlight updates for the staff so they are clear and easy to see, save them time and you question.
- Confidence – Connect4summer are confident that we are following all the guidance and we are delivering a service of the highest standard.
- Signposting – Connect4summer have developed a range of course for everyone to do online to support them through this transition phase.

WHAT WOULD HAPPEN AT OUR CONNECT4SUMMER VENUES:

Suspected case in Child/ family member or staff member

- Ensure child/ family member or staff member isolates at home for 7 days from when symptoms started. The rest of the household need to isolate for 14 days.
- Contact PHE SE HPT on 03442253861 to notify of single case so we can support risk assessment and follow up.
- Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used.
- Advise that the child/ family member /staff member get tested. Online via [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

Result of test?

- If Negative for COVID-19: Case can return once well. Contacts can stop self-isolating and carry on as normal.
- Positive for COVID-19: FOLLOW THE CONFIRMED CASE PROCESS

Confirmed case in child/ family or staff member

- Ensure child/ family or staff member isolates at home for 7 days from when symptoms started. The rest of the household need to isolate for 14 days.

- Contact PHE SE HPT on 03442253861 to notify of single case so we can support risk assessment and follow up.
- Advise that anyone with symptoms get tested. Online via nhs.uk/coronavirus
- The HPT will undertake an assessment to determine if any contacts in the setting need to self-isolate at home for 14 days. [The wider household will NOT need to isolate]
- Clean and disinfect rooms the confirmed case was using– ensure appropriate PPE (minimum gloves and apron) are used.
- Maintain the level of cleaning in these areas – even if not being used due to isolation protocols.
- If further suspected or confirmed cases occur, they need to isolate for 7 days from when symptoms started. Any siblings also in the same venue or childcare (but a different, unaffected area) would need to isolate at this point.
- Case & contacts can return once the isolation period is completed.

Two or more confirmed cases in the same group

- Contact PHE SE HPT on 03442253861 to notify of cases so that we can support risk assessment and follow up.
- Ensure child/family member staff member isolates at home for 7 days from when symptoms started. The rest of the household need to isolate for 14 days.
- Advise that all suspected cases get tested. Online via nhs.uk/coronavirus
- The HPT will undertake an assessment to determine if any contacts from the venue or childcare need to self-isolate at home for 14 days. [The wider household will NOT need to isolate]
- Clean and disinfect affected rooms / areas – ensure appropriate PPE (minimum gloves and apron) are used. * Refer to cleaning guidance: available on [gov.uk](https://www.gov.uk)
- SE HPT will provide tools to support outbreak communications
- Call the HPT again if: The situation worsens considerably
 - There are any hospitalisations or complex cases
 - Any media interest
 - Any other concerns you feel you need support with

Confirmed case in child/ family or staff member at our Connect4Summer venue:

- Shut the venue (7 days)
- Inform all families and staff
- Send all staff for a test
- Venue to be deep cleaned
- All Staff will be off for 7 days
- Confirm the family will self-isolate for 14 days' minimum

Updates from 3rd August:

Procedures the team MUST follow:

- The team should not attend work if they have any symptoms of Covid, they must go and have a test and not return until they have a clear result. They must ring Romsey Community Office on 01794 522106 to let them know they won't be attending and then let us know the test results. The RCS team will then follow the guideline procedure.

From the 8th August, you will have to wear a face covering, these will be mandatory in Community Centres and venues.

Connect4Summer strongly encourage all their staff and families (children over the age of 11) to wear face covering in enclosed public spaces where social distancing may be difficult and where they come into contact with people they do not normally meet from 4th August. Mandatory from 8th August.

When you can remove a face covering:

The staff and families can remove face covering in order to eat and drink, this is specifically for the purposes of eating and drinking at lunch time. Families must still stay in their family bubbles away from other families. Windows and doors must be open at this time.

