

CORONAVIRUS GUIDELINES for Phase 4 (version 2)

Delivery of sessions from Thursday 5th May 2022

All aspects of our service delivery have been risk assessed in order to develop our operating procedures. This assessment directly addresses risks associated with coronavirus (COVID-19) and the measures put in place to control those risks for staff, children, parents, and other visitors. This includes the measures set out in the government guidance [Living safely with respiratory infections, including COVID-19](#), as well as [People with symptoms of a respiratory infection, including COVID-19](#).

These procedures will be continually reviewed, in line with all current and changing government guidance and from ongoing input from our staff team.

In our setting, preventing the spread of COVID-19 involves dealing with direct transmission (for instance sneezing and coughing whilst in close contact) and indirect transmission (via touching contaminated surfaces).

Our prevention measures include:

- Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does or has tested positive, do not attend settings.
- Clean hands thoroughly, more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Enhanced cleaning, including cleaning frequently touched surfaces.
- Where necessary, wear appropriate personal protective equipment (PPE).
- Minimise contact and mixing.

Our response to any infection will include:

- Requiring anyone who develops symptoms to immediately isolate until they can safely leave the setting.
- Managing confirmed or suspected cases of COVID-19 amongst the setting community.

Please be aware that by accessing conductive education services provided by Stick 'n' Step or by attending work, you accept the charity cannot take any responsibility for any incidence of COVID-19. You also agree to act in accordance with this procedure and understand your responsibility to ensure compliance.

Should anyone feel that further consideration is required regarding any element of these guidelines, then the Senior Management Team must be informed immediately. They will discuss any adaptations and agree these before their implementation.

Whilst we appreciate that this continues to be a challenging situation and some reminders may be required, persistent failure to follow the procedures set out in this document may lead to support services being withdrawn for families or disciplinary actions being taken against team members.

Procedures

1. Attendance

- 1.1. Staff, children, parents, and any other visitors, must not approach or enter the centre if they or a member of their household have tested positive for COVID-19 in the last 5 days. It is everyone's responsibility to report this information and this is critical to the safety of our children, families and staff.
- 1.2. No one should enter Stick 'n' Step premises if they have symptoms of a respiratory infection, including COVID-19, and have a high temperature or do not feel well enough to carry out normal activities. Children may only return to sessions 5 days after the day their symptoms started, and only if they do not have a high temperature and feel well. Staff are provided with lateral flow tests to keep at home and they must take one prior to attending work if they have symptoms. If the test is negative and they feel well, they are allowed to attend work. If it is positive, they must not come into work for 5 days after the day they took the test. They are allowed to resume working from the centres after 5 days, provided they do not have a high temperature and feel well. If still testing positive on day 5, members of the classroom team will be required to continue testing and will only be allowed to facilitate children if they produce 2 negative lateral flow tests on consecutive days.
- 1.3. Every individual entering the premises will have their temperature taken using a non-contact thermometer and anyone with a fever of 37.8°C or higher will not be allowed to enter the premises. Non-contact thermometers are not as effective in the outdoors; therefore, temperatures will be taken in the entrance area and parents must wait for confirmation of no fever before leaving their child for their session.
- 1.4. The classroom team may not permit a child to start their session if they have symptoms of a respiratory infection and seem to be unwell upon arrival, even if their temperature is below 37.8°C. Our children and young people are considered especially vulnerable and at a higher risk of serious illness, we therefore strongly advise families not to attend sessions if a child is unwell.
- 1.5. In addition, due to the high case rates in our communities, we have made the decision not to allow children and staff to attend sessions or come to work if they have a household member who tested positive for COVID-19. They may resume sessions/work after 5 days from when the household member's symptoms started (or tested positive if asymptomatic), provided they themselves do not develop symptoms. Staff members will be issued lateral flow tests, which they will need to take before resuming work and for an additional 5 days after that.
- 1.6. When a child or staff member is identified as a close contact of someone with confirmed COVID-19 (who is not a household member), they are allowed to continue attending work/sessions. Staff members will be issued lateral flow tests, which they will need to take for 5 days after the day they last had contact with the infected person.
- 1.7. Staff who are self-isolating or not allowed to work at the centre, but feel well, may be able to work from home, at the discretion of management, dependent on their role.

2. Responding to a suspected case

- 2.1. In the event of a child developing suspected symptoms of a respiratory infection, including COVID-19, and becoming unwell whilst attending Stick 'n' Step, they must be collected by their parent/carer as soon as possible.
- 2.2. Whilst waiting for the child to be collected, the child must be isolated from others with only the staff member responsible for the child supervising, this member of staff must ensure they are wearing suitable PPE (including face covering). The area must be thoroughly cleaned immediately afterwards.

- 2.3. In the event of a staff member developing suspected symptoms of a respiratory infection whilst working at the centre, they must immediately take a lateral flow test, which are kept on the premises at all times. If it is negative and the staff member is well, they may continue working. If it is positive or if the staff member is not well enough to carry on with normal activities, they must return home.
- 2.4. The usual absence reporting procedures will continue to apply, ensuring line managers receive regular updates on the welfare of any staff member absent from work.

3. Close contacts within the setting

- 3.1. Swift action must be taken in all cases where someone, while attending Stick 'n' Step, comes into close contact with someone who then tests positive for COVID-19. This applies to those whose symptoms start within 48 hours after attending Stick 'n' Step or, if asymptomatic, who tests positive within 48 hours after attending.
- 3.2. As soon as a case is confirmed, the Head of CE must be informed, who will then coordinate our response with input from the SMT.
- 3.3. The Head of CE will carry out a rapid risk assessment to confirm who has been in close contact with the infected person. Staff members will be required to immediately take a lateral flow test and continue testing daily for 7 days. LFD tests will be made available to staff at no cost to them. They may continue working as long as they test negative and do not develop symptoms of a respiratory infection that would prevent them from carrying out normal activities.
- 3.4. A letter will be sent to parents if a child is identified as a close contact of a confirmed case. However, we will not share the names or details of people with COVID-19 unless essential to protect others. Children and young people will be allowed to continue attending sessions as long as they are symptom-free.
- 3.5. An electronic COVID-19 register is kept up to date by the administrators so that all positive cases can be recorded and tracked.

4. Physical distancing / Grouping

- 4.1. Class sizes will be dependent on the needs of children in each group, ensuring that social distancing can be maintained. Where necessary, we will either offer sessions on alternate weeks, or manage this via the natural cancellations we receive from families due to appointments/illness/other commitments etc. This will be clearly communicated to parents on a weekly basis if necessary.
- 4.2. Physical contact is a necessary part of conductive education, but we will make every effort to minimise the number of staff a child is in close contact with during a session.
- 4.3. Only one family is to enter reception to pick up or drop off, this is to prevent too many people waiting in reception. Staff will manage the flow of families during busy periods.
- 4.4. When dropping off and collecting children, parents will not usually be permitted to enter the classroom. However, if a child is distressed, parents may be permitted access for the purpose of settling in, but this will be limited to one parent at any one time and is at the discretion of the key worker. In specific circumstances, especially with regards to young people, parents may be allowed at the beginning of a session to accompany their children for the purpose of toileting/dressing.
- 4.5. The parents' room will, once again, be available for use during this phase. We are, however, asking families not to use the kitchen and instead bring drinks/snacks from home. Parents will be able to watch sessions from the parents' room via our CCTV system. The parents' room will be thoroughly cleaned and disinfected at the end of every day, but not between sessions. The door of the room is to be kept closed, but windows open to ensure adequate ventilation. It is up to families to assess

the risks and use the parents' room at their own discretion. We ask everyone to clean and tidy up before leaving the room.

- 4.6. Only staff members will be permitted to use the kitchen area. Brief transitory contact such as walking through areas to gain access to others is acceptable and identified as low risk.
- 4.7. Social distancing must be maintained at all times. Staff will be encouraged to take some time outdoors during their break to reduce the numbers of staff in communal areas and to get some fresh air.
- 4.8. With the exception of the parents' room, we have reviewed the maximum capacity (person per room) of each room within the centres, this will be clearly marked on each door and will be considered when planning how many staff will be in the centre each day. Office spaces have been rearranged so desks are side-to-side or back-to-back. Screens are installed in reception.

5. Training

- 5.1. All new staff members will receive appropriate instruction and training in infection control, this Coronavirus Guidelines and Procedure and risk assessments within which they will be operating prior to commencing work. They will also be required to complete online training on Infection Prevention and Control and Preventing COVID-19 as well as the correct use of PPE.
- 5.2. Training will be on-going, and all staff will be advised of the importance of asking for clarification if they are unsure about anything relating to the COVID-19 guidance. Staff must raise any questions or concerns they have as soon as possible and speak with their line manager immediately if they feel practices could be improved or need to be reviewed.

6. Communications

- 6.1. Parents will receive clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.
- 6.2. Signs and posters will also be used to remind all individuals entering the centres of the operating procedures and measures in place to ensure these procedures are followed at all times.

7. Visitors

- 7.1. Visitors will be allowed in the centres to meet organisational needs. A risk/benefit analysis will be conducted by members of SMT for each potential visit to ensure risks are minimised and visits are only organised when virtual alternatives won't suffice.
- 7.2. All visitors will be required to wear a face covering whilst in the classroom.

8. Hygiene

- 8.1. All children, staff and visitors must wash their hands or use alcohol-based hand sanitiser upon arrival at the centre, before and after eating, and after coughing and sneezing.
- 8.2. Hands must be washed with soap and water regularly and for at least 20 seconds, hand dryers will be available and there will be no multi-use hand towels in use. Alternatively, hand sanitiser gel can be used if soap and water is not available for any reason. Children, parents and staff members will be actively encouraged and reminded of the need to wash their hands frequently.
- 8.3. Touch points such as door handles and light switches should be wiped down daily, anti-bacterial wipes will be available around the centre for this purpose.
- 8.4. Tissues must be immediately disposed in a pedal bin with a lid and then hand washing must take place. All internal bins will be emptied daily, with the exception of the children's bathroom which will be emptied after each session if it has been used. All staff must wash their hands immediately after emptying bins.

9. Health and Safety

- 9.1. We have CO2 monitors in our classrooms and offices to enable us to identify when ventilation is required.
- 9.2. An enhanced cleaning and sterilising schedule will be implemented that includes furniture, surfaces, children's toys, equipment, and communal areas. Touch points and hand washing facilities must be cleaned and sanitised regularly. All cleaning must be recorded on the relevant checklist as appropriate.
- 9.3. Classroom areas must be cleaned down after each session. On some occasions it will be necessary to reduce the length of sessions to allow time for adequate cleaning in-between sessions. This will be dependent on the timetable in each centre for each day and will be modified accordingly.
- 9.4. All items requiring laundering must be washed on the warmest water setting possible in accordance with the manufacturer's instructions. Anything used for transporting laundry must be disinfected in line with our cleaning procedure.
- 9.5. At the discretion of session leaders, sessions may be adapted to minimise the risk of transmission. Due consideration will be given to the children's abilities and developmental needs when deciding whether to re-introduce snack times and toilet-training activities. These changes will be clearly communicated to staff, children and parents.

10. Personal Protective Equipment (PPE)

- 10.1. Classroom staff will wear face coverings at all times while in direct contact with children. This may be a visor or a mask, depending on the situation, i.e. the type of facilitation provided. The CE Team must travel to work in their own clothes, then change into work clothes, which may be changed before the start of each session and at least once a day. Classroom assistants will be responsible for ensuring that all pieces of clothing used during sessions are washed and dried on the premises.
- 10.2. Staff will wear additional PPE (i.e. aprons and gloves) during toileting and personal care.
- 10.3. Adequate training will be provided on what PPE is required (i.e. gloves, visors, coverings, scrubs) and the correct practice for donning/doffing of PPE.
- 10.4. All parents/carers, including those dropping off or picking children up will be encouraged to wear face coverings while on the premises, including the parents' room.

11. Vaccinations of Staff

- 12.1. At Stick 'n' Step the most important duty we have to both service users, families and staff is to do all we can to provide a working environment that places health and well-being at the top of our priority list. We have recommended that all staff present themselves for vaccination when it is available to them. This is a recommendation and not a mandatory request. Staff have every right to make the decision not to be vaccinated.

12. Fundraising & Management team

- 12.1. The Fundraising team will return to working in the centres. The number of staff in each office will be determined by the maximum capacity indicated on the relevant door.
- 12.2. Permission to work from home will be at the discretion of their Line Manager and the needs of the business