

# Operating & Infection Control Procedures (COVID-19)

July 2020



# **Nottinghamshire YMCA Operating & Infection Control Procedures (COVID-19)**

These procedures have been implemented to reduce the spread of COVID-19 at Nottinghamshire YMCA Day Camp sites for anyone attending the provision. We will safeguard all by using these protective measures and support well-being through our approach to learning and development and staff support.

These procedures are based on Public Health England and Department for Education - Implementing protective measures in education and childcare settings. Our team will ensure that the highest standards of safety are maintained but we are also acutely aware that your children are young, and there may be times where social distancing will not be possible.

**Please look out for important communications from us.** We will continue to communicate with you directly and on the digital handbook:  
<https://www.nottsymca.com/parent-handbook-summer-2020/>

## **1. What this means for your children**

### **Attendance**

Only children who are symptom free or have completed the required isolation period can attend the setting. Guidance suggests that taking the temperatures of the children is not required however we will continuously be risk assessing any children who attend.

Staff and pupils who report the following symptoms remain at home for 7 days. Their household members must remain at home for 14 days:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

## **Hygiene**

Hands must be washed on arrival to the day camp and each time the children are re-entering the building and throughout the session. They must also be washed:

- Whenever hands are visibly dirty
- After using the toilet
- After coughing or sneezing into a disposable tissue
- Before and after eating
- After breaks and sport activities
- Early Years: after using any plastic toys

If your child has an accident at home, please inform the staff before arrival to give the details: date & location of accident, nature of accident/incident and any first aid administered.

Accident/Incidents at the childcare site will be recorded as normal.

## **Food/Snacks**

YMCA has been advised by guidance not to provide snacks for children which is a usual occurrence in our settings. Children will need to bring their own food for the day camp, and it is advised that parents provide them with wipes for their lunch or snack bag.

## **Physical distancing / grouping**

We are only accepting week bookings to reduce the need to mix groups of children. Each week, children will be split into groups (sizes in line with government guidelines) and remain with their group for the duration of the week.

The use of communal internal spaces will be restricted as much as possible. Our outdoor spaces will be used by the group as much as possible performing activities which incorporate social distancing.

## **Wellbeing and education**

All children will be supported in an age appropriate way to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue, open bins will be provided in the day camp space. All children will be

supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.



We will continue to observe, work towards next steps and find opportunities for development in all appropriate areas of the EYFS particularly in Personal, Social and Emotional Development (PSED) at this time.

We will not let children's learning and development be interrupted unnecessarily and will look to different ways to encourage exploration and curiosity at this time.

## What this means for our staff team

Only staff who are symptom free or have completed the required isolation period can attend the setting.

- Hands will be washed: Upon arrival in the setting and re-entering the building throughout the day
- Whenever hands are visibly dirty
- After using the toilet
- After coughing or sneezing, or into a disposable tissue

There will be two members of staff in the childcare space and the setting will be cleaned every day, once everyone has left the building.

Signs and procedures will be displayed in prominent areas as visual reminders around the childcare room.

## Physical distancing/ grouping



Wherever possible staff will remain within their room of children and not come into contact with others. Staff to child ratios will be adhered to as per the EYFS (Early Years Foundation Stage), although emergency revision to flexibility on required qualifications may be used to make this feasible. Staff members will avoid physical contact with each other including handshakes, hugs etc.

## **Training**

All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.



## **Wellbeing**

All staff will be supported in coping with the challenges of being a key worker and the difficulties they may face each day. Vulnerable and shielding staff members will not be asked to return to work if this endangers them or any member of their household. Staff and their household are automatically entitled to be tested for Covid-19 if they are showing symptoms.

## **What this means for Parents**

### **Physical Distancing**

- Only parents who are symptom free or have completed the required isolation period must drop off/collect at the childcare site.
- Only 1 parent per family to collect.
- Collection will be at the door only; parents will not be able to enter the setting.
- Whilst waiting to drop off/collect please adhere to social distancing, directions will be sign posted where possible.
- Please call the site phone on and staff will bring your child to you along with their personal items and sign them out – parents will not make contact with anything or anyone other than their child. The site number is 07786 919 305 for Melbourne Park Day Camp, and 07398 388 073 for Wollaton Holiday Club.
- Signs and procedures will be displayed in prominent areas as visual reminders outside.

## **Other considerations**

### **Travel**

Wherever possible staff should travel to the childcare site/school using their own transport or walking/cycling. If public transport is necessary, current guidance on the use of public transport must be followed. Parents cannot leave travel accessories including buggies, car seats, scooters in the childcare premises, but rather in external buggy areas if necessary.

### **Hygiene, Health & Safety**

Hand sanitiser is available at all drop off/collection points and inside the setting for staff.

### **Cleaning**

An enhanced cleaning schedule has been implemented. Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly throughout the day.

### **Waste disposal**

All waste is disposed of in accordance with local authority collections. Flannels and tissues will be immediately disposed of with the 'Catch it, Bin it Kill it' approach.

### **Risk assessment**

All activities will be risk assessed and due consideration given to any adaptations to usual practice. This may mean a suspension of learning experiences involving materials which are not easily washable such as soft toys, cloth materials, malleable materials and the suspension of the sharing of food and utensils.

## **PPE**

Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.

PPE will continue to be worn as normal for the administration of first aid. Masks are available in the first aid kits for emergencies.

## **Building**

We will keep windows open where possible to ensure ventilation.

## **Resources**

Children will not be permitted to bring items from home into the childcare setting unless absolutely essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival. All resources required for play and learning experiences of children will be daily washed and/or sterilised and some resources will be removed that are difficult to clean. Some malleable resources will be used by individuals only and will be disposed of at the end of the day e.g. playdough. Equipment used by staff such as stationary, tablets etc. are allocated to individual staff members where possible and cleaned regularly.



## **Responding to a suspected case**

In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they need to be collected as soon as possible and isolate at home in line with the NHS guidance.

Whilst waiting for the child to be collected they will be isolated from others in a previously identified room.

A window will be opened for ventilation. The staff member responsible for the child during this time will stay with the child. PPE will be provided for the staff member.

The area will be thoroughly cleaned immediately after collection. The person responsible for cleaning the area will wear appropriate PPE.

In the event of a staff member developing suspected coronavirus symptoms whilst working at the day camp, they will return home immediately and isolate at home in line with the NHS guidance.

## **In the Event of a Positive Case**

All staff and children who are attending a school or childcare setting will have access to a test if they display symptoms of coronavirus, they are encouraged to get tested in this scenario.

Where the Camper or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the pupil tests positive, the rest of their class or group within their childcare or education setting are sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

If you have any questions or concerns, please email  
**[ymcadaycamps@nottsymca.org](mailto:ymcadaycamps@nottsymca.org)**  
or call **0115 711 7006**

