

# Policy on Covid-19 (Coronavirus)

## 1. Information about COVID-19

A coronavirus is a type of virus, it is part of a group and is common across the world. COVID-19 is a new strain of coronavirus which was first identified in China, January 2020.

The incubation period of COVID-19 is 10 days. This means that if a person remains well 10 days after having contact with someone with confirmed coronavirus, it is unlikely that they will have been infected. The following symptoms may develop in the 14 days after exposure to someone who has COVID-19:

- New or continuous cough
- Difficulty breathing
- Fever (temperature of 37.8 or higher)
- Loss of smell or taste.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term medical conditions such as diabetes, cancer, and chronic lung disease. There is no evidence that children are more affected than other age groups with very few cases being reported in children.

## How COVID-19 is Spread

As far as we are aware from experience with other viruses, the spread of COVID-19 is most likely to happen when there is close contact (1 metres plus) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the means of transmission.

## 2. Preventing the Spread of Infection

The best way to prevent infection is to avoid being exposed to the virus. There are general principles to help prevent the spread. These include:

- Washing your hands more often, with soap or water however if handwashing facilities are not available then use an alcohol sanitiser.
- Covering your cough or sneeze with a tissue and then disposing of it safely.  
Catch it, Bin it, Kill it.
- People who have symptoms should stay at home and should not attend work or the Academy.
- Face masks/visors will be wore when coaching in close proximately (within 1 metre) for more than 1 minute.
- Members, staff, and visitors (visitors with prior permission ONLY) should wash their hands:
  - Before leaving home
  - On arrival at the Academy
  - Before and after toileting
  - Before going home
  - Use an alcohol-based sanitiser if soap and water are not available
  - After touching your eyes, nose and mouth

Contd.

Face masks for staff or members are not recommended (but optional) to protect infection, as recommended in the latest government guidelines. Masks are onsite to use if a staff member needs to stay with a member that has symptoms and are waiting to be collected from the academy.

### **Cleaning routines**

Daily cleaning routines will largely remain the same, as high standards of hygiene practices are in place. However, we have extended this routine to include cleaning with antibacterial solution at the end of each session on all hard surfaces and equipment that was used throughout the session.

### **First Aid**

The academy will continue to administer first aid when required. Qualified first aiders will sign the accident report form on behalf of the parent and a copy will be sent home to advise parents of any minor injury. If first aid is administered for a more serious injury then the parent will be asked to come into the academy, keeping to social distancing rules.

### **Academy drop off and collection procedure**

Drop off, will now be **compulsory** for all members via the rear of the building where a basic temperature check will take place and hands will be sanitised before entering the Academy. Please do not arrive early for their session as the doors will only open ready for the start of the session. Unfortunately, the parent's room is closed until the government guidance advises on a reduction in social distancing. Therefore, parents are welcome to remain in their cars or drop off and return for collection. Contact phone numbers will need to be relevant to the person collecting.

Collection will now be compulsory for all members via the main entrance, where children will be handed to parents, please note only one person collecting. The collection process will commence 10 minutes prior the scheduled finish time of the class, for example if your class is 5pm – 6pm collection will commence at 5:50pm ensuring we know all members are collected safely and in keeping with the Covid 19 policy. Parents are encouraged to keep social distancing whilst waiting to collect their child/children. A video demonstrating this process is available to watch on our website.

**Late comers** – if a member is more than 10 minutes late you will need to wait for the next session. If a member knows they are going to be late if they ring the academy an alternative session will be offered.

If any parent needs to be in the building (because their child has medical needs) they will need to ring and pre-book to ensure that social distancing is adhered to.

With written permission from the parent, children aged 11+ will be allowed to leave the Academy to meet their parent in the carpark.

### **3.Dealing with suspected or confirmed cases of Covid-19**

If a member has signs and symptoms of Covid-19 we will inform their parents/guardian and request them to collect the child immediately and any other siblings in the Academy. We will isolate the member until they are collected. Staff dealing with the member would be required to wear a face mask and if possible

keep 2 metres distance from the child, any areas the child had been in contact with will be thoroughly cleaned until it is used again. Any PPE will be disposed of in a sealed plastic bag.

Contd.

If a child or member of staff has symptoms, we require them to self-isolate as per current government guidelines and other family members in the same household should self-isolate as per current government guidelines. <https://www.gov.uk/coronavirus>

If there is a confirmed case, a risk assessment will be undertaken with advice from the local health protection team.

#### **4.Children and families that have been in other countries**

If a child or a member of their household have just returned to the UK from abroad, we request that you check the government website (<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>) to see if you need to self-isolate. If you are required to self-isolate, we ask that you do not return to the setting for 10 days as a precaution to safeguard our setting and all that attend.

#### **5.Other**

- We have requested that all staff complete an infection control and Covid-19 specific training before they return to work
- We will clean equipment throughout the activities
- We will open windows (where possible) and the rear door to encourage ventilation
- We will be taking temperatures on arrival at the setting as an extra precaution
- We are closing the parent's room in line with social distancing (with the exception of parents who have children with a medical condition)
- Children should go the toilet before attending the academy to avoid waiting at the toilets.
- Children will remain in '**social bubbles**' within the academy. They will not need to social distance whilst they are in these social bubbles.
- Children will be spaced apart wherever possible
- No unnecessary objects will be brought into the academy.
- Members should only bring water in their water bottles to the academy
- If a parent needs to communicate with a coach or other member of the academy, they will need to send an email. The academy will ensure they reply within 7 days.
- Members should come suitably dressed for their training session (No crop tops) and hair should be tied back.

#### **6.What information we have issued to parents**

- A link to the government policies and procedures regarding Covid-19
- A copy of the Academies Safety measures implemented
- A copy of the Academies hand washing procedure checklists
- A copy of the Academies Covid 19 risk assessments

We will amend these policies and procedures in line with the government. Several members of staff have been on a Covid awareness course and although we will be offering our services, we will continue to be vigilant in our practice to stay a 'Covid Secure Facility'.

APPROVED SEPTEMBER 2020