

Waterbeach After School Play Scheme

COVID-19 Operational Plan Autumn 2020

1. Revision History

Issue 1 of this Operation Plan for the autumn term 2020 is derived from the plan put in place for the summer term 2020. The guidance given by the government on 20th of August 2020 for Out-of-School Clubs has been incorporated. The government guidance can be found in this website:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

2. Synopsis

This Operation Plan provides information about procedures put in place by WASPS in order to offer our childcare services whilst maintaining high standards of hygiene and reducing the possibility of transmission of the covid-19 virus.

3. Background

Following the covid-19 lockdown that started in March 2020, WASPS reopened partial services to school years R, 1, and 6 in June 2020, when the schools reopened for these school years. The government has now indicated that all school years must return in the autumn. Out of school clubs have also been allowed to reopen to all school years to allow working parents to return to work.

The government has emphasized the importance of allowing working parents to return to work in order to recover the economy and the livelihoods of families. WASPS plays a fundamental role in making this happen.

4. Staff Status

All staff will be taken out of furlough for the new school year. The club has been using the governments Job Retention Scheme to help with the club's finances. The scheme is not expected to be used once the autumn term starts.

Based on predicted attendance, the club will employ three or four members of staff per session. Each group (bubble) of children will have a dedicated member of staff. We anticipate that two groups will be necessary, each with fewer than 15 children.

The other members of staff will be supporting the groups as and when necessary whilst maintaining social distancing.

5. Children Register Status and Groups

Attendance is exclusive to those children attending Waterbeach Primary School. We anticipate that approximately 20 children will be in attendance at every session.

The school will implement staggered drop-off and collection times as follows:

Years R, 2, 3, 6 drop-off at 8.45am and collect at 3pm.

Years 1, 4, 5 drop-off at 9am and collect at 3.15pm.

The school has implemented bubbles for each year group. The government guidance for out of school clubs recommends that similar arrangements should be put in place where possible. Where not possible, consistent groups of no more than 15 children should be formed. WASPS will not be able to maintain year group bubbles due to space and staff constraints.

Following the government guidance, WASPS will implement two consistent groups that match the staggered drop-off and collection times. This will help the staff with the logistics of coordinating the children, taking them to and from school, and cleaning the premises after every session.

These two groups are provisional and will be revised if necessary based on confirmed attendance numbers.

Group 1 – School years R, 2, 3, and 6.

Group 2 – School years 1, 4, and 5.

Each group will consist of 15 children or fewer. These groups will be generally kept apart by 2m or more. Brief, transitory, contact such as passing in a walkway is considered low risk.

Social distancing within members of a small group will be kept as long as reasonably practicable. Physical contact between individuals will not be allowed.

6. Preparing the Building for Reopening

In preparation for the autumn term, the building will be deep cleaned by a professional company the week prior to opening. The staff and committee will also spend time cleaning toys and materials that are likely to be used.

Posters and signage have already been setup around the building to ensure adequate communication with parents, staff, and children.

Hand sanitiser will be made available outside of the playhouse too. This can be used by parents before ringing the bell.

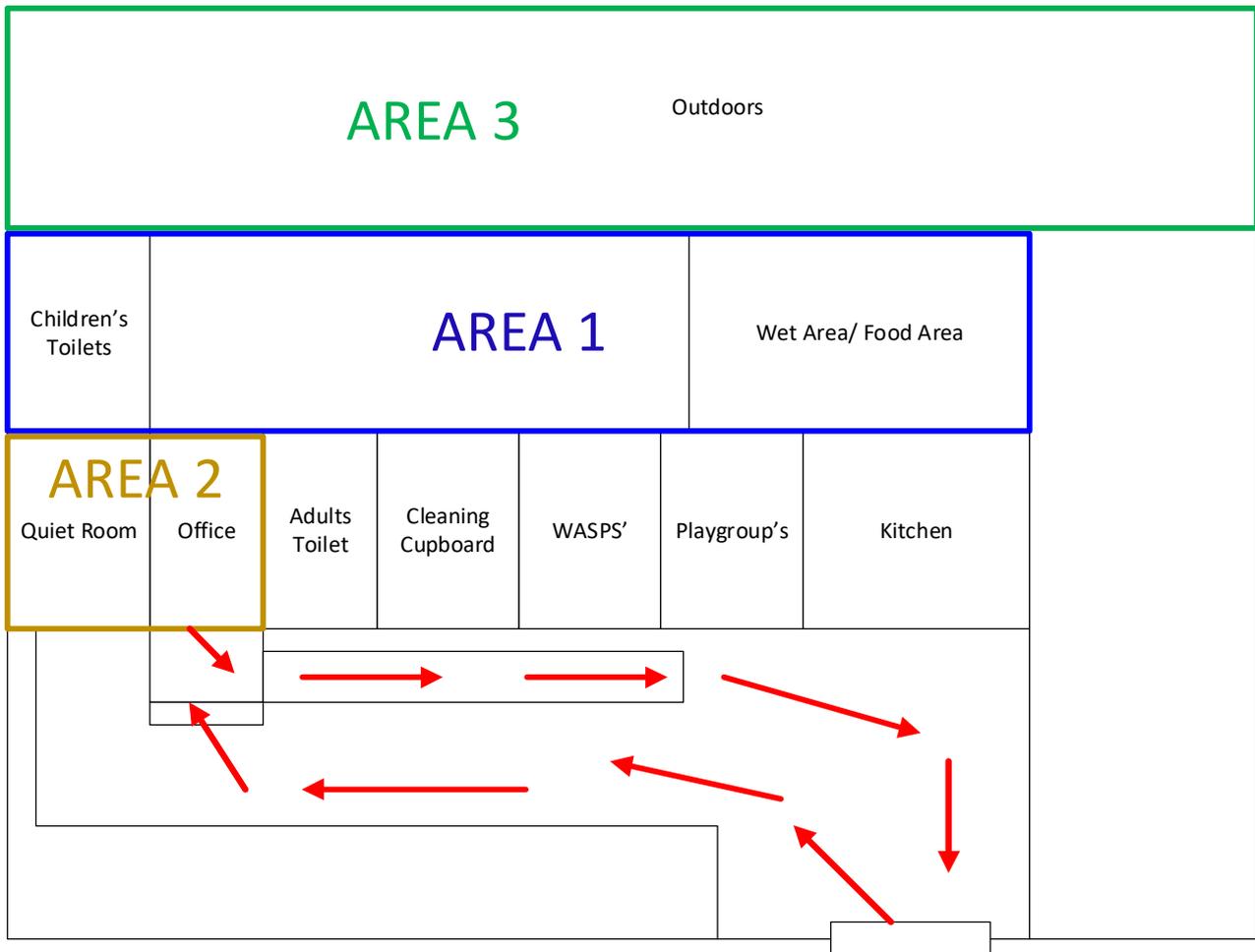
7. Supporting children back into the setting

Many children have been away from the setting since March 2020 and we understand that some may need support in settling back into WASPS. WASPS will work closely with families to ensure the transition back into the setting is as smooth as possible. While the setting has been closed there have been staff changes. These have been shared with parents so they can share them with their

children prior to returning so they feel more comfortable on their return. Parents have also been asked to discuss with their children how sessions will be different, about staying in their groups (bubbles) and not going within 2 metres of any child not in their group.

8. Building Area Restrictions

The WASPS Playhouse consists of three areas of play as identified below, (not to scale).



It is anticipated that the majority of the time will be spent in AREA 3 when the weather is good as it is recognised that outdoors spaces are safer. This is also the largest area in our club and social distancing can be more easily observed.

AREA 1 is where food and toilets for children are located. This area will be occupied during adverse weather conditions or for quiet activity time. AREA 1 is sufficiently large to accommodate both groups when necessary, with one group occupying the wet area and the other group occupying the dry area.

When groups take turns in areas like the tables in the wet area, staff will first clean and disinfect the surfaces before allowing the other group to come in.

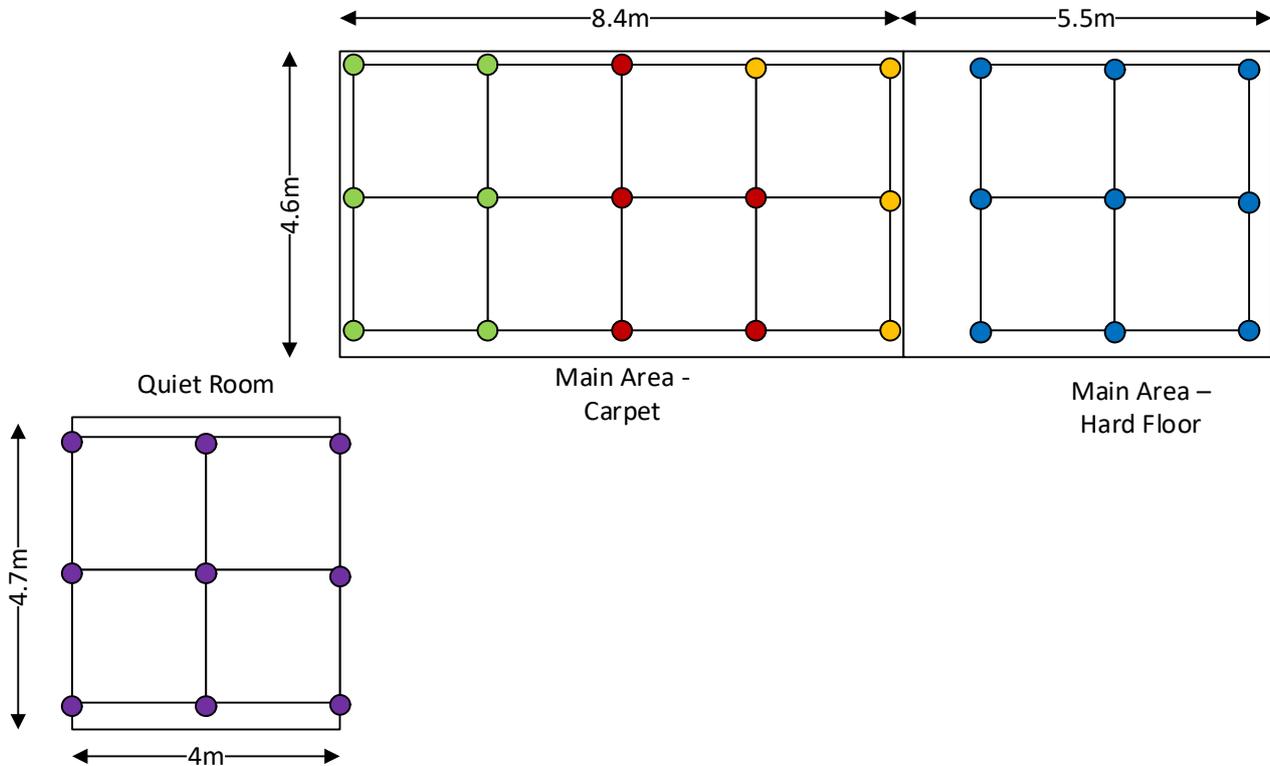
A one-way system will be established for parents to drop-off and collect children from the Playhouse as indicated by the red arrows.

Use of Children's Toilets

In order to prevent cross-contamination, a set of toilets (2 cubicles and 2 basins per set) will be allocated to each group.

Social distancing provisions

The floor map below shows the attainable social distancing in areas 1 and 2.



These areas may be temporarily marked as guidance for the staff and children of the distances they should be keeping between groups.

9. Drop-off and Collection of Children by Parents/Carers

In order to minimise exposure of the facilities to external agents, parents will be asked to stay outside of the Playhouse at all times.

Staff will check-in and check-out children from the register to avoid parents touching the pen and the register. This will be done outside of the building, by the entrance, and in view of the parent dropping off or collecting the child.

Parents will be asked to stay 2m away from the entrance after buzzing, and to let the child walk in or out the corresponding distance. See cleaning section for cleaning of the doorbell. A one way system will be established using the ramp and the stairs. The stairs will be used to get into the Playhouse and the ramp will be used to exit the Playhouse. Marks will be drawn on the floor to indicate 2m distances.

10. Drop-off to and Collection of Children from School

Staff will endeavour to maintain a distance of 2m from other groups, teachers, parents, staff, and children other than those being collected/dropped.

Staff will endeavour to maintain as large a distance as reasonably possible within individuals of our own group of children.

PPE is available to staff should it be necessary to wear it into school, for example if there is a large concentration of people.

11. Food Preparation and Food Times

In order to prevent children from touching food containers, bags, etc. during the restrictions covered in this operation plan, staff will prepare all snacks and food for children.

Staff will follow strict procedures of hygiene already in place. Staff will wear one-time-use gloves when preparing food.

Each of the two groups will take turns in the wet area to have their snacks. Staff will clean and disinfect the tables and chairs before the second group is allowed to come in.

Children will be prevented from sharing food and utensils.

12. Play Activities

All activities involving physical contact will be prohibited.

The staff will create a list of activities for children to choose that they can do on their own or in groups without requiring contact and where social distancing can be maintained. Examples are listed below:

Outdoors:

- Kicking ball
- Tennis
- Hockey
- Mud play

Indoors:

- Arts and craft
- Board games like battleship
- Reading

The staff will ensure all the material used during the session is thoroughly disinfected before putting it away. Only items materials that are easy to disinfect/clean will be allowed.

Activity games and tools can now be shared by children in the same bubble. However, these must not be shared between groups. To facilitate this, the staff will identify two areas: one for clean materials and toys and another for used items that require disinfection.

In situations where children deliberately engage in physical contact activities, the staff will remind them to maintain distancing, but otherwise will not use physical contact themselves. The incident will be reported to the respective parents/carers, who will be expected to reinforce the message about maintain distancing.

13. Hygiene Practices

The government guidelines indicates that hand washing is more effective at limiting the spread of the virus than cleaning. Current advice recommends hand washing at intervals of 30 minutes. This practice will be actively reminded by staff to all children.

The following practices will be put in place.

- Breakfast Club: wash hands on arrival, at 8:20am, and before leaving for school.
- After-School Club: wash hands on arrival and at every 30min interval after that.

The staff will remind children on the accepted hand washing practice from the NHS, see video here: <https://www.youtube.com/watch?v=S9VjelWLnEg>

Posters will be displayed in the Playhouse about safe distancing, facial hygiene, and coughing and sneezing in a safe manner. Staff will promote good respiratory hygiene, for example by promoting the 'catch it, bin it, kill it' approach.

The use of toilets will be restricted to one person at a time due to the small space. Children will be asked to take turns in using the toilet and washing their hands.

14. Use of Protective Personal Equipment

Staff will use PPE when appropriate. Wearing a face mask in childcare settings is not recommended. However, face masks will be available to staff should they choose to wear one and also for occasions where there is a risk of unavoidable close social contact with people.

Staff will wear disposable gloves when preparing and handing out food to children.

Staff will wear disposable gloves when disinfecting the premises.

Children are not expected to use any form of PPE.

Disposable gloves, disposable apron, surgical face mask and a face shield should be worn by the staff in cases where contact with a child is necessary.

Disposal of PPE

Staff will dispose of PPE after use in a dedicated bin located in the wildlife garden behind the fire-escape ramp. In accordance with government guidelines each bag will be kept in this bin for three days before it is disposed of in the normal way. Bags will be tagged with the day it was used to keep track of which bag needs to be thrown away.

15. Building Cleaning

Whilst the restrictions last and this operation plan is in place, some of the staff employed will conduct cleaning duties after every session in addition the regular cleaning practices already in place. These additional practices are applicable after both Breakfast and After-School clubs. This is to disinfect the accessible surface so that both our clubs and the Playgroup (who we share the building with) can use the premises without concern.

The staff will ensure that the following surfaces are disinfected (using wipes or other cleaning products):

- Playhouse doorbell
- Playhouse door handle
- All internal doors' handles
- Office desk and chair
- All light switches
- All toilet taps, flush handles, lids and seats
- All wet area taps
- All table tops and chairs
- All kitchen surfaces
- All appliance handles
- All outdoors handrails
- Play structure handrails if children were allowed outside
- Any play items used during the session
- All window handles
- The main WASPS landline phone

The After-School staff will confirm with Playgroup staff at the beginning of the session that they have disinfected all surfaces as listed above (except toys and materials exclusive for Playgroup's use that are locked away). If Playgroup have not cleaned, then the WASPS staff will disinfect the above items prior to allowing children in the building.

16. Children Exhibiting Covid-19 Symptoms

The staff will have access to a thermometer and children's temperatures will be taken when suspected of having symptoms. Any children with high temperature or displaying covid-19 symptoms will be isolated and the parents/carers contacted for his/her collection.

If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.

The child will not be allowed back in the setting until the symptoms are no longer present and the child has been tested for covid-19. Parents and carers are advised to contact NHS Test and Trace process. After a positive test result, the child will not be accepted back until after 10 days after the symptoms and high temperature have subsided. NHS Test and Trace will advise WASPS on the actions to follow, which may include quarantining the corresponding group. The school and the parents of the children in the group of the ill child will be notified accordingly.

17. Children with Ill Family Members

Children with a member of their household displaying covid-19 symptoms will not be accepted at the club. The child will be allowed back after 14 days of the initial display of symptoms from the family member, or after 7 days after recovering if they also fell ill (see section above).

18. Children of Extremely Vulnerable Individuals

Children with a member of their household who is clinically classed as extremely vulnerable will be allowed at the club only if they can observe strict distancing rules and hygiene.

Families should notify their club as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.

19. Staff Falling Ill or Unavailable

WASPS will endeavour to maintain our services open for as long as the school is open for general attendance of any year group. However, there is a probability that our staff may fall ill and display Covid-19 symptoms. In those cases, the club will consider whether sufficient staff is available to maintain operation of the club.

Parents will be notified about the ill member of staff displaying covid-19 symptoms in order to prevent further transmission. It may be necessary for children in some groups to exercise a short quarantine period to ascertain whether the disease has been transmitted or not.

It is noted that staff unavailability may occur on the same working day, for example once the symptoms appear. The club may need to be closed at short notice if no other staff or committee members are available to support the session.

20. Test and Trace

The definition of close contact which will be used in the Test and Trace process to support decisions made by Public Health England around the closure of groups (bubbles) are people who:

- Have had face to face contact of any duration (less than 1 metre away) with the case or
- Were coughed or sneezed on by the case or
- Had unprotected physical contact (skin to skin) with the case or
- Spent more than 15 minutes within 2 metres of the case or
- Travelled in a car or other small vehicle (even a short journey) with a person confirmed as having Covid-19.

21. Setting and Play equipment

The setting and usual routine will look very different to what the children are used to. Any activities/toys that are not easily cleaned and that involve physical contact will not be available during this time. Activity games and tools can now be shared by children in the same bubble. However, these must not be shared between groups. Staff will select appropriate resources for each group.

We will also encourage children not to bring in toys from home.

22. Communication

This Operational Plan will be distributed to all staff for review and to all parents and carers once approved by the Management Committee.

The staff will also constantly remind children about the importance of adhering to the rules.

Posters on hygiene and social distancing will be displayed in the Playhouse.

We will mainly be communicating via email instead of conversation at drop of and pick up times to ensure we are limiting the face to face contact. All emails will be responded to within 24 hours.

23. Lost Property

Any lost property will be first photographed and then bagged. The photograph will be made available to parents to reclaim the lost property. The lost property will be kept bagged in the WASPS office.

24. First Aid

First aid will be administered normally with the exception that the member of staff will wear a face mask in addition to gloves. If CPR becomes necessary, only chest compressions will be applied (no rescue breaths).

25. Local Restrictions

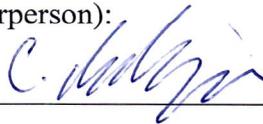
As we start the autumn term there are no local restrictions or lockdown in Waterbeach or Cambridge. The club's management will continue to monitor the status in the region in case the local government imposes further restrictions and parents will be notified accordingly.

26. Risk Assessment

The following risk assessment is exclusively only covering covid-19 transmission. Mitigation actions have been identified and the actions are already in incorporated into this operational plan.

ID	Risk Description	Consequence	Mitigation
1	Children do not observe distancing	Increased likelihood of transmission	1. Staff to constantly remind children about safe distancing. 2. Posters to be displayed in the playhouse
2	Children touching surfaces, toys, tools	Increased likelihood of transmission	1. Staff to disinfect all surfaces after the session. 2. Staff to disinfect toys and materials after the session. 3. Children activities to be restricted to non-contact
3	Playgroup do not clean the setting	Increased likelihood of transmission	1. Staff to confirm with Playgroup at beginning of session. If they have not cleaned, then staff to perform disinfecting procedure.

4	Children share food or utensils	Increased likelihood of transmission	1. Staff to prepare snacks for children in accordance to high hygiene standards.
5	Children engage in contact activities	Increased likelihood of transmission	1. Incident to be reported to parents, who will be expected to reinforce the message.
6	Children congregate in the toilets	Increased likelihood of transmission	1. Staff will remind the rules on distancing and coordinate taking turns into the toilets.
7	Children pass on toys	Increased likelihood of transmission	1. Staff will create two areas, one for clean items and one for used items that need disinfecting.
8	Use of shared resources like the wet area tables and chairs	Increased likelihood of transmission	1. Staff will clean and disinfect the area before the second group comes in.
9	Staff need to administer first aid.	Increased likelihood of transmission	1. In first aid administration gloves are already part of the procedure. In addition to this, the member of staff will also wear a face mask.
10	Parents congregate for drop off or collection	Increased likelihood of transmission	1. Place poster reminders about maintaining 2m distance. 2. Implement a way one system where parents can queue. 3. Paint marks on the floor at 2m distance as prompts.
11	Access by multiple people to the Playhouse by touching door handle.	Increased likelihood of transmission	1. Place hand sanitiser outside the Playhouse for people to rub their hands prior to entering. 2. Parents will not be allowed into the building.

This Operational Plan was adopted by: Waterbeach After School Play Scheme	Date: 20-AUG-20
To be reviewed: January 2021	Signed (Chairperson): 

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