

GUIDELINES FOR WORKING SAFELY IN OUR CENTRES / LEARNER HOMES DURING COVID-19

This policy should be read in conjunction with the Car Travel Policy.

Introduction

This policy sets out the measures in place by Onwards 'n' Upwards to ensure our young people and staff members are kept safe and well during the Covid-19 pandemic.

We are following Government guidelines to reduce the spread of Coronavirus and have limited numbers attending our group setting. We will deliver sessions as morning and afternoon sessions where required. We would like to reassure all parents/carers that extra measures have been put in place for all young people attending our provision.

As many of our learners access our mentoring and tuition support outside of our centre environment, we need to ensure our young people and staff are kept as safe as possible. We have already put guidelines in place for staff using their cars to transport learners and we have also increased our cleaning regime.

We will continue to monitor changes in information and guidance provided by the Government and adhere to these.

Our tutors within the setting will be wearing a visor and/or a face covering. We would like to encourage our learners to wear a face covering whilst in the centres, however, we recognise that this can be difficult for many and therefore we will not refuse attendance if a learner is not wearing one.

We have signage in our centres to encourage a two metre distance between one another but understand that this is not possible at all times. Therefore, a one metre distance should be adhered to where possible.

We have also put the following measures in place:

- When entering our centres, all learners and staff will have their temperature taken with an infrared digital thermometer and this will be recorded on a form. (Following NHS guidance, it is generally accepted that 36.1C (97F) to 37.2C (99F) is a normal range for body temperature. For children, the normal body temperature is 36.4C (97.5F), but again, this can vary slightly).
- A hand sanitiser dispenser is situated close to the entrance and all learners and staff are required to use this each time they enter the building. The hand sanitiser must be used after the use of the toilet and when re-entering the building after a break. The hand gel is 70% alcohol.
- Hand sanitisers will also be available in the training areas throughout the day.
- Learners will not be allowed to use the kitchen area and only tutors will be able to access hot and cold drinks from the kitchen. They will wash their hands or use the hand sanitiser before and after making drinks.
- Ideally learners will bring their own drinks and food to the centres.
- There will be no more than six people accessing the downstairs training space at one time, this includes two tutors.

- At the end of each group session, tutors will ensure that all equipment used is cleaned with disposable antibacterial wipes or antibacterial detergent. This includes doors handles, staircase handrails, desks, chairs, computers, keyboards/mouse and the toilet area.
- We are asking that parents/carers inform us immediately if their child is feeling unwell and showing signs of Coronavirus. We will then follow NHS and Government guidelines in terms of informing other learners / staff as part of our own Track and Trace. On receiving this information and the symptoms, we will decide how to proceed.

Use of Hand Sanitizer

If the learner is unable to use the hand gel provided by Onwards 'n' Upwards, it will be the parents responsibility to provide a suitable alternative that they can keep with them during their sessions with us. This includes the group setting and one-to-one sessions.

Recognising The Symptoms of Covid-19 (Coronavirus)

The advice for everyone is to follow this guidance.

1. The most common symptoms of COVID-19 are recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia).
2. If you develop these symptoms, however mild, or you have received a positive coronavirus (COVID-19) test result, then you should immediately self-isolate stay at home for at least 10 days from when your symptoms started. If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days.
3. You do not need to call NHS 111 to go into self-isolation. If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 10 days, then use the [NHS 111](#) online service. If you do not have internet access, you should call NHS 111. For a medical emergency dial 999.
4. If you have any symptoms of COVID-19, you should arrange a test by visiting [NHS.UK](#), or contact 119 via telephone if you do not have internet access.
5. Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, before you eat or handle food, or when you get to work or arrive home
6. Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water for 20 seconds or use hand sanitiser.
7. You must wear a face covering by law in some public places unless you have a face covering exemption because of your age, health or another condition. You are also strongly encouraged to wear a face covering in other enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet. Social distancing, hand washing and covering coughs and sneezes, remain the most important measures to prevent the spread of COVID-19. Face coverings do not replace these.
8. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

(Taken from the www.gov.uk website)

One-to-one Sessions In The Community

If a young person is on a one-to-one session in the community, they will be required to follow the guidelines of the places they are visiting, such as cafes, museums, leisure facilities etc. If they are exempt from wearing a face covering, please ensure the mentor/tutor is aware of this. Where possible, it would be beneficial for them to carry a card / wear a sunflower lanyard to show they are exempt from wearing a face covering. Onwards ‘n’ Upwards would be happy to provide a lanyard if required.

It is at the tutor/mentors discretion if they choose to use their vehicle during sessions, especially where the learner is not able to or refuses to wear a face covering.

One-to-One Sessions Within The Learners Home

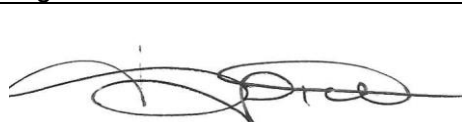
If a young person is receiving one-to-one sessions within their home environment, we would ask that all staff and parents/carers follow these guidelines:

- The tutor/mentor is granted access to one area of the home that has been sanitised prior to their visit by the parent/carer.
- The area used within the home is sanitised by parent/carer when the tutor/mentor leaves the session.
- The tutor/mentor will bring their own hand sanitiser and will use this before and after their session.
- The tutor/mentor will wear a visor and/or face covering throughout their entire session in the home.
- The tutor/mentor will provide their own drink for the session.
- We would like to encourage the young person to wear a face covering.

All of the guidelines within this policy are in place to help protect our learners and our staff. We ask that if there is anything within this policy that is unclear, that the parent, young person or staff member speak to the Director or a Centre Manager as soon as possible.

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards ‘n’ Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
06/09/2020	Linsey Spicer	



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