



Coronavirus / COVID-19 Policy

At ClubsComplete™, we take health and safety seriously. In light of the current outbreak of the Coronavirus (COVID-19) we have put together the following policy.

ClubsComplete™ recognises the importance of advanced planning in order to maintain services and limit the spread of the new coronavirus, known as COVID-19, within our setting.

ClubsComplete™ have put stringent measures in place to ensure your children can continue to enjoy their sessions with us in a safe environment. We believe these measures should give parents the comfort and assurances you need to continue booking your children into ClubsComplete™.

Any child who becomes ill with symptoms which could be COVID-19 whilst in our care will be isolated from the other children by at least two metres in a separate room until the child can be collected by his or her parents. The member of staff supervising the child will wear PPE and the area will be deep cleaned once the child has been collected. Staff will ensure that all windows in the room are open for ventilation whilst the setting is open. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. Once the child has left the premises, the staff will thoroughly disinfect/clean all surfaces and touchpoints they came into contact with (including the bathroom if used).

When parents/legal guardians pick up their child, a staff member will ask the parent to get the child tested and notify the company of the results. The child will not be able to re enter the setting until a negative test result has been presented to the company. If the parent/ legal guardian has made a booking for a future session from the date they are sent home, the sessions your child is unable to attend whilst awaiting a result will be placed into credit on your account.

If your child has a positive test that has been in one of our sessions, ClubsComplete™ will identify all close contacts of this child and inform all parents/ legal guardians that they have been in close contact with the positive case and advise them to get their child a test. The child who has been in close contact will not need to isolate whilst awaiting a test result and can attend the setting as normal as per the government guidelines. If your child test is positive you will be credited for bookings you have made until the child is able to re enter the setting after their isolation period.

Should any children or staff experience symptoms of COVID-19 they should remain at home

and not attend the setting until they test negative for the virus.

If a staff member shows symptoms whilst in a setting they will be asked to go get a test immediately and leave the setting. Another member of the company team or school staff will supervise the children until the end of the session.

If a staff member tests positive that has been in one of our sessions, ClubsComplete™ will identify all close contacts of this staff and inform all parents/ legal guardians that they have been in close contact with the positive case and advise them to get their child a test. The child who has been in close contact will not need to isolate whilst awaiting a test result and can attend the setting as normal as per the government guidelines.

If any staff or children have been in close contact with a positive case they will be asked to follow the government guidelines and will be able to continue to attend the setting as normal if they are aged under 18 years and 6 months or are double vaccinated.

The main symptoms of coronavirus (COVID-19) in adults are:

- 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)
- a 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

The main symptoms of COVID-19 for children are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

Infection control

Like the common cold and other flu viruses, COVID-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands.

Viruses can survive longer on hard surfaces than on soft or absorbent surfaces. We will limit the risk of catching or spreading COVID-19 within our settings by:

- Regular handwashing by staff and children
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
- Cleaning hard surfaces (eg door handles, light-switches, tables, etc) with sanitizer frequently
- Encouraging the children at the Club to follow the guidance above

- Instructing staff to remain at home if they display any relevant symptoms, or sending them home if they first display symptoms while at work.

At ClubsComplete™ we will promote infection control through the methods above, and in addition we will:

- Ask parents to collect children from the door of the school and staff will sign their child out when they are handed over
- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the settings
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal
- Staff have attended training and have updated training session throughout the term on infection control

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