

PROCEDURE FOR CITY KIDS PLAYCENTRE STAFF	
Before start of each working shift	<ul style="list-style-type: none"> • Before presenting for the start of each shift, every staff member is to self-assess for signs and symptoms of COVID 19 as listed by UK Gov. (fever, cough, sweats, sense of smell etc).
If signs and symptoms are present. But NOT YET tested positive	<ul style="list-style-type: none"> • If COVID 19 signs and symptoms are present, the staff member is to inform the City Kids Playcentre play leader, and immediately self-isolate for 14 days. The staff member should proceed to order and complete the Gov issued COVID19 test. • City Kids Play leader to inform the School Head teacher, and parents of the bubble that staff member is allocated to for awareness. • The staff member can present for work after isolation for 14 days or confirmed negative by Gov issued test.
If confirmed COVID positive	<ul style="list-style-type: none"> • If a staff member is confirmed positive or someone they have been in close contact with is confirmed positive, the Government Test and Trace programme comes into effect and appropriate isolation measures need to be taken. • City Kids Play leader to inform the School Head teacher, and parents of the bubble that staff member is allocated to.
30 minutes prior to session opening	<ul style="list-style-type: none"> • Prior to the start of service commencement, the facility (Parish Hall, School hall etc) areas and key surfaces (doorknobs, chairs, bathroom taps etc) is to be wiped down with a suitable disinfectant. • Ideally, windows opened for air circulation.
Child admittance	<ul style="list-style-type: none"> • See procedure for Parents and children. • Child entry will only be at the designated entrance door. Parents will not be permitted on site. • Each child is to immediately wash their hands as per Government guidance.
During service times	<ul style="list-style-type: none"> • All staff are to observe government COVID 19 guidance on social distancing, avoiding contact where possible, and hand washing. • It is recommended that staff are to self-monitor for presence of signs and symptoms of COVID19 and report the Playleader immediately should signs and symptoms are present. • Ideally, frequently touched surfaces such as doorknobs and chairs should be wiped down with a suitable disinfectant every hour.
Toilets	<ul style="list-style-type: none"> • Bathrooms can be used as usual by the staff and children. Strict handwashing is required. • Ideally hand sanitising should also be completed by each user afterwards.
Toys	<ul style="list-style-type: none"> • To avoid cross contamination, there will be a much-reduced selection of toys, costumes etc provided as each item will require wipe down following each individual use.
Food	<ul style="list-style-type: none"> • There will not be a buffet food service provided, nor self-serving of toast etc. • To avoid cross contamination there will be designated snack timeslot with a fixed duration, and food served to each individual child. • For each allocated snack timeslot, the allocated children are required wash hands prior to eating. They are not to share any food and return the used cutlery crockery and cups to the kitchen for washing. • Tables and chairs used for eating are to be wiped down with suitable disinfectant before and after each snack session. • Members of staff serving food must sanitise hands before serving and wear a mask during service
Cutlery crockery and cups etc	<ul style="list-style-type: none"> • Each child will be provided with their individual cups and crockery during snack time. These will be returned for washing in the dishwasher when they have finished eating, or if the designated eating time is completed.
End of shift	<ul style="list-style-type: none"> • At the end of service, the facility (Parish Hall, School hall etc) areas and key surfaces (doorknobs, chairs, bathroom taps etc) is to be wiped down with a suitable disinfectant. • Chairs stacked and tidied in readiness for the next shift
PPE, disinfectant, handwash, hand sanitiser etc	<ul style="list-style-type: none"> • PPE is generally required under government guidelines in the City Kids setting. City Kids is to be well stocked with visors, surgical masks, nitrile gloves and disposable aprons for use when required in accordance with Government guidelines. Such use primarily will be when close contact with the children is required to provide first aid treatment or when dealing with a child with COVID symptoms. • City Kids is also well stocked with hand wash, disinfectant and hand sanitiser for daily appropriate use by the staff and children.

PROCEDURE FOR PARENTS AND CHILDREN attending Breakfast Club and After School Club at City Kids Playcentre.	
Before attending City Kids Playcentre	<ul style="list-style-type: none"> • Before attending each Breakfast Club session, every child and member of that household is to self-assess for signs and symptoms of COVID 19 as listed by UK Gov. (fever, cough, sweats, sense of smell etc). • Before attending each Afterschool Club session, every child is to report to their class teacher if they are experiencing any signs and symptoms of COVID 19
If signs and symptoms are present. But NOT YET tested positive	<ul style="list-style-type: none"> • If COVID 19 signs and symptoms are present, the child's parent or the class teacher to inform the City Kids Playcentre play leader, and immediately make arrangements to isolate the child, parents are to collect then proceed with self-isolation of that entire household for 14 days. That household should proceed to order and complete the Gov issued COVID19 test. • City Kids Play leader to inform the School Head teacher, and parents of the bubble that child is allocated to for awareness. The bubble will remain operational unless there is a COVID positive test result. • The child can present for session attendance again after isolation for 14 days or confirmed negative by Gov issued test.
If confirmed COVID positive	<ul style="list-style-type: none"> • If a child is confirmed positive or someone they have been in close contact with is confirmed positive, the Government Test and Trace programme comes into effect and appropriate isolation measures need to be taken. • City Kids Play leader to inform the School Head teacher, and parents of the bubble that staff member is allocated to. • The bubble will close for 14 days, and all members of that bubble is to self-isolate accordingly.
Drop offs	<ul style="list-style-type: none"> • Parents and their child drop offs will be accepted at the designated entrance: Parish Centre door. • For simplicity, drop off and pickups is by ringing on the Parish Centre doorbell, just like prior to COVID19. • From there the child will be directed to where they should go for drop offs. And be called for at pickup time. We will review and revise this procedure regularly. • The parent will not be permitted inside nor the playground. • Parents are encouraged to hand sanitise before ringing on the doorbell and recommended to wear a face covering. • Parents will also be asked to adhere to social distancing guidance during drop off and pick up times; and to avoid gathering with other parents for social chatter. • Each child is to immediately wash their hands as per Government guidance.
Play area, handwash/ sanitising	<ul style="list-style-type: none"> • The children are to play only in their designated area under supervision. • Ideally frequent handwash sanitising is recommended. E.g. Each time they leave and re-enter their designated bubble play area. From toilets etc.
Toilets	<ul style="list-style-type: none"> • Bathrooms can be used as usual by the staff and children. Strict handwashing is required. • Ideally hand sanitising should also be completed by each user afterwards.
Toys	<ul style="list-style-type: none"> • To avoid cross contamination, there will be a much-reduced selection of toys, costumes etc provided as each item will require wipe down following each individual use.
Food	<ul style="list-style-type: none"> • There will not be a buffet food service provided, nor self-serving of toast etc. • To avoid cross contamination there will be designated snack timeslot of a fixed duration, and food served to each individual child. • For each allocated snack timeslot, the allocated children are required wash hands prior to eating. They are not to share any food and return the used cutlery crockery and cups to the kitchen for washing. • Tables and chairs used for eating are to be wiped down with suitable disinfectant before and after each snack session.
Cutlery crockery and cups etc	<ul style="list-style-type: none"> • Each child will be provided with their individual cups and crockery during snack time. These will be returned for washing in the dishwasher when they have finished eating, or if the designated eating time is completed.
Pickups	<ul style="list-style-type: none"> • Parental child pickups will be accepted at the designated entrance: Parish Centre door. Procedure as per Drop offs. • Parents will not be required to sign the child out on the time-sheet.

Email proforma template emails to bubbles

If symptoms present **but not confirmed**.

Dear Parents/carers,

We are writing to inform you that in your child's bubble, there has been an instance of an individual presenting a symptom of covid-19 (high temperature / new, continuous cough or a loss or change to your sense of smell or taste), therefore this has been deemed to be a possible case of coronavirus. **At present, your child may continue to attend the setting as normal.**

We are following the advice and guidance from the Department for Education which states that: When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation if they are well for 48 hours and no one in their household or support bubble has symptoms and they have not been asked to isolate for 14 days by NHS Test & Trace.

Where the child, young person or staff member tests positive, the rest of their bubble within their childcare setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider bubble do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Anyone will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario. Visit www.gov.uk/government/publications/covid-19-stay-at-home-guidance

If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

At present the case is not confirmed. However, we will let you know the result as soon as possible and if the case proves positive, we need to go ahead with closing the bubble and asking all its members to self-isolate.

In the meantime, can we please take this opportunity to remind you of the steps that we can all take to minimise the risk of spreading infection. It is important to remember that people can have and spread the infection even when they don't have symptoms. These simple measures are:

- Wash your hands for 20 seconds regularly, use hand sanitiser where hand washing is not possible.
- Stay 2m away from people not in your household where possible. Wear a face covering when in enclosed public spaces, where social distancing is not always possible (e.g. public transport).
- If you develop symptoms of COVID-19, however mild, then you must isolate, along with your household contacts, and get a test.

As for each bubble we carried out a deep clean and disinfected all the areas surfaces, toys and games that the yellow bubble used this week.

If you have any question or concerns, please do not hesitate to contact us on xxxxxx

Yours sincerely,
Sue

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City Kids Playleader

Email: xxxx
Mobile: xxxx

<p>Confirmed NEGATIVE</p>	<p>Dear Parents/carers,</p> <p>We are writing to inform you that the previously suspected COVID case has returned a negative result. To this end the bubble will continue to operate. That child/children involved will return to the bubble setting after they have completed their period of isolation. Your child may continue to attend the setting as normal.</p> <p>In the meantime, can we please take this opportunity to remind you of the steps that we can all take to minimize the risk of spreading infection. It is important to remember that people can have and spread the infection even when they don't have symptoms. These simple measures are:</p> <ul style="list-style-type: none"> • Wash your hands for 20 seconds regularly, use hand sanitiser where hand washing is not possible. • Stay 2m away from people not in your household where possible. Wear a face covering when in enclosed public spaces, where social distancing is not always possible (e.g. public transport). • If you develop symptoms of COVID-19, however mild, then you must isolate, along with your household contacts, and get a test. <p>As for each bubble we carried out a deep clean and disinfected all the areas surfaces, toys and games that the yellow bubble used this week.</p> <p>If you have any question or concerns, please do not hesitate to contact us on xxxxxx</p> <p>Yours sincerely,</p> <p>Sue</p> <p>City Kids Playleader Email: xxxx Mobile: xxxx</p>
<p>Confirmed POSITIVE</p>	<p>Dear Parents/carers,</p> <p>We are writing to inform you that the previously suspected COVID case has returned a POSITIVE result.</p> <p>As previously communicated, where the child, young person or staff member tests positive, the rest of their bubble within their childcare setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider bubble do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Anyone will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario. Visit www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>To this end the bubble will close until XXX and all members of the bubble to isolate. We will update you when service can resume for that bubble.</p> <p>In the meantime, can we please take this opportunity to remind you of the steps that we can all take to minimize the risk of spreading infection. It is important to remember that people can have and spread the infection even when they don't have symptoms. These simple measures are:</p> <ul style="list-style-type: none"> • Wash your hands for 20 seconds regularly, use hand sanitiser where hand washing is not possible. • Stay 2m away from people not in your household where possible. Wear a face covering when in enclosed public spaces, where social distancing is not always possible (e.g. public transport). • If you develop symptoms of COVID-19, however mild, then you must isolate, along with your household contacts, and get a test. <p>As for each bubble we carried out a deep clean and disinfected all the areas surfaces, toys and games that the yellow bubble used this week.</p> <p>If you have any question or concerns, please do not hesitate to contact us on xxxxxx</p> <p>Yours sincerely,</p> <p>Sue</p> <p>City Kids Playleader Email: xxxx Mobile: xxxx</p>

RESUMPTION of service	<p>Dear Parents/carers,</p> <p>We are writing to inform you that services for your child's bubble can resume from xxx, following 14 days of closure and isolation.</p> <p>As previously communicated we are following the advice and guidance from the Department for Education which states that when a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.</p> <p>In the meantime, can we please take this opportunity to remind you of the steps that we can all take to minimize the risk of spreading infection. It is important to remember that people can have and spread the infection even when they don't have symptoms. These simple measures are:</p> <ul style="list-style-type: none">• Wash your hands for 20 seconds regularly, use hand sanitiser where hand washing is not possible.• Stay 2m away from people not in your household where possible. Wear a face covering when in enclosed public spaces, where social distancing is not always possible (e.g. public transport).• If you develop symptoms of COVID-19, however mild, then you must isolate, along with your household contacts, and get a test. <p>As for each bubble we carried out a deep clean and disinfected all the areas surfaces, toys and games that the yellow bubble used this week.</p> <p>If you have any question or concerns, please do not hesitate to contact us on xxxxxx</p> <p>Yours sincerely, Sue</p> <p>City Kids Playleader Email: xxxx Mobile: xxxx</p>