

## SSG COVID-19 Operational Process

### OAA Days 2020 – Parents/Guardians Information and Guidance

Thank you for your recent booking with SSG.

As coronavirus (also known as COVID-19) continues to impact the UK, it is important that we are operating under the following guidelines to ensure safety and best practice for our participants and staff across all areas of our organisation.

SSG has put the following processes and procedures in place, in line with Government guidelines to support the safety and health of every staff member, participant and visitor on site.

We want to reassure all customers who are using our services that we taking the current pandemic we are all facing at the forefront of our operation and have produced the following information to ensure you are fully aware of what we have done.

**Symptoms:** If you or your child(ren) are experiencing any symptoms of Covid-19 before your booking, please DO NOT come onto site. If your child(ren) feels unwell during the day, please inform them that they should speak to their group leader or manager as soon as possible and a parent/guardian will be called to come and collect them. Please follow the government guidelines on self-isolation.

**Before the programme:** All essential information forms must be completed and emailed back to [info@ssgservices.co.uk](mailto:info@ssgservices.co.uk) before you arrive on site. You will only need to fill this out once, for all children attending, but they can be updated if any information changes. These forms will NOT be available on site to fill in and children CANNOT attend any of SSG programmes without them. If this hasn't been completed before your first day, you will be asked to go and complete this and then we can accept your child.

**Drop off/Pick up:** All visitors, staff and participants will adhere to the drop off and pick up social distancing processes in place.

#### You can drop off and pick up children as follows–

<b>AM session</b>	Drop off between 9.45am – 10.00am
	Pick up between 12.45pm – 1.00pm
<b>PM session</b>	Drop off between 12.45pm - 1.00pm
	Pick up between 3.45pm – 4.00pm
<b>All Day session</b>	Drop off between 9.45am – 10.00am
	Pick up between 3.45pm – 4.00pm

#### **OAA Activity Days:**

- When dropping off or picking up and the start and the end of the day you must allow more time than usual due to stricter guidance in place to adhere to Social distancing.

- Parents/Guardians will drop off and pick up through the brown side gate on site. You will be greeted by the Project Lead on site who will lead the children into the facility.
- We ask that Parents/Guardians do NOT enter the building on drop off and at pick up and will sign the child in and out on the document at the front of the entrance table. (we advise to bring your own pen with you, but we will have these on site).
- When on site you must follow the social distancing measures in place. There will be markers on the floor to identify a 1m distance between each area.

**Group sizes and ratios:** Groups will be kept to 1 adult to 12 children at all times. These groups will rotate around activities and throughout the day will remain in their groups of 12.

Within the groups, there will be 'pods' of 4. The children will remain in their pods throughout the day. In one group of 12 there will be 3 Pods. Rooms and activity spaces are set out to adhere to this.

**Movement around site:** throughout the day onsite there is a strict timetable that the groups and staff will adhere to, to support Government Guidelines. Individual groups will move around on their own timetable. This includes staggered group movements, lunchtimes, and breaktimes. Only 1 group will move around the site at any one time.

**Cleaning:** SSG has a thorough cleaning process in place to ensure we are adhering to government guidelines. The facility is thoroughly cleaned every morning before the programme begins and at the end once the programme has finished.

SSG has allocated cleaning equipment for each room and SSG staff will ensure that surfaces, equipment and items that are used throughout session are cleaned after the group has used it.

**Hand Washing:** Staff and participants will wash their hands after every activity and before moving around site, this occurs around every hour. SSG have a set hand washing room for participants to use.

**Social Distancing:** Staff and participants are to adhere to SSG's social distancing policy in place whilst on programme.

**Track and Trace:** SSG will monitor who is coming on to site each day. Registers and sign out sheets will identify who is dropping off and picking up from site and at what time. Parents and guardians will sign the appropriate documents in line with Government Guidance

#### **Entrance Area:**

All entrances and gates will be kept locked throughout the day.

#### **Activity Areas**

Inflatable Fun and Hall space

Below are the requirements that are in place to protect the staff and participant on site.

- The sports hall will be split into areas where participants will be able to partake in particular activities when they are in the hall.
- The pods will be allocated an area each to use
- Once the area has been used and ready to change round the SSG staff member will then spray, clean and wipe down that area ready for the use of the next Group or pod.
- Pods 1, 2 and 3 will be used for activities and sports

**Activity Rooms:**

Rooms will be set up to support and adhere to the 1m social distancing requirements in place. For example – 1 pod will have access to their own table area and equipment on that table. This equipment and table will be thoroughly cleaned by the SSG staff member after use.

Markings will be displayed on the floor to indicate moving around the site. There will also be clear signs on display for parents, participants and staff to follow.

**Finally**

We have asked all participants and customers to monitor the latest guidelines and if experiencing any symptoms to avoid attending provision and coming in to contact with others.

We will continue to monitor governmental guidelines and update our advice where required.

Kind Regards,

**SSG**