

## 

Covid-19 Policy

**July 2020**

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**Executive Summary**

The COVID-19 (Coronavirus) epidemic has developed rapidly. This document sets out Inspire, Chorley Youth Zones policy on actions to be taken in response to the epidemic. Under the direction of Chorley Borough Council and Onside, Inspire, Chorley Youth Zone shall follow NYA guidance first and foremost and also take the guidance from central government and the NHS. It should be noted that any compelling advice issued by these agencies will take precedence over the actions set out in this policy. We recognise that some of the young people in our care are among the most vulnerable members of society and so may need additional precautions. We also recognise that for many of the young people, the routine and structure is extremely important for their wellbeing, so we aim to maintain normal routine as much as possible through online activities and targeted youth work. The Youth Zones policy in response to the COVID-19 epidemic is summarised below and the full policy can be found on the Youth Zones website. Some of these are additional measures and some are a continuation of our already existing health and safety policy. We intend to limit the risk to children and staff by:

* The introduction of additional personal hygiene requirements for staff and children as they move around the Youth Zone, such as hand washing/sanitising. Extra hand sanitising stations have been introduced, with posters erected to encourage this and illustrate the importance of it.
* The limitation of Young Persons travels by the cancellation of residential trips and by reviewing the risk of even local activities.
* The limitation of activities carried out in the Youth Zone building, including limiting or eliminating close contact activities and limiting the numbers of those attending by invitation only. Groups to be small in size and consisting of cluster groups of the same young people and staff/volunteers.
* The limitation staff/volunteer travel – staff and volunteers should not attend external events such as conferences, training, or exchanges.
* The minimising of visitors/contractors – face to face meetings to be kept to a minimum and socially distanced, use of video conferencing to be used when possible. Contractors carrying out essential maintenance/compliance will be allowed to come into the building.

**Inspire, Chorley Youth Zone policy towards staff/volunteers and member illness will be that:**

* if a member of staff/volunteer or member shows symptoms that would require ‘self-isolation’ under the current Government guidance, they will be sent home immediately to ‘self-isolate’.
* sick pay will be paid to staff who are self-isolating in line with government guidance.

Reopening will be carried out by using the current NYA guidance for opening and managing youth sector activities and spaces and government advice using the guidance for the safe use of multipurpose community facilities setting.

<https://nya.org.uk/guidance/>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

The Chief Executive in conjunction with the Chair of Trustees has the discretion to close the Building if in their judgement:

* The overall staffing absence level is so high that the safety of the young people cannot be guaranteed and/or
* The rate of staff/volunteer or member illness is excessive.

1. **Responsibilities**

**1.1 Chief Executive**

The Chief Executive is to maintain and update all information relating to the development of the epidemic and under the direction of Chorley Borough Council and Onside, shall follow NYA guidance first and foremost and also take the guidance from central government and the NHS.

**1.2 Inspire, Chorley Youth Zone Staff will:**

* Follow the measures put in place, such as social distancing and personal hygiene.
* Follow government guidance on self-isolation.
* Report symptoms immediately (to the Chief Executive and/or HR Staff) and leave work to go home and to self-isolate.
* Report any concerns regarding a member displaying relevant symptoms.

1. **Objectives**

* To minimise the risk to members, staff, and volunteers during the COVID-19 epidemic.
* To carefully consider and implement ongoing Government advice.
* To maintain full awareness of the vulnerability of a large proportion of our members and to always act accordingly.
* To maintain full awareness of the fact that for many of our members, the routine and structure is extremely important for their wellbeing and aim to maintain as normal a routine as much as possible, through online activities and targeted youth work.

1. **Hygiene Precautions**

Staff/volunteers and members will be required to follow the government advice on regular hand washing as being the best method of avoiding transmission of the virus. Soap, hand sanitiser and tissues will be available in the Youth Zone. Signs and posters will be used to remind staff/volunteers and members of the above.

1. **Travel**
   1. **Members Travel**

All members and parents/carers travelling to the Youth Zone will be reminded of the current Government guidelines having lifts/drop offs away from the main entrance and performing hand hygiene when entering the Youth Zone.

**4.2 Staff Travel**

All staff/volunteers travelling to work need to comply with current Government guidelines having lifts/drop off away from the entrance and performing hand hygiene when coming into work.

Staff/volunteers should not attend external events such as conferences, training and/or information exchange visits to other schools until further notice.

* 1. **Outreach & Detached Youth Work**

All outreach work in schools, community centres, etc. will not be carried out during the Covid-19 pandemic. However detached youth work in open spaces will continue, all staff/volunteers carrying out this work need to comply with current NYA guidance and Government guidelines following social distancing measures and performing hand hygiene regularly.

1. **Visitors to Inspire, Chorley Youth Zone**

**5.1 All non-essential visits to site and meetings are to be kept to a minimum until further notice. Face coverings must be worn unless exempt, including members over the age of eleven.**

* Face to face meetings to be kept to a minimum and socially distanced, use of video conferencing to be used when possible. Contractors carrying out essential maintenance/compliance will be allowed to come into the building with specific permission from the Chief Executive or Facilities Manager and must have carried out a specific Covid-19 risk assessment and have a policy/ working procedure for Covid-19.
* All visitors/contractors to be briefed on current Inspire, Chorley Youth Zone Covid-19 policy for visitors and contractors and complete a health questionnaire/ declaration.
* Visitors/contractors are **not** permitted on site if showing symptoms of the virus and/ or living in the same household as those who are, to be checked by site contact.

**5.2 Other visitors to Inspire, Chorley Youth Zone can be admitted provided.**

* The visit is essential for the health or wellbeing of a member.
* The visitor is not showing any symptoms that would require ‘self-isolation’ under the current NYA and government guidance.
* The visitor follows the hand washing / sanitisation requirements.

1. **Illness of Member of Staff/volunteer or Member**

**6.1 Sending home staff/volunteers or members who become ill**.

If a member of staff/volunteer or member becomes ill, the symptoms will be assessed against current Governmental advice. If the symptoms are consistent with a requirement to ‘self-isolate’ the member of staff/volunteer or member will be sent home. It is recognised that the judgement about whether the symptoms are consistent with the need to self-isolate may be difficult for mild symptoms. Where it is uncertain, Inspire, Chorley Youth Zone will err on the side of caution and assume that self-isolation is appropriate, unless medical advice to the contrary is obtained. Inspire, Chorley Youth Zone recognises that this is likely to result in a significant increase in staff/volunteer and/or member absence from the Youth Zone, but also that this is appropriate to limit the risk to all staff/volunteers and members of Inspire, Chorley Youth Zone and their families.

**6.2 Sick Pay**

Sick pay will be allowed to staff who are self-isolating in line with the Government advice and this policy.

1. **Inspire, Chorley Youth Zone Temporary Closure**

From July 4th 2020 and following completion of an action plan and risk assessment (consistent with the NYA guidance on managing youth sector activities and spaces during COVID-19), individuals may gather indoors or outdoors, provided there are no more than 15 people per group. Where possible, the groups should be smaller. Current Government advice is that multipurpose community facilities settings are to reopen from temporary closure in response to the COVID-19 epidemic from July 4th 2020. The NYA guidelines for this will be followed. If the advice changes and another lockdown is deemed essential the Youth Zone will temporarily close for a period of time advised by Chorley Borough Council.

However, the Chief Executive, in conjunction with the Chair of Trustees has the discretion to close the Youth Zone, if in their judgement:

* the overall staffing absence level is so high that the safety of members cannot be guaranteed and/or
* the rate of staff/volunteer or member illness is excessive.

1. **Staffing Levels**

**8.1 Delivery Staff**

The safety of our members while in the Youth Zone is our overriding priority. The varying needs of our members means that it is not possible to specify a simple number of staff/volunteers that are needed to ensure their safety. Our ability to ensure the safety of our members will be assessed daily and in careful consideration of the individual needs of each member and/or each group. If in the judgement of the Chief Executive/Youth Work Manager, there are insufficient staff to ensure the safety of all members, one or more activities/groups may be closed for a period and the relevant members sent home.

**8.2 Administrative Staff**

It is necessary to maintain many of the administrative functions of Inspire, Chorley Youth Zone, even if the building is closed. If there is significant staff absence in the administrative functions, precautions to reduce the risk of not meeting the essential requirements will be implemented. These may include for example:

* the separation of key personnel into different offices/rooms.
* staff being required to work from home.

1. **Review Period**

This policy shall be reviewed as new advice becomes available.

1. **References**

<https://nya.org.uk/guidance/>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

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<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

1. **Guidance**

<https://nya.org.uk/wp-content/uploads/2020/07/Amber-Aware.v2.5.pdf>

<https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final_17_06_20-1.pdf>

<https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Readiness-Toolkit.pdf>

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<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

https://youthworksupport.co.uk/