

Dear Parents & Carers

We have set out some COVID -19 guidance and expectations below.

Due to Covid-19 we are following strict guidelines from the Government and governing bodies to keep everyone as safe as possible. Therefore it is important that if your child is unwell or anyone within your household is displaying COVID-19 related symptoms it is essential that you do not attend the Playscheme and self-isolate.

In addition, if anyone within your household has been advised by NHS Test & Trace as 'a close contact' you must isolate at home for 14 days.

If your child starts to display COVID-19 related symptoms whilst attending the playscheme you will be required to come and collect your child immediately.

Key measures:

To minimise the risk of infection we have a much reduced capacity with a maximum of 9 children at Lings Forum. This minimises the mixing of groups and keeps the group more consistent. We will also keep our staffing as consistent as possible as well as make changes to how we operate to allow for social distancing between children.

For further guidance on how we are protecting our customers and our staff please visit our website where you can find our updated Safe Environment Plan. Here are some of the key measures we have put in place:

- We have vastly reduced and limited the participant numbers
- We have introduced a verbal health check on arrival for both staff and children
- Introduced a new entry and exit just for our playscheme children
- Our experienced and qualified staff have undergone additional Covid 19 training and will adhere to our organisations Safe Environment Plan. The Plan has been developed using guidance developed by UK Active, the leading leisure industry body
- All activities have been developed with social distancing in mind
- Where possible the activities will take place in the large sports hall and the InnBox studio
- Children will be asked to wash their hands on arrival and frequently throughout the day
- Sanitiser will be available throughout the day
- Cleaning of regular touch points will be carried out throughout the day
- The playscheme will be using a designated toilet facility which is not accessible to other centre users

Collection and drop-off

We request that only 1 adult drops off their child in the morning and then collects their child at the end of the day.

It is particularly important during the coronavirus (COVID-19) outbreak that we have your most up-to-date contact details in case of an emergency, such as your child falling ill with

coronavirus (COVID-19) symptoms while attending the setting. You will therefore be expected to complete an admission form either when you arrive, or prior to your child's first day by downloading a form from our Trilogy Holiday Playscheme webpage at www.trilogyleisure.co.uk.

Please be patient on arrival as we will need to allow for all customers to complete a form whilst maintaining social distancing, unless you have completed this prior to your arrival. On entering our facilities we ask that you wear a face covering for the protection of others.

Registration make your way to reception where you will be advised as to where registration is taking place. A member of our team will greet you and help complete the signing in process. We respectfully ask that you please adhere to social distancing.

On arrival children will be asked to use the hand sanitiser provided and have their temperature taken. The washing of hands will be completed at regular intervals throughout the day.

Children will then be expected to choose a seat at a table and take part in an activity until all children have arrived.

At the end of the day between 5:00-5:30pm children will have all their belongings with them ready to go making the collection procedure as quick straightforward as possible. Please again report to reception on arrival.

If you arrive before the 5pm signing out period please call our customer service team on 01604 838333 who inform the playscheme manager and detail the appropriate collection procedure.

Please also be aware that we operate a password system whereby we will request a password unique to you each time you collect your child. This will be arranged with you on the morning of your child's first day. Please make sure that any other individual authorised to collect your child is aware of the password.

What to bring – Checklist:

Children must not bring rucksacks to the setting, only a small carrier bag with your child's name on it is allowed.

- Your child must bring their own water bottle and food (packed lunch/healthy snack). This must be in a hard plastic container and it will be sanitised on arrival by a member of staff.
- Children cannot bring their own toys with them. We will however allow a handheld tablet or games console which can only be used by the owner and games must be age appropriate.
- Inhalers/Epi pens if applicable.
- Please remember mobile phones are not allowed in the setting.

Activities - Contact with individuals will be minimised.

- Staff and children attending will wash their hands more often than usual, this includes on arrival, before and after activities and before and after using toilet/washroom facilities
- Equipment such as sports kit and craft resources will be cleaned regularly including at the beginning and the end of each day.
- Trilogy Holiday Playscheme will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Frequently touched surfaces will be cleaned more often than usual using standard products, such as detergent or antibacterial spray/cloths
- There will be an increased frequency of cleaning of toilets and washrooms
- Where possible we will make extensive use of the large secure outdoor space available at Duston Sports Centre. This will allow for greater social distancing and better ventilation.

If your child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must stay at home and you should follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If your child becomes unwell while at a setting, a member of our team will call you immediately to come and collect them. While your child is awaiting collection they will be kept separately from others by a distance of at least 2 metres. When you collect your child you should take them straight home; do not visit the GP, pharmacy, urgent care centre or a hospital. In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

Your child should then self-isolate for 10 days and you should arrange a test for them as soon as possible to see if they have coronavirus (COVID-19). You can do this by visiting [NHS.UK](#) or contact NHS 119 via telephone if you do not have internet access. You and other fellow household members should also self-isolate.

If your child tests negative, they can usually return to the setting and the fellow household members can end their self-isolation subject to confirmation from local health protection professionals.

If your child tests negative but is unwell, they should not return to the setting until they are recovered.

If your child tests positive, NHS Test and Trace will speak directly to those that have been in contact with your child to offer advice. This advice may be that the rest of the group within our setting should be sent home and advised to self-isolate for 14 days. Household members should always self-isolate at home.

We look forward to seeing you!

The Trilogy Holiday Playscheme Team