

COVID-19 HEALTH AND SAFETY GUIDELINES FOR PARENTS AND CARERS

So that all candidates can return safely we ask that you adhere to the following Covid-19 guidance:

- If a candidate is showing any symptoms of COVID-19 that include a new, continuous cough or high temperature, or has a loss of, or change in, their normal sense of smell or taste (anosmia) – **or if someone in their household is showing symptoms**. Please do not come in.
- Arrange a test if you or your young person develops Covid-19 symptoms: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
- It's important that you let us know straightaway if the test is positive, follow the government's stay at home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- It is also very important that you engage with the NHS Test and Trace service, so that they can help identify who you have been in contact with. For further information about this please visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>
- If a candidate shows any Covid-19 symptoms whilst at Team Domenica they will be sent home and advised to follow the government guidance regarding self-isolating and will be asked to arrange a test to see if they have coronavirus. **Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.**
- If a candidate is awaiting collection, they will be isolated in a designated room with ventilation with appropriate adult supervision. Staff will be provided with the appropriate PPE for caring with someone who is symptomatic.
- All areas where the symptomatic person has been will be deep cleaned that day.
- If a candidate undergoes a Covid-19 test we require evidence of a negative outcome before returning to Team Domenica. **If the test is negative, candidates can return to Team Domenica once they are feeling better and no raised temperature for 48 hours.**

- **If a candidate tests positive they must isolate for 10 days from the onset of symptoms.** They will only be able to return to Team Domenica if they do not have symptoms, other than a cough or loss of a sense of smell or taste (cough or anosmia can last for several weeks after the infection has gone). If the candidate has a temperature they should continue to self-isolate until the temperature returns to normal.
- If the area where the candidate lives is required to 'lock down' then individual arrangements will be made following a risk assessment. It might be that remote learning will need to take place

Outbreak of Covid-19 at Team Domenica

If Team Domenica is aware that someone within the organisation has tested positive for Covid-19, we will contact the local health protection team. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were in close contact with that person.

Close contact means:

- Direct contacts – face-to-face contact for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact.
- Proximity contacts – extended close contact (within 1-2 metres for more than 15 mins)
- Travelling in a small car with an infected person.

Households of those sent home in these circumstances will not need to self-isolate unless the person in close contact starts to display symptoms.

If there is more than two confirmed cases at Team Domenica this may be considered an outbreak and Team Domenica will work with the health protection team. In some cases, health protection teams may recommend that a larger number of other candidates self-isolate as a precautionary measure. It is unlikely that a whole setting

closure will occur, unless staffing levels are adversely affected.

Team Domenica candidate protocol from September 2020.

To ensure that we keep candidates as safe as possible we have created a **candidate protocol**. There is a lot of information but please be reassured that this will be fully explained and reinforced to candidates during their induction period.

Arriving at Team Domenica:

- Candidates are to stay in allocated bubbles and not mix between bubbles wherever possible.
- Candidates will have a 15-minute time slot to ensure drop-offs and pick-ups are staggered.
- Please make every attempt to arrive during your time slot – no earlier. Candidates need to be prepared to wait if they arrive at the same time as other candidates
- All candidates will have their temperature checked and recorded on arrival at the site.
- Anyone with a temperature of 37.7°C or higher will be sent home – see Covid-19 guidance above.
- When temperatures are taken parents/carers must wait outside until the temperature is read and cleared.
- On arrival at the centre everyone must use the hand sanitiser provided; wipe their bags with sanitiser wipes provided; then go to the toilets to wash their hands following the 20 second rule.
- Bags/belongings to be kept with candidates at the desk, or hung on downstairs peg if working in the café. Belongings not to be touched by anyone else. At other sites staff will let candidates know where to place bags/belongings.
- Candidates to bring own pencil case with pens, pencils, ruler, coloured pens, rubber. This equipment is not to be shared or left on desks at the end of the day. We can provide clear named pencil cases if needed.

Lunch/break at Team Domenica:

- Candidates can bring own packed lunch and drink bottle which is to be consumed at their designated work zone or desk for the day as directed by staff.
- If candidates wish to order food and drinks from the Preston café this is not to be consumed in the public area – it is to be consumed either at their desk or separate area in café sectioned off from customers. Orders can be placed in the cafe first thing in the morning after hand washing, and staff will bring orders up at break and lunch time.
- Lunch/snacks can be purchased at the Team Domenica Dome café where a designated table will be provided for candidates.
- If candidates are independent travellers they are permitted to leave the site at break end and or lunch time. They will be signed in and out by staff at Reception. They need to wash hands and sanitise when coming back into the building.
- Breaks/lunch to be taken at their allocated work zone or desk and desks to be cleaned by candidates before and after use.

Washing Hands/Social Distancing at Team Domenica:

- Hand washing is one of the simplest ways to stop Covid-19 from spreading. If possible please practise hand washing regularly with candidates at home so that we can all reinforce good habits.
<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Candidates will be asked to wash hands on arrival and before and after lunch or when preparing or consuming food.
- Candidates to bring in own pocket hand sanitiser and tissues for their own use during the day. Sanitiser and tissues will also be available on every site.
- Although candidates are in bubbles we aim to adhere to social distancing rules of 2m wherever possible. We have marked out work zones and one-way systems on all sites. Candidates will be given training during their induction weeks.
- If staff or candidates are in close proximity to each other of between 1-2 metres, as may happen during café training, we will try and limit this time to 10 minutes max.

Face coverings/Masks

- Disposable face masks will be supplied by Team Domenica when candidates are working in Preston/Hove or Dome café. If candidates are working front of house a mask must be worn.
- Masks are advised to be used if travelling on public transport. Candidates must use a different mask on public transport to the one worn in the centre.
- Candidates should provide their own masks for use in communal areas and this must be kept safely in a plastic bag when not in use. Please ask Danielle/Justin if you would like us to supply you with a plastic zip lock bag.
- Candidates do not need to wear a mask if positioned at a desk with screens or during activities where 2 metre distancing is in place.
- Fabric masks must be washed daily. Disposable masks must be replaced daily.

Further points to consider prior to returning:

- The training centre will look and feel very different to what the candidates remember. The layout will be different with lots of floor markings in place. Staff will use the induction weeks to settle candidates in and explain any signage/markings.
- Parents/ carers must explain to the candidates that only a pencil case, phone, money and lunch is to be brought into the centre. Belongings in bags must be kept to a minimum to keep everyone as safe as possible.
- Candidates will have to remain at the same work zone/desk with the same groups for entire day/ session. They will not be able to move around as before other than to go to the toilet one at a time. They cannot sit in the café at Preston for breaks/lunch as they have done in the past. We hope with training and practise these changes to routine will get easier to accept.
- If candidates are nervous about starting, returning or have any other concerns please contact personal mentors and let them know so that we can fully support candidates as best as possible.

If you have any questions or concerns over the next few weeks that cannot be resolved by contacting candidates' personal mentors then please don't hesitate to contact Lisa Campbell-Squires directly.

Although there is a lot of change to routine due to Covid-19 we hope that candidates will also enjoy all the new experiences we are offering this academic year at Team Domenica.