

Covid Secure Workplace Information and Processes for Staff and Volunteers

Following the guidance from the UK Government in respect of the recent global pandemic leading to the lockdown of all work places (excluding key business) the Dame Vera Lynn Children's Charity building was lockdown in March 2020. In June of this year the government has released a set of guidelines which if adhered to the work place is deemed to be Covid Secure. This means that employees are able to return to the office, however (at time of writing 16/06/2020) the guidance is for employees to continue to work from home if they are able.

The following guidance is in line with the Covid Secure Workplace guidance and must therefore be adhered to at all times. Failure to do so may result in a written warning, continued failure to adhere may result in dismissal. These guidelines are in place to keep every employee, volunteer and family safe.

By adhering to these guidelines if you are contacted by the NHS Track and Trace service to advise that someone you have come into contact with at work now testing positive to Covid 19, you do not need to self-isolate at home.

Staff should remain at all times distanced as per the government guidelines, at time of writing this is 2 meters (4 carpet tiles) apart from each other, volunteers and where possible families.

Staff are not to encourage holding of children or any physical contact where possible.

All staff should use the hand sanitizer when entering or existing the building. Pumps are being installed at a number of locations around the building and these should be used. Staff should encourage families to use them too.

Reception Area

Families when they return to the centre will not be able to sit and have a cup of tea/coffee in the normal way, they will need to enter the building and go straight to the service room for their session. At the end of their session they will need to leave straight away. The only exception to this is the use of the toilet, this can be done by walking through the office space, parents and children must not be encouraged to stand and chat in the walkway. Parents must take their child with them to the toilet or leave with another adult that takes them outside the building.

All toys, books and resources have been removed from the reception area, this is discourage children from playing in that area. This will return when the government guidance changes and it is felt by the Head of Centre that it is safe to reinstate.

Kitchen Area

Only one member of staff to be in the kitchen area at any one time. Staff are not to make drinks for anyone by themselves.

All worktops, sink, kettle, fridge handle, microwave and any other surface to be wiped with the surface wipes by the first person in the office in the morning, at lunchtime and in the afternoon.

The door handle to the office should be wiped both sides every hour.

All cups, plates etc to be placed in the dishwasher and run every night. Dishwasher should be emptied by the first person in each morning.

No tea towels or hand towels to be used, blue roll is provided.

Toilet area

Only one person to be within the toilet area at any one time (therefore only one toilet to be used at any time)

All surfaces to be wiped with the surface wipes before leaving the toilet area.

All surfaces to be wiped with surface wipes, toilets cleaned and floor mopped and hand towel bin emptied at the end of every day.

No hand towels to be used, there are paper towels to be used.

Office Space

All desks, keyboards and phones to be wiped before you start working at a station. Staff should not share any equipment or sit at any desk that is not their designated desk.

When having a meeting/conversation staff should ensure that they are sat either alongside each other or facing each other more than 2 meters apart.

Bin should be emptied at the end of each day and taken outside to the wheelie bin.

For the coming months staff should not invite people to meet in the office, as much as possible meetings should be done online via Zoom or Microsoft Teams. If it is not possible to meet in this way meetings should be contacted in well ventilated spaces and be kept short.

Sensory Room

For the coming months this room is not to be used. Please support families to walk through the room but not to stay in that room for any period of time.

Service Room

The service room will be/has been fitted with lino, where possible all sessions to take place on the lino, this it to be mopped at the end of each session.

All equipment used needs to be set aside when used and then cleaned at the end of each session.

Staff to plan sessions that as far as possible they are able to instruct and not facilitate the children, the charity understands that this is not always possible,

but physical contact should be kept to a minimum. Contact between children/families should also be kept to a minimum.

Children/families should not where possible share equipment, eg passing a ball between each other should not happen.

Where possible children should spend as much time as possible observing the 2 meter distance.

Families should be welcomed and asked to go to the service room without stopping for a chat. For some families this will be a challenge but should be encouraged by all staff.

Staff leading sessions should ensure that they only lead one session each day. The number of people in the room is kept to a minimum, there should be for the time being no people visiting to watch a session.

If a family wish to join a session via zoom this can be done, the Outreach Worker or other session lead to use the ipad to join the Zoom sessions and then support the family to join the session. Parents will be informed before the start of the session what equipment they are likely to need throughout the session.

Music Room

The music room should only be used by 1 person at a time, for the coming months this room can be used as a meeting room. Staff should not meet with a family in this room unless the door and windows are open. The room should then be cleaned, including the hard surfaces being wiped, the door handles being cleaned with surface wipes.

Upstairs Office Space

As with the music room, this room should only be used as a brief meeting area for staff, windows and doors should be kept open and all surfaces wiped after the meeting. This room should have no more than 2 members of staff how should remain at a minimum distance as directed by the government. (2 meters at time of writing)

General Points

Staff and volunteers to remain vigilant, and ensure that they support each other and families to keep safe.

If staff start to feel unwell they should inform the Head of Centre and work from home/stay home for 2 weeks, they should contact the NHS and ask for a test this can be done via calling 111 or booking a test online. Staff and Volunteers should keep the Head of Centre updated.

As long as Staff, Volunteers and Families adhere to this document there is no need for everyone to isolate if we are informed that someone has contracted Covid 19 who has come into contact with the Charity.

Signed _____

Date _____