



CHILDREN & YOUNG PEOPLE'S DIRECTORATE  
YOUTH SERVICE

# Youth Restart

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# Part 1 – Background and Context

## Introduction

It is important to note that this guidance is intended to be a living document to be updated as Government advice is updated. Youth organisations and groups should develop their own protocols in line with this high-level guidance.

On the 19 March 2020, generic youth services were stood down by the Minister for Education in line with school closures and in response to PHA guidance as a result of COVID-19. The Youth Service determined that it would prioritise and adapt existing services to support those most vulnerable; namely those who are at risk of paramilitary threat (START) and those young people who require additional support for their positive mental health (FLARE). Further to this, the Youth Service identified additional need and developed essential services based on feedback of children and young people and local communities including:

- Youth Online
- Stay Connected
- Eat Well Live Well Programme.

The EA Youth Service 'normal' management structure ceased with the introduction of C3 (Command, Control, Communicate) structures within EA. This initiated the stepping down of non-critical services and the stepping up of essential services to support vulnerable children and young people.

The purpose of this document is to provide guidance to youth organisations under 'Education Restart' in line with the Northern Ireland Executive's 5 Step Pathway to Recovery.

The Education Authority Youth Service (EAYS) has worked with a range of stakeholders, both statutory and voluntary sector, for the phased re-introduction of youth service provision including:

- Children & Young People
- Youth Workers (Centre Based, Area Based and Detached)
- Youth Service Managers
- Trade Unions

The framework for this document is linked directly to the Education Authority's vision to 'Inspire, support and challenge all our children and young people to be the best that they can be'. Furthermore, this guidance is set within the values of the Education Authority as below:

- Openness – decisions are clear and well communicated
- Reflection - informed and guided by public health guidance and assessment of risk
- Respect – respects human dignity and autonomy

- Responsibility – uses the national government guidance and data
- Equality – supports and promotes the equal opportunity of access to services
- Excellence – sequential series of actions building upon positive progress made

Public Health Authority Guidance from the Northern Ireland Executive is the overarching guide. Based on a current review process, the Northern Ireland Executive's Pathway to Recovery strategy indicates that restrictions will be unlocked in a five stepped process as outlined below:

## Education

<b>Position 23 June 2020</b>	Schools and youth work settings are closed except to accommodate vulnerable pupils and the children of key workers. Measures are in place to support remote learning and to provide outreach services to vulnerable children and special needs pupils.
<b>Step 1</b>	
<b>Step 2</b>	In addition, subject to risk assessment and adhering to maximum capacities, provision expanded to cover wider definition of key workers as workplace activity gradually increases.
<b>Step 3</b>	In addition, schools expand provision to accommodate a number of priority cohorts on a part time basis with a blended learning approach involving a combination of in-school and remote learning.
<b>Step 4</b>	In addition, schools expand provision to accommodate all pupils on a part time basis with a blended learning approach involving a combination of in school and remote learning.
<b>Step 5</b>	In addition, subject to medical and scientific advice, expand early year school provision to full time basis.

## Part 2 - Organisational Guidance & Support

### Guidance on supporting staff to return to youth service in line with COVID-19 Regulations & Advice

As COVID-19 restrictions are eased, youth service will be reopening for children and young people and staff will be returning to youth service. To facilitate this, the youth service has established an Education Restart Programme – Guidance for Youth Organisations on Resuming Full Services after COVID-19.



It should be read and applied in conjunction with the latest public health guidance available, nothing in this guidance affects the legal obligations of education settings with regard to health and safety and public health. Youth settings must continue to adhere to all such duties when implementing this guidance. Under the Coronavirus Act 2020, they must have regard to the advice relating to coronavirus from the Chief Medical Officer for Northern Ireland. In the event of any conflict between any applicable legislation (including health and safety legislation) and this guidance, the applicable legislation must prevail.



This guidance is to be read alongside the latest PHA/Government guidance, to support EA Senior Youth Officers and Voluntary Sector Management Committees, along with their staff when planning their return to the workplace. In particular, we draw your attention to the recently published, “Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic”.



This guidance includes key considerations and responsibilities and sets expectations on how to phase staff back into the workplace. It should be used to supplement any specific guidance and social distancing protocols linked to youth provision.

This guidance will be kept under review and updated accordingly. Further advice is also available through the Department of Education’s guidance of safe working practices for education settings



### Underpinning Principles

The Employing Authorities recognise there will be staff who are worried about the implications of returning to the workplace, and who will require support to readjust, therefore this guidance is underpinned by the following principles:

- Guidance will adhere to all PHA/N.I. Executive directives and updates will continue to be shared with staff through email, FAQs, website and social media platforms as appropriate.

- Staff will be required to follow any relevant guidance and raise any concerns with their Youth Service Manager in the first instance.
- For Education Authority staff, we will work in close collaboration with others such as Health and Safety and Occupational Health Services to support staff as appropriate. Staff will also continue to have access to the Employee Assistance Programme (Inspire Wellbeing), independent Occupational Health Services and Health and Wellbeing services.
- All of the key protection and hygiene measures will continue to apply to minimise the spread of infection.



## Guidance for Social Distancing in Youth Settings

The Executive, on 6 August 2020, agreed that the **stringent application of social distancing requirements between pupils (or children and young people in youth provision) will be relaxed from 17 August**. Public Health guidance with respect to social distancing of 2 metres (2m) will remain in place between adults and as far as possible between adults and children and young people. Youth provision should endeavour strenuously to implement as much social distancing as is practical where physical capacity and youth work curriculum delivery permit.

**Protective bubbles will be used as a key mitigating action where possible.** The protective bubble arrangements will be used to segment children and young people into a consistent group or groups as far as is practicable. The approach will vary depending on age group. In youth provision, it is envisaged that for targeted youth provision it will be programme/project groups or for generic youth provision age band groups (Juniors, Intermediates, Seniors) will act as a single consistent bubble with minimal prolonged interaction with other programmes/projects through targeted provision or age band groups in generic provision.

Where social distancing is relaxed, this should only be in conjunction with other mitigating actions for example; protective bubbles, limiting interaction, face coverings for large group activities, etc as outlined in revised new school day guidance.

Following engagement with public health colleagues, educational practitioners, and a consultation group comprising trade unions, Managing Authorities and sectoral bodies, it is recommended that:

- Anyone displaying any COVID-19 symptoms must not attend youth provision, with youth providers vigorously implementing this guidance.
- For generic provision a 'protective bubble' strategy implemented as a key mitigating action. Age band groups (if you operate them) will act as a single consistent group or bubble, with minimal prolonged interaction with other age band groups within the youth provision. Social distancing within youth provision should be maximised based on physical capacity. Example of this would be avoiding delivery of 'split sessions' sometimes operated as part of generic provision with 9-13 year old members from 6pm – 7.30pm followed by 14-18 year old members, this will allow time for cleaning to take place between the different age band usage.

- For targeted programmes (projects etc) the nature of curricular delivery makes it more difficult to implement a single consistent group or bubble. Where possible young people should not participate in multiple targeted programmes with different young people in each group. The Department of Education and the Education Authority would expect a child-centred approach to decision making to ensure children and young people are not, if at all possible, disadvantaged.
- Youth work providers must also ensure that children and young people do not congregate in areas such as toilets, entrance/lobby areas or outside spaces for long periods. Staff, children and young people should move around a centre using a one way system or where this is not possible using a two way system with the left side being the direction of travel.
- The use of consistent groups or bubbles is not an “all-or-nothing” approach and will bring public health benefits even if logistics mean that this measure can be implemented only partially (for example, with groups maintained for the majority of the day but some limited mixing into wider groups permitted, Area Learning Communities or transport).
- Youth work providers should continue to ensure contingency planning is in place for the delivery of remote learning in the event of local or wider community lockdown, or if that group of children and young people need to self-isolate.
- Youth organisations should be mindful of the impacts on staff workloads
- Where a child is medically advised not to attend the youth provision from the commencement of services, parents should consult with their local Leader in Charge/Youth Worker and, as required, the Education Authority regarding provision for these children and young people.
- **It is recommended that staff and children and young people (in particular those in post-primary years) wear face coverings as part of a generic youth provision when using social areas and programme spaces (considered communal areas when the provision is operational) or moving around the centre/using corridors.**



## Guidance on use of Transport for Youth Work Delivery

Children and young people showing symptoms of COVID-19 **should not travel** on dedicated youth transport or public transport or used as part of the youth work programme

**It is mandatory for all children and young and people aged 13 years or older to wear a face covering on public transport unless exempt for medical reasons. It is also strongly recommended that all children and young people regardless of age should wear a face covering on all buses, trains or taxis (including dedicated youth transport) for any journey associated with the youth programme delivery.**

### Dedicated Youth Work Transport

This section applies to all dedicated youth transport. By this we mean owned organisation vehicles or private operators (bus and taxi services) hired for the programme delivery which exclusively carry children and young people travelling to and from the youth setting or offsite



education visits.

Children and young people should always seek to maintain a social distance from others wherever possible, however the guidance for public transport on social distancing will not apply on dedicated youth transport. All other mitigating measures below will apply. Children and young people using public bus, train or taxis will continue to follow the social distancing guidelines that apply to all passengers.

The Department of Education considers that this is an appropriate balance because:

- The overall risk to children and young people from COVID19 is considered to be low.
- Children and young people will usually face forward on a vehicle except in a small number of cases such as those with special educational needs.
- Children and young people on dedicated youth work transport do not mix with the general public on those journeys.
- Dedicated youth work transport often carries the same group of children and young people on a regular basis, and those children and young people are from the same youth work programme.
- The predictability, which public transport does not afford, will allow for planning so that protective measures can be put in place.

Where capacity on a vehicle allows for additional space to be put between pupils, that should be done, however it is recognised that this will not always be possible. Where it is not possible, other measures to protect pupils, outlined below, will be implemented.

## **Use of Public Transport as Part of Youth Work Delivery**

The Department for Infrastructure's Safer travel guidance for public transport users, walkers, cyclists, drivers documents state that when travelling, users should keep two metres social distance at all times - where that is not possible, they should try to keep at least one metre, taking suitable precautions such as wearing a face covering. **This advice applies for pupils aged 13 and over using public bus/train services where members of the public may also be on board. The wearing of face coverings for those under 13 on all buses, trains or taxis for the journey to school is strongly encouraged for those who are able to do so.**

Youth organisations are strongly encouraged to consider alternatives to using public transport, to plan their journeys associated with programme delivery.

## **Measures to Protect Children and Young People on Dedicated and Public Transport Services**

There are a range of measures that will be taken by youth organisations and by transport providers to minimise the risk to children and young people. These measures can be applied to both dedicated and non-dedicated transport services. Organisations should also ensure that they take account of the individual needs of children and young people with special educational needs and work with the parents in considering the implementation of these measure.

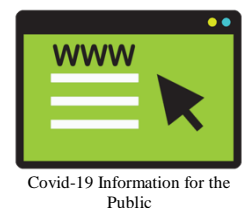
- **Use of face coverings where possible**

- Executive guidance is that from 10 July 2020, it is mandatory for all persons aged 13 and older to wear a face covering on public transport. Children and young people using dedicated youth work transport, and those who have a physical or mental illness or impairment, or a disability that means that they cannot put on, wear or remove a face covering are exempt as are all children under the age of 13 on public transport. Further details are contained within the relevant guidance document.
- It is mandatory for all children and young people aged 13 and over to wear a face covering on public transport. It is also strongly recommended that all children and young people regardless of age, should wear a face covering on all buses, trains or taxis for the journey where it is appropriate for them to do so and they are able to handle them as directed.
- Face coverings should not be worn by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. They should also not be used by some children and young people with special educational needs who may become distressed.
- Youth organisations should also consider a process for removing face coverings for children and young people and staff when they alight from transport associated with the youth programme. This process should enable them to wash their hands immediately on arrival (as is the case for all children and young people), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again.



- **Minimise contact with individuals who are unwell**

- Anyone with symptoms of COVID-19 must follow the Public Health Agency guidance 'COVID-19: Information for the Public'. This includes parents ensuring that their child(ren) do(es) not travel to or attend school if they or a member of their household has symptoms.
- If a child or young person develops symptoms whilst at school, he/she should be collected by their parents and must not travel on home to school transport including public transport.
- Parents should ensure their child knows that if they become aware of COVID-19 symptoms while on board a vehicle, they should either inform the transport driver or escort (if there is one on board their vehicle) and school staff immediately upon arrival at school.
- Drivers and escorts will be provided with PPE as necessary to complete their duties. This will be dependent on the pupils being transported and any requirements for close contact. If a driver and/or transport escort have concerns



that a child may be showing symptoms, they should make the child's school aware of these concerns as soon as possible. The school should then follow the procedures detailed earlier in this document in responding to a child who may be showing COVID-19 symptoms.

- If requested by the PHA's Contact Tracing Service, the EA should seek to identify pupils who may have travelled on the same home to school transport vehicle for tracing purposes. It is recognised however that this may not be possible for pupils using Translink services.
- Children, young people, drivers and transport escorts who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange to be tested) or the symptomatic person subsequently tests positive or if they have been requested to do so by PHA's Contact Tracing Service.

- **Good hygiene measures**

- It is the responsibility of parents to ensure that all children and young people attending youth provision clean their hands before they leave their home. Where transport providers have made hand sanitiser available on board a vehicle, all children and young people should use it upon entering a vehicle and when arriving at their destination and again when leaving, boarding a vehicle and arriving at home or at the youth provision.
- Parents should ensure that their children carry tissues on youth programmes involving the use of transport and that their children and young people are aware of the need to follow the PHA's "Catch it, bin it, kills it" messages.
- In order to reduce the potential risks associated with children and young people sharing food or drinks on board a youth transport vehicle, no children and young people should eat or drink on board unless it is for a medical reason.
- When considering the safeguards to put in place in order to support children and young people with special needs and the staff working with them, it will take into account that some of these children and young people may struggle to maintain as good hygiene practices as their peers.
- It is important to maximise the ventilation of fresh air (from outside the vehicle) on dedicated youth transport vehicles, particularly through opening windows and ceiling vents. Air recirculation will be avoided where possible

- **Vehicle cleaning**

- Youth Organisations will work with transport operators to agree the arrangements for cleaning vehicles. Operators should maintain high hygiene standards for buses delivering youth transport. This should include rigorous cleaning standards including frequent cleaning of high frequency touch points should be undertaken or other mitigating options put in place to limit the spread of COVID-19.

- **Minimising contact and mixing**

- Children and young people should, as far as possible, sit beside their siblings on a bus. The same children always sitting together would help to minimise the number of contacts each child has. Families/children and young people should work with youth organisations to try to facilitate children and young people sitting on a vehicle in the same groups wherever possible. However, it is recognised that vehicle capacity and the complexity of some transport arrangements mean there will often be limits to the extent to which grouping can be arranged. It is therefore acknowledged that there may be mixing of wider groups on youth transport.
- Youth organisations should consider how they can put in place appropriate queuing or other arrangements needed for picking up and dropping off children and young people on youth programmes using transport.

## Guidance for EA Senior Youth Officers and Voluntary Sector Management Committees

The following outlines the current guidance for Youth Service managers in relation to key groups of staff; namely:

- Staff with caring responsibilities
- Staff, or a member of their household, who are displaying symptoms of COVID-19 and have been advised to self-isolate
- Staff who are considered clinically vulnerable due to an underlying health condition, age (over 70) or pregnant
- Staff who are considered clinically extremely vulnerable
- Staff who live with someone who is considered
  - clinically vulnerable due to an underlying health condition, age (over 70) or pregnant or
  - clinically extremely vulnerable (shielding)
- Staff in none of the above categories, who may not want to return to the workplace despite being able (without justifiable medical grounds)



### Staff Who Were Previously Shielding

Prior to 1 August 2020 individuals who received letters classifying them as clinically extremely vulnerable were asked to take extra measures to social distance “shield” thus minimising interaction with others. These restrictions eased over time and with effect from 1 August 2020 “shielding” has been paused. Full details can be found by clicking on the link. The latest advice recommends that clinically extremely vulnerable individuals who are unable to work from home can now return to the workplace subject to risk assessment.



## Category A - Staff with caring responsibilities

This includes:

- The care of children in the household
- The care of vulnerable adults or children in the household
- The need to support vulnerable members of the family outside of the household with essentials for example, food and medicine deliveries

It is understood that there may be some staff who would find it difficult to return to youth settings or work from home in their usual capacity due to caring responsibilities. Staff are expected to communicate effectively and regularly with their manager about any restrictions. Whilst managers may request that staff should return to work with children and young people, managers should exercise flexibility and set realistic expectations to allow for the range of caring responsibilities and time required involved in the above. For example, flexible arrangements, where possible, should be explored as an interim measure such as temporary part-time hours, rota arrangements, annual leave (if applicable), etc. Further guidance is being developed and will be available shortly to assist managers when supporting their relevant staff who may now require a more flexible working arrangement.

From 8 June all youth work staff delivering essential services for vulnerable children and young people are designated by the N.I. Executive as key workers for the purposes of gaining access to childcare provisions. This scheme is exclusively for children of key workers (COVID-19 Childcare Support Scheme). Under the scheme staff can avail of childcare from nurseries and childminders. These staff can also avail of access to “supervised learning” in local schools (should they be unable to provide adequate supervision of their child at home) for children in pre-school through to pupils in Year 10 and vulnerable children regardless of age. The N.I. Executive is continuing to review access to childcare over the coming weeks and this guidance will be updated accordingly.

Information relating to extension of the definition of key workers for the access to childcare is included on the DE website. From 29 June, the definition of keyworker will no longer apply for access to childcare.



Definition of Key Worker



Child Care Recovery Plan

## Category B - Staff who are displaying symptoms of COVID-19 and have been advised to self-isolate

Staff in these circumstances must not attend youth services and should stay at home as advised and follow the latest PHA stay at home guidance for households with possible coronavirus (COVID-19) infection.



Government Covid-19  
Guidance for Households

Staff in this category and their families are now entitled to have a test undertaken to establish if they have COVID-19. Youth Service Managers will explain to staff the arrangements for testing (see link). It is important that managers are fully aware of staff within their youth provision who are self-isolating at any time. Testing is available for them or a member of their household (whoever is displaying the symptoms).



## Test, Trace and Protect

PHA guidance under the Test, Trace and Protect programme will be applied for all staff or children and young people in contact with someone who tests positive for COVID-19. Test, Trace and Protect staff will contact anyone with a positive test and trace their contacts over a period determined by the Test, Trace and Protect staff seeking information on where that individual has been in contact with someone for 15 minutes or more and less than 2m social distance. Isolation guidance will then be provided that is context

specific and may result in friendship groups, regular contacts and potentially an entire youth group or 'bubble' being instructed to self-isolate at home.

Children and young people can return to youth provision/programmes when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/children and young people and will also assist in protecting the wider community COVID-19: Information for the public.

Enhanced cleaning should be carried out within any youth provision in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This should be clearly communicated to staff, parents and young people to provide assurance that the environment is safe.

Staff who exhibit any symptoms associated with COVID-19 should not attend work. The N.I. Executive has rolled out a Test, Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the member of staff can return to work providing they are well enough and have not had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes. Passing in corridors and short periods of contact does not therefore present a significant risk to staff or young people. All household members should follow PHA isolation guidance which currently requires everyone in the house to stay at home. The guidance is as follows:



Self-Referral for Test



Test Trace Protect Guidance Film



COVID-19: Information for the Public



- if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;
- if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
- however, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test, Trace and Protect guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone;
- if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
- it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

Staff or children and young people who have been part of the same 'bubble' as part of the youth provision/programme where anyone who has tested positive for COVID-19, must likewise follow PHA guidance and self-isolate and undertake a test under the Test and Trace and Protect system. They can return to the youth provision/programme when they have a negative test result or have undertaken the necessary period of isolation after a positive test result. This will contain any potential transmission to those limited number of staff/children and young people in the 'bubble' and protect the wider community.

It is important to note that it is not recommended to run generic youth provision using a 'split night' method (e.g. Juniors from 6pm – 7.30pm followed by Senior 7.30pm – 9.30pm) as this increases the risk of infection with two 'bubble' groups using the same space without adequate cleaning having taken place between sessions.

Where staff or children and young people have tested positive in a cohort that is not operating as a 'bubble' all staff and children and young people who have been in direct contact with the individual must follow the PHA guidance and self-isolate, seek a COVID-19 test and only return to the youth provision/programme when they have received a negative test or completed the required period of isolation after a positive test. It is essential that all staff follow this guidance, as by doing so staff will not only protect themselves but limit the spread of the virus to educational settings and the wider population. For full details of the Test, Trace and Protect strategy click the link.





## New StopCOVID NI Proximity App

The StopCOVID NI Proximity App was released in July 2020 to assist in stopping the spread of COVID-19 in Northern Ireland, by anonymously contacting people who have been in close contact with someone who has tested positive for COVID-19. All staff are encouraged to download this free application to help reduce the spread of COVID19. Staff, Volunteers and young people should be encouraged to download and use the App.



About StopCOVID NI App



## Category C –Those considered “clinically vulnerable” due to an underlying health condition, age (over 70) or pregnancy (this may be subject to review by the PHA)

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing guidance) have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women. Youth Service Managers should endeavour to support this, where possible, for example by asking staff to support remote education, carry out session planning or other roles which can be done from home.

If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, managers should undertake a risk assessment and assess and discuss with staff whether this involves an acceptable level of risk.

### Pregnancy and risk

There is no evidence that pregnant women are more likely to get seriously ill from coronavirus, but pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution.

This is because pregnant women can sometimes be more at risk from viruses like flu. At present it is not clear if this happens with COVID-19 but because it is a new virus, it is safer to include pregnant women in the moderate-risk group.

Further information is available through the link.



Pregnancy & Coronavirus



## Category D - The employee is considered “clinically extremely vulnerable” as per PHA guidance.

The latest advice recommends that clinically extremely vulnerable individuals have been strongly advised not to work outside the home and should follow PHA advice on shielding.

Shielding is a measure to protect clinically extremely vulnerable people by minimising interaction with others. People who are shielding remain vulnerable and should continue to take precautions but as of the 5 June can now leave their home if they wish, as long as they are able to maintain strict social distancing.

Many restrictions remain in place with the aim of reducing social contact with those outside of the household. This is to protect those who are at very high risk of severe illness from COVID-19 from coming into contact with the virus. Staff who fall into this category will have received a letter from the NHS/GP and should continue to follow Government advice. The Government is regularly monitoring its position on clinically extremely vulnerable individuals.

Based on risk assessment the Youth Service manager and Employing Authority reserve the right to request that clinically extremely vulnerable staff do not attend the workplace.

## Category E – Staff members who have a member of their household that is considered vulnerable or extremely vulnerable.

If a member of your household is considered clinically vulnerable, current PHA advice does not require you to self-isolate. If a member of your household falls into this category, you can continue to attend work.

If a member of your household is considered clinically extremely vulnerable and in receipt of a shielding letter, employees should follow the guidance as set out by the Government and can continue to work with suitable controls in place. Government guidance published on 11 May 2020 also called for particular attention to be paid to people who live with clinically extremely vulnerable individuals. Such staff should have an individual risk assessment conducted before the most appropriate course of action is determined.



There may be staff in this situation who feel they cannot return to work in any capacity at present despite the aforementioned measures and assurances. In this situation, the staff member and Youth Service Manager should consider options. These may include;

- working from home, assisting with remote learning where possible or working in a job where 2m social distancing can be guaranteed at all times
- decreased interaction with others, for example “Protective Bubbles” where social distancing is reduced by placing children within a small group
- reduced hours/days

- annual leave (if the contract of employment allows for this) or
- unpaid leave as appropriate

If despite all of the above arrangements and assurances being put in place the member of staff still does not come to work or avail of the options available, then HR advice should be sought.

## **Category F - Staff in none of the above categories, who may refuse to return to the youth provision despite being able to do so (without medical grounds).**

There may be staff who are not defined as vulnerable, nor have caring responsibilities within their household, but feel they cannot return to work in any capacity at present despite the aforementioned measures and assurances.

In this situation, the staff member and manager should consider the options of reducing hours/days, annual leave (if the contract of employment allows for this) or unpaid leave as appropriate.

If despite all of the above arrangements and assurances being put in place the member of staff still does not come to work or avail of the options available, then HR advice should be sought.

## **Employees who have a Disability**

A person has a disability for the purposes of Disability Discrimination Act 1995 if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The Act imposes a duty on employers to make reasonable adjustments for disabled people to help them to remove barriers in gaining and remaining in employment.

The Disability Discrimination Act (DDA), covers a very wide range of people and is not confined to those who come within the Government's COVID-19 list of clinically extremely vulnerable people. Many people with a disability may have impairments that are not on the list, but their health is still particularly vulnerable. The reasonable adjustment duty applies to all employees or job seekers who are disabled, regardless of whether they are on the Government's list or not.

Youth Service Management Committees should ensure they make reasonable adjustments, as they are obliged to do, in addition to what they will have done to protect the health and safety of all of their employees. Where suitable health and safety risk assessments have been conducted and adequate precautions taken, you may need to offer reassurance to some of your employees or volunteers that their health will be safe at work. If a disabled employee previously had tailored adjustments at work, these might still adequately meet their particular needs when they return to work.

However, it is important that youth settings are not complacent and are prepared to do more, where reasonable, recognising that individual needs change and may have changed during the pandemic. When considering reasonable adjustments HR advice should be sought.

## **Black, Asian and Minority Ethnic Communities (BAME)**

As there is some evidence which suggests that COVID-19 may impact disproportionately on some groups, notably Black, Asian and Minority Ethnic communities (BAME), the Education Authority and youth provision should ensure that the Occupational Health Service (OHS) provides practical support and advice to BAME staff, particularly if they are anxious about protecting themselves and their families.

All Black, Asian and Minority Ethnic staff with underlying health conditions and disabilities, who are over 70 or who are pregnant should be individually risk assessed and appropriate reasonable workplace adjustments should be made following risk assessment. HR advice on this matter can be sought from the employing authority.

## **Support for Returning to Workplace**

Re-orientation or re-induction process for returning staff. Every Youth Service manager should have a return meeting or conversation with staff. The key focus should be on health, safety and wellbeing.

Youth Service Managers should have a sensitive and open discussion with their staff and discuss any adjustments and/or ongoing support they may need to facilitate an effective return to the workplace. This should cover any changes to their work duties or tasks. It could be that some staff require a phased return to their full role, or want to discuss a new working arrangement, especially if their domestic situation has changed because of the pandemic.

## **Social Distancing Responsibilities**

Youth Service Managers should consider the best ways to ensure key work progresses whilst adhering to the PHA guidelines on social distancing at work. Youth Service Managers should remain informed of, comply with and enforce the requisite social distancing guidelines for youth services set out by the N.I. Executive.

Members of staff who are vulnerable or extremely vulnerable or live with someone who is vulnerable or extremely vulnerable, should be supported as they follow the recommendations set out in guidance on social distancing and shielding respectively.

Process adjustments, rota management and shift-working should be explored when required to assist the need for social distancing in the workplace.

All of the key protection and hygiene measures will continue to apply to minimise the spread of infection, such as reminding staff about regular and effective handwashing facilities. Depending on the working environment, it may be necessary to consider providing PPE, including gloves, masks or anti-viral hand gel. For many settings guidance has already been developed and should be followed.



## Supporting “Healthy Minds” at Work

It must be recognised that the risks to people’s health from this pandemic are psychological as well as physical.

These include:

- Anxiety about the on-going health crisis and fear of infection, as well as social isolation due to the lockdown. Many will have experienced challenging domestic situations, such as juggling childcare or caring for a vulnerable relative, as well as financial worries if a partner has lost their income.
- Some staff will have experienced illness, or bereavement.
- Some may take more time than others to reacclimatise and it is likely that most people will need a period of readjustment. Even if staff have carried on working and participating in video meetings, etc, they will still need to adjust to working in a shared environment with colleagues again.
- Some members of staff may have concerns about travelling to work on public transport – or it may not be as readily available. The current Government advice is that public transport can be used and anyone aged 13 years or older must wear a face covering unless they are exempt for medical reasons.
- Many may find that they are still coming to terms with the significant change which society has seen, and the familiar workplace routines could feel very different.
- Staff should be reminded about Employee Assistance Programme (Inspire Wellbeing), our independent Occupational Health Service and Health and Wellbeing Team.
- Every Youth Service manager should endeavour to ensure that the youth setting remains inclusive, and that every employee feels they are returning to a supportive and caring environment. The pandemic has had an unequal impact across the workforce in many ways, as different groups of employees, and individuals, will have been affected in diverse ways according to their job role and individual circumstances. The uneven nature of people’s work, personal experiences and the challenging nature of the lockdown in an on-going situation means there could be potential for some negative feelings creeping into the employment relations climate. Therefore, it is important that managers are sensitive to any underlying tensions and proactive about nipping potential conflict in the bud.



## Staff Responsibilities & Use of PPE

Staff are expected to communicate effectively with their Youth Service managers regularly. Staff should make their managers aware of any work restrictions or concerns they have during this time.

Staff are expected to make themselves available for work and if they cannot they must clearly explain their situation and agree options with their managers.

Staff in self-isolation because they or a member of their household are experiencing symptoms of COVID-19 (new continuous cough and/or fever and/or change or loss of taste/smell) should ensure they follow the PHA advice and also inform their managers. Testing is available as indicated on page 13.

The Youth Service managers and the Education Authority may request evidence that a staff member has been advised to shield.

Staff who plan to travel abroad should adhere to the relevant government guidance in place at the time of travel and must include annual leave/unpaid leave to cover for any requirements preventing immediate return to work e.g. quarantine requirements.



## Use of PPE in the Delivery of Youth Work

Outlined below as per the guidance from the Department of Education is the context in which PPE can or must be used:

- Face coverings are not generally recommended for routine use, though youth workers and young people may wish to use them, and this is acceptable;
- Face coverings must be used on public transport for everyone aged 13 or older but are not mandatory on dedicated Youth Service transport;
- Face coverings must be worn in staff rooms and during adult to adult meetings lasting more than 15 minutes and by any adults visiting the setting;
- Face coverings are strongly encouraged for activities that entail large numbers of young people/youth workers within an enclosed space where social distancing is not possible;
- Routine use of PPE within youth settings is not required other than for certain tasks deemed to be of higher risk of transmission and only needed in a very small number of cases (working with children and young people whose care routinely already involves the use of PPE, due to their intimate care needs; and giving children medication or attending to cuts/grazes).

## Guidance for first aid

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, direct them to do things for you where possible.

### Administering CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms;
- Ask for help;
- If a portable defibrillator is available, ask for it;
- Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths;
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation;
- If available, use: a fluid-repellent surgical mask disposable gloves, eye protection, apron or other suitable covering.

### After delivering any first aid

Ensure you safely discard disposable items and clean reusable ones thoroughly. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

## Further concerns or guidance

Employing Authorities will continue to follow PHA and NI Executive guidance and medical advice at all times. This guidance has been produced to ensure Youth Service Managers and employees are aware of arrangements regarding staff returning to their youth setting.

This guidance will be kept under review and will be updated as necessary. If an employee has any concerns regarding their attendance at work, they should always discuss this with their Line Manager in the first instance.

## Useful contacts and links

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.publichealth.hscni.net/covid-19-coronavirus>

<https://www.publichealth.hscni.net/covid-19-coronavirus/testing-covid-19>

<https://www.eani.org.uk/supporting-ea-staff>

<https://www.nhs.uk/oneyou/every-mind-matters/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>

<https://healthwell.eani.org.uk/>

<https://www.inspirewellbeing.org/>

EA Staff Contact Inspire counselling (free and confidential 24/7) – Tel: 0808 800 0002



## Part 3 – The Phased Introduction of Youth Provision in line with the NI Executive's Pathway to Recovery

Youth Work Setting*	Step 1	Step 2	Step 3	Step 4	Step 5
Generic Youth Provision	All generic provision stood down				Phased resumption based on Ministerial approval and compliance with PHA guidance
Centre Based Youth Provision (Part time & Full Time)	Online youth provision only	Online provision with limited youth service provision for key worker and vulnerable children and young people	As step 2 and planned intervention with groups of 10 (8 young people and 2 staff) in an outdoor environment only	As step 3 with addition of work indoors provided the delivery meets the building's risk Assessment (including third party ownership)	Continued phased resumption towards delivery of annual action plan
Area Based Project Provision	Online youth provision only	Online provision with limited youth service provision for key worker and vulnerable children and young people	As step 2 and planned intervention with groups of 10 (8 young people and 2 staff) in an outdoor environment only	As step 3 with addition of work indoors provided the delivery meets the building's risk assessment (including third party ownership)	Continued phased resumption towards delivery of annual action plan
Specialist Provision (Including individual work)	Online provision only for both individual and group work	Online provision with the ability to undertake face to face crisis provision for individuals in agreement with EAYS and PSNI	Online provision with the ability to undertake face to face crisis provision for individuals and groups in agreement with EAYS and PSNI	As step 3	Continued phased resumption towards delivery of annual action plan
Online and remote access provision	All on-line, digital, telephone and other remote forms of service delivery should continue for as long as practicable and, where appropriate and beneficial, should be embedded in the model of service provision in the long-term.				
International youth work	Online work only in relation to the development of partnerships and the potential for youth contact. This will only be reviewed under the context of governmental advice.				

*\*Not all Youth Settings will be at the same step*

Youth Work Setting*	Step 1	Step 2	Step 3	Step 4	Step 5
Outreach work	Outreach services not available		Outreach provision undertaken in line with PHA guidance and in support of wider centre based and area provision	Outreach provision undertaken in line with PHA guidance and in support of wider centre based and area provision	Continued phased resumption towards full outreach provision in line with annual action plan
Detached provision	Detached provision not available	Detached provision available as part of an agreed response plan to support vulnerable children and young people in agreement with PSNI	As step 2	As step 2 but with provision now available as a proactive response to needs of children & young people in public spaces	
Residential work	Residential centres closed to the general public and only sanctuary spaces and vulnerable children and young people response plans can access			Residential centres, with a limited programme, available to vulnerable children and young people provided adherence to PHA guidance is maintained	Continued phased resumption towards full programme availability
Staff Development & Training	Online provision only		Online provision continues but where risk assessments permit attendance of staff is permitted	As step 4	Continued phased return towards full staff attendance
Training for Young People	Online youth provision only		Online Provision continues and planned intervention with groups of 10 (8 young people and 2 staff) in an outdoor environment only	As step 3 with addition of work indoors provided the delivery meets the building's risk assessment (including 3 <sup>rd</sup> party ownership)	Continued phased resumption towards delivery of annual action

*\*Not all Youth Settings will be at the same step*



## Appendix 1

### Workforce Assessment Audit Tool

This audit should be completed for all members of staff that you have responsibility for. This tool will allow you to understand, assess risks and plan effectively for the worker to return to full duties as safely and efficiently as is possible

**Name of Employee:** \_\_\_\_\_

**Name of Line Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

CATEGORY	YES/NO	COMMENT (To be addressed in risk audit)
1. Staff Member is able to fulfil all job duties and responsibilities		
2. Staff with caring responsibilities (Category A)		
3. Staff, or a member of their household, who are displaying symptoms of COVID-19 and have been advised to self-isolate (Category B)		
4. Staff who are considered clinically vulnerable due to an underlying health condition, age (over 70) or pregnant (Category C)		
5. Staff who are considered clinically extremely vulnerable (Category D)		
6. Staff who live with someone who is considered: <ul style="list-style-type: none"><li>clinically vulnerable due to an underlying health condition, age (over 70) or pregnant or</li><li>clinically extremely vulnerable (shielding) (Category E)</li></ul>		
7. Staff in none of the above categories, who may not want to return to the workplace despite being able (without justifiable medical grounds) (Category F)		

## Appendix 2

### Return to Workplace Induction Meeting

**Name of Employee:** \_\_\_\_\_

Wellbeing & Health and Safety	Comments
1. General update: How are they doing, how did the pandemic affect them?	
2. How are they feeling about returning to the workplace?	
3. Discuss their self-care and how they are/can protect their wellbeing.	
4. Discuss current situation in relation to sick leave policy (if relevant)	
5. Discuss local response plan/ new measures to address risk of COVID-19 (including current advise on PPE, social distancing)	
6. Discuss changes to health and safety practice and levels of responsibility, including what to do if a worker/young person becomes unwell.	
7. Discuss if there are any other circumstances relating to COVID-19, not included, which they need to disclose/ ask to allow their safe return to work.	

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

**Signed by Employee:** \_\_\_\_\_

**Signed by Line Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 3

### The development of risk assessments for the re-opening of youth settings based on PHA guidance

The EAYS has provided a framework for the development of local risk assessments within the following settings:

- Staff attending Youth Service Workplace
- Centre Based Youth Provision
- Area/Outreach/Detached Youth Work Provision
- Outdoor Learning
- Building Cleaning

These have been drafted providing a high level concept which can be adapted to local settings based on each organisation's individual needs.

Current risk assessment templates should remain in place, with these additional elements added.

## Risk Assessment Matrix

X	1	2	3	4
1	1 Insignificant/ Trivial	2 Low/ Trivial	3 Tolerable	4 Tolerable
2	2 Low/ Tolerable	4 Low/ Tolerable	6 Medium/ Substantial	8 Medium/ Substantial
3	3 Low/ Tolerable	6 Medium/ Substantial	9 Medium/ Substantial	12 High/ Intolerable
4	4 Low/ Tolerable	8 Medium/ Substantial	12 High/ Intolerable	16 High/ Intolerable

## Staff attending Youth Service Workplace Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Spread of COVID-19 through employees and out into wider community.	Staff	3	3	9
	Visitors/Contractors	3	3	9
	Wider Community	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Only a skeleton staff are currently working in offices, majority of staff are working from home. Work schedules have been reviewed to reduce number of workers on site at any one time.</li> <li>Redesigning processes and layout of offices to ensure social distancing in place.</li> <li>Conference calls, Zoom, Microsoft Teams to be used instead of face to face meetings.</li> <li>Staff are observing social distancing, no canteen facilities are currently open.</li> <li>Use of toilet facilities limited to specific numbers</li> <li>Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</li> <li>Public Health Advice on COVID-19 handwashing – Catch it, Bin it, Kill it posters around the buildings.</li> <li>Gel sanitisers positioned in any area where washing facilities not readily available.</li> <li>Daily enhanced cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods, by cleaning staff. Where possible staff have propped open doors. These doors must be closed at the end of the working day.</li> </ul>				

Hazard			
Spread of COVID-19 through employees and out into wider community (Cont.).			
Existing Precautions	Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Reception areas are currently closed and an appointment only basis is in operation for contractors or visitors to the offices.</li> <li>• Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme.</li> <li>• Encourage staff to report any problems and carry out skin checks on their hands as part of a skin surveillance programme.</li> <li>• Log book/Sign in Book at entrance to be completed by all staff on a daily basis provide date of visit, time, name, contact number &amp; organisation to provide information for trace and protect</li> </ul>			

## Staff attending Youth Service Workplace Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in office setting.	Staff	3	2	6
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Staff with pre-existing medical conditions or those that belong to vulnerable groups are already working from home.</li> <li>Staff are reminded that anyone who is feeling unwell should not attend work.</li> <li>Anyone who becomes unwell whilst in work should go home immediately.</li> <li>Contact relevant agencies e.g. PHA for advice, contact Building Supervisor to make them aware of the need to close that room and the need for an enhanced clean.</li> <li>Close room for a period of hours as outlined in current PHA Guidance where the member of staff has only had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transitional purposes, then all areas accessed should be isolated as per current PHA guidance. Cleaning to be completed after time has passed as per current PHA Guidance and before reoccupation of the room. Toilet areas used should be thoroughly cleaned.</li> </ul>				

## Staff attending Youth Service Workplace Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or with a family connected to the work environment.	Staff	3	3	9
	Wider Community	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Whole family to self-isolate for a period of 14 days in line with Government guidance (as of 20 March 2020).</li> <li>Consult PHA website for most up to date guidance.</li> <li>Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails.</li> <li>It is recommended that regular contact is made to line manager.</li> </ul>				



## Staff attending Youth Service Workplace Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Lone Working, Stress, anxiety	Staff	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"><li>• Staff should make other users of building aware of their presence. Using appropriate social distancing staff can check on each other throughout the day.</li><li>• Staff should make their line manager aware of their presence in work and check in on a regular basis.</li><li>• EA Health and Wellbeing have developed a Staff Health and Wellbeing Guidance document related to COVID-19. This has been circulated to all staff via email. <a href="https://healthwell.eani.org.uk/sites/default/files/news/files/Health%20%26%20Wellbeing%20Guidance-COVID%2019%20Final.pdf">https://healthwell.eani.org.uk/sites/default/files/news/files/Health%20%26%20Wellbeing%20Guidance-COVID%2019%20Final.pdf</a></li><li>• Staff are encouraged to use online platforms to communicate with colleagues</li><li>• Weekly updates circulated to staff via email</li></ul>				

## Staff attending Youth Service Workplace Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Risk of Fire	Staff	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Routine weekly testing of the fire alarm system within the building should continue as normal. Any faults to be logged to Maintenance.</li> <li>• Fire escape routes kept clear at all times.</li> <li>• Daily cleaning of bins, to avoid build-up of combustibles.</li> <li>• Register kept of all persons present in the building. Fire Extinguishers must not be used to prop open doors, they must remain in situ.</li> <li>• It may be prudent to carry out a fire drill. Remembering to maintain social distancing whilst vacating the building and at assembly points.</li> <li>• Staff to be reminded of the flammable nature of hand sanitiser due to the high alcohol content and to exercise caution around any sources of ignition.</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Spread of COVID-19 through youth services provision and out into wider community	Children & Young People	1	3	3
	Staff	3	3	9
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Hand-over of children young people youth centre/youth project and collection of children and young people at end of the session is structured to maintain social distancing of at least 2 metres. Parents/carers are instructed not to enter the Youth Service building. Children and young people are received into centre/project by a member of staff, maintaining social distancing protocols. Structured release of children and young people at the end of the session. <a href="https://www.education-ni.gov.uk/publications/implementing-social-distancing-education-settings-ni-coronavirus-covid-19">https://www.education-ni.gov.uk/publications/implementing-social-distancing-education-settings-ni-coronavirus-covid-19</a></li> <li>Communication sent to all parents/carers that should their young person appear unwell they should not be sent to Youth Provision.</li> <li>Parents informed by letter that they are not to congregate at youth provision gates, entrances or within the outdoor spaces.</li> <li>Soap dispenser and paper towels/hand driers within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</li> <li>Handwashing techniques taught to all young people. It may be necessary to supervise some young people to ensure correct hand washing procedures.</li> </ul>				

Hazard			
Spread of COVID-19 through youth services provision and out into wider community. (cont.)			
Existing Precautions	Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Inform parents of hygiene expectations and for the need to communicate this message in the home environment.</li> <li>• All staff/young people to wash their hands before coming to the youth provision, during the session, before going home and when they get home.</li> <li>• Information sessions to demonstrate to children and young people appropriate hand washing techniques.</li> <li>• Food or drinks will not be provided by Youth Settings whilst PHA guidance is in place.</li> <li>• Staff monitor the visible health of young people, ensure parent emergency contact numbers are kept up to date.</li> <li>• Public Health Advice on COVID-19 handwashing – Catch it, Bin it, Kill it posters around youth provision</li> <li>• Discuss with parents the initial steps and agree key actions e.g. Parents may wish to send their hand wipes and sanitisers with children and young people attending the Youth Programme/project.</li> <li>• Hand sanitiser provided to youth provision for staff.</li> <li>• Communicate to parents the importance of the government advice on catch it, bin it kill it.</li> <li>• Keep all internal room and corridor doors propped open.</li> <li>• Safety Agreement to be established with all young people relating to PHA guidance and adhering to social distancing measures. Parents to be informed of the agreement and any action which could be taken if this is not followed.</li> <li>• Membership sign in sheet at entrance to be completed by young people participating in provision on a daily basis providing date of visit, name of young person. Up to date membership registration forms all participants in file attending provision.</li> </ul>			

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in youth centre.	Children & Young People	1	2	2
	Staff	3	2	6
	Wider Community	3	1	3
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Contact relevant agencies e.g. PHA, EA, etc.</li> <li>• Close youth centre for a period of hours as outlined in current PHA guidance where the member of staff or young person has only had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transit purposes, then all areas accessed should be isolated as outlined in current PHA guidance. Cleaning to be completed after this time has passed and before reoccupation of the centre.</li> <li>• In the case where the staff or young person may have spent their time in a number of rooms, all rooms should be closed.</li> <li>• Inform staff.</li> <li>• Contact parents with EA Communications or Management Committee agreed statement.</li> <li>• Refer to Education Minister's advice dated 16 March 2020 on what to do if someone develops symptoms of COVID-19 in a school or other educational setting.</li> <li>• Youth Service must not name individuals.</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or young person or staff with a family connected to the youth provision.	Children & Young People	1	2	2
	Staff	3	2	6
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Whole family to self-isolate for a period of 14 days in line with Government guidance (as of 20 March 2020).</li> <li>Consult PHA website for most up to date guidance.</li> <li>Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas, toilets, door handles, telephones, grab rails.</li> <li>It is recommended that regular contact is made to Youth Service/Centre Manager.</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Shortage of staff, Absence of Youth Centre/Project Leadership	Children & Young People	2	3	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Redeploy youth service staff from a nearby location</li> <li>• Consider combining youth provision whilst maintaining social distancing.</li> <li>• Where Youth Worker/Young person ratios exceed DE recommendations– partial closure for certain programmes or part time / AM / PM programmes.</li> <li>• Text alert service to parents to notify them of any exceptional closures due to insufficient staff cover.</li> <li>• Notify EA/DE in the event of an exceptional closures.</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Shortage of support service staff such as, Building Supervisor/Cleaning or Admin Staff resulting in non-delivery of essential service	Children & Young People Staff	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Contact EA Youth Service for cover arrangements</li> <li>• Other staff from within the area to provide temporary cover for admin</li> <li>• Reassign support staff to core health &amp; safety functions within the youth setting</li> <li>• Explore the option to share support staff with neighbouring youth provision.</li> </ul>				



# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Reducing contact point activities.	Children & Young People Staff	1	1	1
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Reducing equipment that involves contact between young people, i.e. board games, balls, etc.</li> <li>Disinfecting of equipment which young people are in regular contact with, should take place prior to and after each session.</li> <li>Door and corridor doors to be propped open (this is only during the period of COVID-19). All doors must be closed at the end of the service delivery day and cleaned prior to the beginning of the new session.</li> <li>Each young person to be assigned their own space and equipment which they use for the duration of the session.</li> <li>Consideration should be given to reconfiguration of the layout of tables and seating within the provision to aid social distancing and limit the amount of contact points.</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Risk of Fire	Children & Young People Staff	3	1	3
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Routine weekly testing of the fire alarm system within the youth premises should continue as normal. Any faults to be logged to EA Maintenance.</li> <li>• Fire escape routes kept clear at all times.</li> <li>• Daily cleaning of bins, to avoid build-up of combustibles.</li> <li>• Staff who are not familiar with the building should be made aware, on their first day of attendance, of actions to be taken in the event of a fire, emergency escapes routes and the position of the assembly point.</li> <li>• Register kept of all persons present in the building.</li> <li>• Fire Extinguishers must not be used to prop open doors, they must remain in situ.</li> <li>• It may be prudent to carry out a fire drill. Remembering to maintain social distancing whilst vacating the building and at assembly points.</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Risk of an accident or injury during outdoor supervised areas.	Children & Young People	1	1	1
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Outdoor fixed playground equipment should not be used during this period.</li> <li>Staggering of breaks so limited number of young are in the outside spaces at any one time.</li> <li>No contact sports to be played during this time.</li> <li>Adequate supervision ratios.</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
(Building Cleaning & Maintenance) Potential exposure to COVID-19 whilst cleaning	Children and young people	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Adhere to PHA guidance for handwashing</li> <li>Appropriate PPE worn; disposable gloves and aprons used for all activities that may result in contamination, uniform, flat closed in shoes, hand sanitiser</li> <li>HSC Public Health Agency Guidance on COVID-19 displayed in school and referred to as necessary</li> <li>All touch/contact areas cleaned with germicidal disinfectant e.g. Shield/Protect</li> <li>Social Distancing measures in place</li> <li>Minimal number of cleaning staff working on a rotation basis.</li> <li>Where possible cleaning staff commence work when least number of people within the building</li> <li>Cleaning staff maintain social distance of at least 2 metres at all times</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
(Building Cleaning & Maintenance) Risk of exposure to COVID-19 due to symptomatic or confirmed cases within location	Children and young people	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Location closed for a period hours as outlined in current PHA guidance</li> <li>Area closed as per current PHA guidance</li> <li>After this time has passed cleaning staff complete an enhanced clean of area following normal system of clean with additional focus on touch/contact areas before the return of staff and children</li> <li>Apron, gloves or any contaminated items double bagged and disposed of appropriately after a single use</li> </ul>				

# Centre Based Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
(Building Cleaning & Maintenance) Risk of exposure to COVID-19 whilst preparing Centre for September during the months of July and August	Children and young people	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Adhere to PHA guidance for handwashing</li> <li>Appropriate PPE worn; disposable gloves and aprons used for all activities that may result in contamination, uniform, flat closed in shoes, hand sanitiser</li> <li>HSC Public Health Agency Guidance on COVID-19 displayed in Centre and referred to as necessary</li> <li>All touch/contact areas cleaned with germicidal disinfectant e.g. Shield/Protect</li> <li>Social Distancing measures in place</li> <li>Cleaning staff have designated cleaning area</li> <li>Where possible cleaning staff commence work when least number of people within the building</li> <li>Cleaning staff maintain social distance of at least 2 metres at all times</li> <li>Cleaning staff do not undertake duties which have the need for 2 people, i.e. lifting of tables from rooms</li> </ul>				

# Centre Based Youth Provision Risk Assessment



Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Use of Transport (Centre Based Provision)	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>No young person or staff member should travel on transport if they are displaying symptoms of COVID-19</li> <li>On dedicated youth transport use of face coverings where possible should be worn by all children and young people unless a young person is medically exempt.</li> <li>On Public transport young people aged 13 years or older are required to wear a face covering</li> <li>Drivers may wear a face covering for loading or unloading of young people as part of the activity, but must remove when driving the vehicle</li> <li>Staff/Escorts (not the driver) should wear PPE for the period of the journey</li> <li>Young people and staff should sit as far apart as is permissible, where possible siblings/those from the same household should sit together</li> <li>Provide opportunity to sanitise hands entering and exiting vehicle</li> <li>Disinfection vehicle interior using recommended products when the existing group has completed use, in particular cleaning key touch points such as door handles, seat belts and armrests</li> <li>Ensure the vehicle is well ventilated, with the preference to be open windows and NOT use recirculated air.</li> </ul>				

## Area/Outreach/Detached Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Large group gatherings	Young people	3	3	9
	Staff	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Response plan in place with PSNI and staff briefed accordingly</li> <li>• Street work protocols in place and implemented</li> <li>• PPE Equipment available to staff where requested</li> <li>• PHA social distancing guidelines to be adhered to at all times between staff and staff and young people</li> <li>• Where social distancing measures are not possible, staff should withdraw and inform PSNI</li> <li>• Staff to advise group to disperse for their health and safety and take appropriate measures where possible to support young people to go home</li> <li>• If group will not disperse or risk is deemed too high to proceed with engagement, PSNI should be informed and staff withdraw</li> <li>• Staff to work in groups of 2 (minimum) and maintain contact with other staff teams throughout session</li> <li>• Meeting points to be established for staff to convene on regular intervals</li> <li>• Where young person is at risk to themselves or others, PSNI to be informed and any further referrals made as required</li> </ul>				



## Area/Outreach/Detached Youth Provision Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Spread of COVID-19 through Youth Services and into wider community	Young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>All staff to wash their hands before engaging in youth work sessions, before going home and when they get home</li> <li>Hand sanitiser to be provided to all youth work staff for use during sessions</li> <li>PHA social distancing guidelines to be adhered to at all times – staff may be required to reduce the number of group or stagger sessions to comply with 2 metre gaps</li> <li>A full record of each meeting must be maintained. This is required to facilitate contact tracing should a suspected case arise</li> <li>Staff will contract with young people adherence to PHA guidance around catching coughs and sneezes in tissues – Following the 'Catch it, Bin it, Kill it' advice and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Discuss with parents the initial steps and agree key actions e.g. Parents may wish to send their hand wipes and sanitisers with children and young people attending the Youth Programme.</li> <li>Communicate to parents the importance of the government advice on catch it, bin it kill it.</li> <li>Handwashing techniques taught to all young people. It may be necessary to supervise some young people to ensure correct hand washing procedures.</li> <li>Inform parents of hygiene expectations and for the need to communicate this message in the home environment.</li> </ul>				

Hazard			
Spread of COVID-19 through Youth Services and into wider community (Cont.)			
Existing Precautions	Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Staff must monitor the visible health of young people and contact parents if possible, to do so where staff have concerns</li> <li>• Staff carry and distribute safety guidance from PHA in strength based language; this should be referred to prior to all sessions</li> <li>• Code of conduct to be established with all young people relating to PHA guidance and adhering to social distancing measures. Parents to be informed of code of conduct and any action which could be taken if this is not followed.</li> </ul>			

# Area/Outreach/Detached Youth Provision Risk Assessment



Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Use of external premises or 3rd party activity providers (including Linked Transport Use)	Children & Young People	4	2	8
	Staff	4	2	8
Existing Precautions		Additional Precautions	Who	When
<p><b>Use of external premises (e.g. a nearby youth centre) or 3<sup>rd</sup> party providers will only take place in agreement with the school and in line with their risk management protocols.</b> In the rare event (extenuating circumstances) where external premises or 3<sup>rd</sup> party providers are to be used the following precautions will be in place;</p> <ul style="list-style-type: none"> <li>• Health and safety checklist to be completed and recorded during a meeting with facility manager to ensure appropriate measures are in place to guarantee the safety of young people and staff. This should include measures relating to a suspected or confirmed COVID-19 case in the centre and contact tracing measures in place</li> <li>• Staff to only use areas which are appropriately risk assessed – this must be completed prior to all sessions to ensure the space allows adherence to PHA guidance</li> <li>• Handwashing facilities must be available and soap dispenser and paper towels/hand driers within toilets fully stocked at the start of each session. Regular checks to be made throughout the session to ensure adequate supply.</li> <li>• Areas or facilities that don't allow social distancing should not be entered by staff or young people; the session should be postponed, and a full report provided to line manager</li> </ul>				

Hazard			
Use of external premises or 3 <sup>rd</sup> party activity providers (including linked transport use) (Cont.)			
Existing Precautions	Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• If other facility users are not maintaining appropriate standards to ensure the safety of young people and staff, staff should disengage and move to another area if suitable. The session should be ended if this is not possible and full report provided to line manager.</li> <li>• Hand-over of children and young people at the premises or with a 3<sup>rd</sup> party provider and collection of children and young people at end of the session is structured to maintain social distancing in line with current PHA guidance. Parents/carers are instructed not to enter the building. Children and young people are received into project by a member of staff, maintaining social distancing protocols. Structured release of children and young people at the end of the session. Facility manager must be informed and agree to this practice.</li> </ul>			

# Area/Outreach/Detached Youth Provision Risk Assessment



Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Use of Transport (Area Based Provision)	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>No young person or staff member should travel on transport if they are displaying symptoms of COVID-19</li> <li>On dedicated youth transport use of face coverings where possible should be worn by all children and young people unless a young person is medically exempt.</li> <li>On Public transport young people aged 13 years or older are required to wear a face covering</li> <li>Drivers may wear a face covering for loading or unloading of young people as part of the activity, but must remove when driving the vehicle</li> <li>Staff/Escorts (not the driver) should wear PPE for the period of the journey</li> <li>Young people and staff should sit as far apart as is permissible, where possible siblings/those from the same household should sit together</li> <li>Provide opportunity to sanitise hands entering and exiting vehicle</li> <li>Disinfection vehicle interior using recommended products when the existing group has completed use, in particular cleaning key touch points such as door handles, seat belts and armrests</li> <li>Ensure the vehicle is well ventilated, with the preference to be open windows and NOT use recirculated air.</li> </ul>				

# Outdoor Learning Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Spread of COVID-19 through the Delivery of Outdoor Learning provision and out into wider community	Children & Young People	1	3	3
	Youth Staff (including School staff)	3	3	9
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Hand-over of children young people youth centre and collection of children and young people at end of the session is structured to maintain social distancing of at least 2 metres. Parents/carers/youth workers are instructed not to enter the centre building. Children and young people are received into centre by a member of staff, maintaining social distancing protocols. Structured release of children and young people at the end of the session. <a href="https://www.education-ni.gov.uk/publications/implementing-social-distancing-education-settings-ni-coronavirus-covid-19">https://www.education-ni.gov.uk/publications/implementing-social-distancing-education-settings-ni-coronavirus-covid-19</a></li> <li>Communication sent to all group leaders that should their young person appear unwell they should not be sent to Youth Provision.</li> <li>Group Leaders informed by letter that they are not to congregate at centre gates, entrances or within the outdoor spaces upon arrival and departure</li> <li>Soap dispenser and paper towels/hand driers within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.</li> <li>Handwashing techniques taught to all young people. It may be necessary to supervise some young people to ensure correct hand washing procedures.</li> </ul>				

Hazard			
Spread of COVID-19 through Delivery of Outdoor Learning provision and out into wider community (Cont.)			
Existing Precautions	Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Inform group leaders of hygiene expectations and for the need to communicate this message in the home environment.</li> <li>• All staff/young people to wash their hands before coming to the centre, during the session, before going home and when they get home.</li> <li>• Information sessions to demonstrate to children and young people appropriate hand washing techniques.</li> <li>• Food or drinks will not be provided by outdoor learning service whilst PHA guidance is in place.</li> <li>• Staff and groups leaders monitor the visible health of young people, ensure parent emergency contact numbers are kept up to date.</li> <li>• Public Health Advice on COVID-19 handwashing – Catch it, Bin it, Kill it posters around youth provision</li> <li>• Hand sanitiser provided to youth provision for staff.</li> <li>• Communicate to parents the importance of the government advice on catch it, bin it kill it.</li> <li>• Keep all internal room and corridor doors propped open.</li> <li>• Safety Agreement to be established with all young people relating to PHA guidance and adhering to social distancing measures. Parents to be informed of the agreement and any action which could be taken if this is not followed.</li> <li>• Group leader details are to be recorded for each activity on a daily basis providing date of visit, name of group and group leader.</li> </ul>			

# Outdoor Learning Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case of a participant who takes part in and Outdoor Learning service programme	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Contact relevant agencies e.g. PHA, EA, etc.</li> <li>• Close provision for a period of hours as outlined in current PHA Guidance where the member of staff or young person has only had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transit purposes, then all areas accessed should be isolated for the period of time as outlined in current PHA guidance. Cleaning to be completed after this time has passed and before reoccupation of the centre.</li> <li>• In the case where the staff or young person may have spent their time in a number of rooms, all rooms should be closed.</li> <li>• Inform staff.</li> <li>• Contact relevant groups leaders with EA Communications support</li> <li>• Refer to Education Minister's advice dated 16 March 2020 on what to do if someone develops symptoms of COVID-19 in a school or other educational setting.</li> <li>• Youth Service must not name individuals.</li> </ul>				



Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Shortage of staff, Absence of Centre Leadership	Children & Young People	2	3	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>• Redeploy staff from a nearby location</li> <li>• Consider combining provision whilst maintaining social distancing.</li> <li>• Where Worker/Young person ratios exceed DE recommendations – partial closure for certain programmes.</li> <li>• Alert groups leaders.</li> <li>• Notify EA/DE in the event of an exceptional closures.</li> </ul>				

# Outdoor Learning Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Providing emergency assistance/ first aid required	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Provision of appropriate PPE to staff in line with health care / paramedic standard.</li> <li>Limit activity to sites where trained and equipped emergency services can access in reasonable time.</li> <li>Adherence to advice from the DE guidance for safe working practices in education settings.</li> </ul>				

# Outdoor Learning Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Exposure to contaminated equipment and specialist activity clothing	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Equipment sluiced in recommended sanitising solution following use where manufacturers direction allows</li> <li>Soap wash for garments</li> <li>Passive air drying outside. Remove forced drying to reduce airborne contamination</li> <li>System of 72 hour quarantine for equipment post activity.</li> <li>Issued equipment managed by single user</li> <li>Staff managing equipment post activity wear PPE and/or diligent handwashing</li> </ul>				

# Outdoor Learning Risk Assessment



Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Use of Transport (Outdoor Learning Service)	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>No young person or staff member should travel on transport if they are displaying symptoms of COVID-19</li> <li>On dedicated youth transport use of face coverings where possible should be worn by all children and young people unless a young person is medically exempt.</li> <li>On Public transport young people aged 13 years or older are required to wear a face covering</li> <li>Drivers may wear a face covering for loading or unloading of young people as part of the activity, but must remove when driving the vehicle</li> <li>Staff/Escorts (not the driver) should wear PPE for the period of the journey</li> <li>Young people and staff should sit as far apart as is permissible, where possible siblings/those from the same household should sit together</li> <li>Provide opportunity to sanitise hands entering and exiting vehicle</li> <li>Disinfection vehicle interior using recommended products when the existing group has completed use, in particular cleaning key touch points such as door handles, seat belts and armrests</li> <li>Ensure the vehicle is well ventilated, with the preference to be open windows and NOT use recirculated air.</li> </ul>				

# Outdoor Learning Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Unmanaged interaction with public and /or public environments	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Avoid venues and time periods where young people will be drawn into a situation where they could potential breach social distancing guidance.</li> <li>Favour well definable activity area with agreed/exclusive access.</li> <li>Demonstrate active social distancing and attention to hand sanitation protocols in public areas.</li> </ul>				

# Building Cleaning Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
(Building Cleaning & Maintenance) Potential exposure to COVID-19 whilst cleaning	Children and young people	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Adhere to PHA guidance for handwashing</li> <li>Appropriate PPE worn; disposable gloves and aprons used for all activities that may result in contamination, uniform, flat closed in shoes, hand sanitiser</li> <li>HSC Public Health Agency Guidance on COVID-19 displayed in school and referred to as necessary</li> <li>All touch/contact areas cleaned with germicidal disinfectant e.g. Shield/Protect</li> <li>Social Distancing measures in place</li> <li>Minimal number of cleaning staff working on a rotation basis.</li> <li>Where possible cleaning staff commence work when least number of people within the building</li> <li>Cleaning staff maintain social distance of at least 2 metres at all times</li> </ul>				

# Building Cleaning Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
(Building Cleaning & Maintenance) Risk of exposure to COVID-19 due to symptomatic or confirmed cases within location	Children and young people	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Location closed for a period hours as outlined in current PHA guidance</li> <li>Area closed as per current PHA guidance</li> <li>After this time has passed cleaning staff complete an enhanced clean of area following normal system of clean with additional focus on touch/contact areas before the return of staff and children</li> <li>Apron, gloves or any contaminated items double bagged and disposed of appropriately after a single use</li> </ul>				

# Building Cleaning Risk Assessment

Completed by:

Date:

Review Date: Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
(Building Cleaning & Maintenance) Risk of exposure to COVID-19 whilst preparing Centre for September during the months of July and August	Children and young people	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> <li>Adhere to PHA guidance for handwashing</li> <li>Appropriate PPE worn; disposable gloves and aprons used for all activities that may result in contamination, uniform, flat closed in shoes, hand sanitiser</li> <li>HSC Public Health Agency Guidance on COVID-19 displayed in Centre and referred to as necessary</li> <li>All touch/contact areas cleaned with germicidal disinfectant e.g. Shield/Protect</li> <li>Social Distancing measures in place</li> <li>Cleaning staff have designated cleaning area</li> <li>Where possible cleaning staff commence work when least number of people within the building</li> <li>Cleaning staff maintain social distance of at least 2 metres at all times</li> <li>Cleaning staff do not undertake duties which have the need for 2 people, i.e. lifting of tables from rooms</li> </ul>				



## Appendix 4

# Guidance for Transport using Private Operators COVID-19 outbreak

*(Guidance developed by Education Authority Operations & Estates and should be used as a guide only to inform decisions for the delivery of youth work using private operators for transport associated with youth work programmes/projects)*

## Context

The school transport service will be operational from 24 August 2020 in order that we support children to return to school and continue their learning. The Education Minister has also confirmed that social distancing should be encouraged but acknowledged that this may not be possible and therefore it is not required on dedicated school transport vehicles.

## Purpose

Private Operators remain responsible for the health and safety of their employees and completing a risk assessment for their operations. This guidance however outlines the minimum standards that we expect of our Operators during COVID-19; as well as advice on some of the measures you may wish to take.

Information is also regularly posted on the EA website [www.eani.org.uk](http://www.eani.org.uk) and PHA website [www.publichealth.hscni.net/news/covid-19-coronavirus](http://www.publichealth.hscni.net/news/covid-19-coronavirus).

## General Guidance

- ✓ Only transport those authorised to travel on your vehicle. That being said school re-opening plans are varied and have been changing rapidly. This has delayed the development of loading plans and may result in rapid changes to pupil attendance patterns. Drivers of mainstream routes, unless otherwise advised can assume their routes remain largely unchanged. Changes to SEN routes will be advised as promptly as possible; please liaise with your Transport Office.
- ✓ You are encouraged to download the StopCOVID NI App - [www.publichealth.hscni.net/covid-19-coronavirus](http://www.publichealth.hscni.net/covid-19-coronavirus)
- ✗ Do not transport pupils on behalf of the Education Authority under any circumstance if you are experiencing any of the COVID-19 symptoms or have been advised to isolate. Seek medical advice and/or arrange for a test [www.gov.uk/guidance/coronavirus-covid-19-getting-tested](http://www.gov.uk/guidance/coronavirus-covid-19-getting-tested).

## Preventing the spread of infection

- ✓ Wash your hands regularly and before you enter the vehicle.
- ✓ Provide hand sanitiser on your vehicle and ask passengers to use this when boarding.

- ✓ Place signage on your vehicle encouraging the use of hand sanitiser and good hand hygiene.
- ✓ Ventilate your vehicle; weather permitting.
- ✓ Wipe/sanitise any fuel pumps.

## Social distancing

There will be no requirement for social distancing on your vehicles so you can operate at normal capacity. Social distancing though is still encouraged. Here are some steps you should take where possible:

- ✓ Have passengers sit as far apart as possible
- ✓ If they can't sit apart encourage siblings or pupils from the same year group/class and school to sit beside each other.
- ✓ Encourage pupils to sit in the same seat each day. This will help with contact tracing.
- ✓ On buses, ask passengers to fill seats from the back and disembark from the front seats first.

It is recognised that some of these measures may not be possible in SEN transport. Escorts and drivers must continue to make informed decisions regarding seating positions and boarding/disembarking routine that prioritise the comfort and safety of pupils and staff travelling on board. Escorts should continue to sit at the rear of the vehicle.

## PPE – Mainstream

Ensure you have access to suitable PPE. The Education Authority has currently put in place the following measures:

- ✓ For mainstream drivers PPE includes hand sanitiser, disposable gloves, cleaning materials and masks.
- ✓ Aprons and a face shield can also be appropriate in some mainstream settings alongside a mask if you are required to be in close contact with a pupil or your escort to provide assistance and there is the risk of bodily fluid transferring.
- ✓ Face shields and masks must not be worn at the same time while driving.

## PPE - SEN Transport

Ensure you have access to suitable PPE. The Education Authority has currently put in place the following measures.

## Drivers

- ✓ PPE includes hand sanitiser, disposable gloves, aprons, cleaning materials and masks.
- ✓ Face shields may also be appropriate if a driver is required to be in close contact with a pupil or your escort to provide assistance and there is the risk of bodily fluid transferring.
- ✓ Face shields and masks must not be worn at the same time while driving.

## Escorts

- ✓ PPE includes hand sanitiser, disposable gloves, aprons, face shield and mask.

## Vehicle cleaning & waste disposal

- ✓ Clean the common touch points on your vehicle e.g. seat belts, grab/hand rails, headrests, door handles, steering wheel area etc. at least twice a day (e.g. at the end of your morning and afternoon runs).
- ✓ If your schedule involves runs to multiple schools try to clean common touch points in between runs if your schedule allows and will not cause any delays.
- ✓ Clean your vehicle at the end of each day; to include sweeping and mopping the floor.
- ✓ If we receive notification that your vehicle has transported a person with a confirmed case of COVID-19 we will notify you. In these circumstances the EA intends to remove their vehicle from the road for 72 hours after which it will be cleaned as per the above advice by a driver. Private Operators are asked to mirror this arrangement.
- ✓ PPE is not considered clinical waste after use. Please make arrangements for the disposal of any PPE waste. Pupils have been advised to bring any waste with them when leaving the vehicle.

## What to do if you believe a passenger is displaying symptoms of COVID-19

- ✓ Parents will be advised that they should not allow their child to travel if they are have symptoms of COVID-19.
- ✓ Symptoms of COVID-19 are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); OR
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); OR
- **a loss of or change in sense of smell or taste.**

- ✓ It may be difficult to confirm if a child is displaying the above symptoms; particularly when children can display symptoms such as coughs and temperatures due to other illnesses. However:
  - **If you collect a child who is accompanied by a parent/carers and you believe they are displaying any of the above symptoms** drivers may raise their concerns with the parent/carers. If you do not seek adequate assurances you can advise the parent/carers that you are unable to transport their child and they should make alternative arrangements.
  - Apologise for any inconvenience and advise that the parent contacts their local Transport Office.

- You must report a decision to refuse transport, along with your reasons to the Transport Office on the same day.
- The Transport Office will undertake to liaise with the family and advise you as soon as possible of any final decision.
- **If you collect a pupil that is not accompanied by an adult and you believe they are displaying symptoms** you should continue to transport them and then report this to their school. Ask the passenger to use a face covering if they have one available and socially distance them from other passengers as much as possible.
- There should be no circumstance whereby a child is left by the roadside unaccompanied by an adult.

## FAQS

### Q1. When will transport start running again?

Following the Minister's announcement it has been confirmed that school transport will be operational from 24-28 August. Transport will not operate on 31 August 2020 and will recommence on 1 September. Operational dates between September 2020 and July 2021 have not changed.

### Q2. Am I required to make any modifications to my vehicle?

The Authority is not aware of any requirement by government for adaptations, such as screens, to be installed on vehicles. That being said both Translink and the Authority are exploring this as COVID potential measures for their own vehicles. If you do wish to pursue this avenue you must seek an assurance that any adaptation is in compliance with DVA requirements and does not impact your insurance.

### Q3. Will arrangements for payment change?

Arrangements for payment will revert to those prior to lockdown. As we will be returning to normal operations supplier relief payments will cease.

### Q4. Are passengers required to wear face coverings in my vehicle?

No, but it should be encouraged.

## Key contacts

**Transport Operations Helpline - 028 9598 5959**

**Local Transport Office numbers:** <https://www.eani.org.uk/transportcontacts>

## Appendix 5

# Guidance for EA Drivers & Escorts During COVID-19 outbreak

*(Guidance developed by Education Authority Operations & Estates and should be used as a guide only to inform decisions for the delivery of youth work involving staff drivers or escorts on youth transport)*

## Context

The school transport service will be operational from 24 August 2020 in order that we support children to return to school and continue their learning. The Education Minister has also confirmed that social distancing should be encouraged but acknowledged that this may not be possible and therefore it is not required on dedicated school transport vehicles.

## Purpose

This guidance has been put in place in order to safely deliver the requirements of the Department of Education for schools reopening - <https://www.education-ni.gov.uk/publications/northern-ireland-re-opening-school-guidance-new-school-day-revised>. It has been based on a risk assessment and aims to ensure that you, your passengers and the vehicle are as safe as possible during this time. Any changes to guidance will continue to be cascaded through line management structures.

Information is also regularly posted on the EA website [www.eani.org.uk](http://www.eani.org.uk) and PHA website [www.publichealth.hscni.net/news/covid-19-coronavirus](http://www.publichealth.hscni.net/news/covid-19-coronavirus).

You must follow the requirements in this guidance. If you have any concerns, speak to your Senior Driver

## General Guidance

- ✓ Only carry out those journeys detailed in your schedule, those associated with your duties or requested of you by a Senior Driver or Transport Officer.
- ✓ Only transport those authorised to travel on your vehicle. That being said school re-opening plans are varied and have been changing rapidly. This has delayed the development of loading plans and may result in rapid changes to pupil attendance patterns. Drivers of mainstream routes, unless otherwise advised can assume their routes remain largely unchanged. Changes to SEN routes will be advised as promptly as possible; please liaise with your Senior Driver/Transport Office.
- ✓ You are encouraged to download the StopCOVID NI App - [www.publichealth.hscni.net/covid-19-coronavirus](http://www.publichealth.hscni.net/covid-19-coronavirus)

- ✓ Report any concerns about a passenger not following guidance on safe travel during COVID-19 to your Senior Driver who should in turn liaise with their Transport Officer.
- ✓ Notify your Senior Driver/ Line Manager immediately if you are unable to work, giving an explanation, and update the workforce availability app at <https://survey123.arcgis.com/share/e06e5cb5a55c4c50b85fe71b3571d78f>.
- ✗ Do not come into work under any circumstance if you are experiencing any of the COVID-19 symptoms. Stay at home and seek medical advice. You can also arrange for a test [www.gov.uk/guidance/coronavirus-covid-19-getting-tested](http://www.gov.uk/guidance/coronavirus-covid-19-getting-tested).

## Hand hygiene and preventing the spread of infection

- ✓ Use hand sanitiser when you enter the vehicle (mounted hand sanitiser units will be installed) and wash your hands as often as possible.
- ✓ Refill hand sanitiser dispensers as necessary. Each refill provides approximately 1400 uses.
- ✓ Direct passengers to use hand sanitiser when boarding the vehicle. There will be signage reinforcing this.
- ✓ DE guidance confirms that schools should give access to handwashing facilities to EA transport colleagues.
- ✓ Wipe/sanitise any fuel pumps and vehicle keys.
- ✓ Ventilate your vehicle; weather permitting.
- ✓ Avoid using recirculated air.
- ✓ Follow/adhere to signage in depots/garages e.g. restricted access to toilets, tearooms etc. and do not gather in groups - socially distance wherever possible.
- ✓ If a pupil presents a particular risk of transfer of bodily fluids please report this to your Senior Driver who should in turn liaise with their Transport Officer who will consider the risk presented and escalate this to the Transport Manager for a formal decision.

## Social Distancing

Social distancing is encouraged but not required on dedicated school transport. Here are some of the things you can do to encourage social distancing. The same advice has been provided to parents in order that pupils also assist with this:

- ✓ Fill your seats from the rear of the vehicle first.
- ✓ Have pupils sit apart where possible.
- ✓ If this is not possible siblings and/or pupils from the same class/year group and school should sit next to each other.
- ✓ Passengers should disembark from the front seats first.



It is recognised that some of these measures may not always be possible; particularly in SEN transport. Where it is possible escorts should sit apart from pupils at the rear of the vehicle. Escorts and drivers must though continue to make informed decisions regarding seating positions and boarding/disembarking of pupils that prioritise the comfort and safety of all travelling on board.

## PPE – Mainstream

- ✓ Use the PPE you are provided with. As standard this includes hand sanitiser, disposable gloves, cleaning materials and masks.
- ✓ Face shields and aprons will also be provided. They are for use, alongside your mask, if you are required to be in close contact with a pupil/escort to provide assistance and there is a risk of bodily fluid transferring.
- ✓ Face shields and masks must not be worn at the same time while driving.
- ✓ If a screen is in place, you are encouraged to continue to wear a mask when driving but it is not required.
- ✓ Store your PPE in a secure, accessible place. Storage bags will be provided that you may wish to use.
- ✓ Please make yourself familiar with the advice on PPE attached to this guidance. Further advice can also be found at the following link - [www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures).
- ✓ Notify your Senior Driver if you require further stock of PPE or cleaning materials giving at least one week's notice.
- ✓ If you require a replacement for standard equipment such as brushes and mops please notify your Senior Driver.

## PPE - SEN Transport Drivers

- ✓ Use the PPE you are provided with. As standard this includes hand sanitiser, disposable gloves, cleaning materials and masks.
- ✓ Face shields and aprons will also be provided. They are for use, alongside your mask, if you are required to be in close contact with a pupil/escort to provide assistance and there is a risk of bodily fluid transferring.
- ✓ Face shields and masks must not be worn at the same time while driving.
- ✓ If a screen is in place, you are encouraged to continue to wear a mask when driving but it is not required.
- ✓ Store your PPE in a secure, accessible place. Storage bags will be provided that you may wish to use.

- ✓ Please make yourself familiar with the advice on PPE attached to this guidance. Further advice can also be found at the following link - [www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)
- ✓ Notify your Senior Driver if you require further stock of PPE or cleaning materials giving at least one week's notice.

## Escorts

- ✓ Use the PPE you are provided with. As standard this includes hand sanitiser, disposable gloves, face shield and mask.
- ✓ Face shields and aprons will also be provided. They are for use, alongside your mask, if you are required to be in close contact with a pupil/escort to provide assistance and there is a risk of bodily fluid transferring. As an escort therefore you may need to wear a face shield for the duration of your journey.
- ✓ Cleaning materials are available via your driver.
- ✓ Store your PPE in a secure, accessible place. Storage bags will be provided that you may wish to use.
- ✓ Please make yourself familiar with the advice on PPE attached to this guidance. Further advice can also be found at the following link - [www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)
- ✓ Notify your Senior Driver if you require further stock of PPE or cleaning materials giving at least a week's notice.

## Vehicle cleaning regime & waste disposal during COVID-19

- ✓ Use the cleaning materials, gloves and disposal bags provided.
- ✓ Clean the common touch points on your vehicle at the end of your morning and afternoon runs e.g. seat belts, grab/hand rails, headrests, door handles, steering wheel area etc.
- ✓ If you carry out multiple or back-to-back runs, clean the common touch points twice daily at times that are suitable for you in line with your schedule and do not cause a delay.
- ✓ Clean your vehicle at the end of each day; to include sweeping and mopping the floor. If you require additional standard cleaning equipment such as a mop or bucket notify you Senior Driver.
- ✓ While the hand sanitiser is foam and should not present a slip hazard, you should clean up any spillage as part of your cleaning regime.



- ✓ If as a result of having to clean your vehicle at the end of each day you exceed your normal hours you will be paid as per your terms and conditions. Any additional time must be recorded and approved by your Senior Driver.
- ✓ Pupils have been advised to remove any waste from the vehicle when disembarking.
- ✓ PPE is not considered clinical waste after use. Waste should be double bagged and disposed of at the nearest EA premises or school on a regular basis.
- ✓ DE guidance confirms that schools should assist EA transport with the disposal of waste.
- ✓ Arrangements for storage of cleaning materials will vary according to the make of vehicle and your run. Make arrangements that are suitable and accessible for your needs.
- ✓ Replacement cleaning materials should be ordered via your Senior Driver giving at least one week's notice.

## Vehicle cleaning following notification of a confirmed case of COVID-19

- ✓ If we receive notification that a vehicle has transported a person with a confirmed case of COVID-19 you will be asked to remove the vehicle from use for 72 hours.
- ✓ The decision as to whether a driver or escort is required to isolate in these circumstances remains at the discretion of the PHA via their [Contact Tracing programme](#).
- ✓ After 72 hours drivers should complete an 'enhanced' clean. An enhanced clean is the cleaning routine outlined above i.e.: cleaning of common touch points and sweeping and mopping of floors, as well as cleaning of other internal hard surfaces.
- ✓ Where the regular driver is not available this should be coordinated by the Senior Driver.
- ✓ This advice is in line with advice received from PHA and advice issued to schools.

## What to do if you believe a passenger is displaying symptoms of COVID-19

- ✓ Parents will be advised that they must not allow their child to travel if they have symptoms of COVID-19.

- ✓ Symptoms of COVID-19 are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); OR
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); OR
- **a loss of or change in sense of smell or taste.**

- ✓ It may be difficult to confirm if a child is displaying the above symptoms, particularly in the short time a child has to board a vehicle and as children can display symptoms such as coughs and temperatures due to other illnesses. However:

- **If you collect a child who is accompanied by a parent/carer and you are concerned that they are displaying any of the above symptoms** drivers may raise their concerns with the parent/carer. If you do not receive adequate assurances you can advise the parent/carer that you are unable to transport their child and they should make alternative arrangements.
- Apologise for any inconvenience and advise that the parent contacts their local Transport Office.
- You must report a decision to refuse transport, along with your reasons, via your incident log to the Transport Office on the same day and you should also alert your Senior Driver as soon as possible.
- The Transport Office will undertake to liaise with the family and advise you as soon as possible of any final decision.
- **If you collect a pupil that is not accompanied by an adult and you are concerned that they are displaying symptoms** you should continue to transport them and then report this to their school. Ask the passenger to use a face covering if they have one available and socially distance them from other passengers as much as possible.
- There should be no circumstance whereby a child is left by the roadside unaccompanied by an adult.



Where a school identifies that a pupil is displaying symptoms they are responsible for making arrangements to isolate the pupil, contacting parents/carers and making arrangements for the pupil to return home. Home to school transport will not provide transport to the pupil's home in these circumstances.

## Our commitment to you

In addition to the steps that we have outlined you should take to protect yourself and others we will:

- Promote the DE advice that home to school transport should only be used where there is no alternative available.
- Publish guidance for parents and pupils encouraging the use of face coverings, good hand hygiene, social distancing; and reinforcing that pupils MUST NOT travel if they are experiencing symptoms of COVID-19. Parental advice will also outline that EA retains the right to withdraw a service if the EA believes that passengers are putting themselves and others at risk.
- Source and distribute PPE. PPE stock will be issued prior to commencement of operations at return to work inductions or via depots. PPE stock will be closely monitored to ensure stock is replenished and a strict process for requesting/ accessing stock will administered by Operations.
- Install hand sanitiser dispensers on EA vehicles.
- Commence a programme of installation of drivers' screen.
- Develop and install signage promoting key messages on vehicles and in depots.
- Provide return to work inductions/guidance for staff to familiarise themselves with guidance.

## Useful contacts and links

**Transport Operations Helpline - 028 9598 5959**

**Email - [HomeToSchool.Transport@eani.org.uk](mailto:HomeToSchool.Transport@eani.org.uk).**

**Local Transport Office numbers: [www.eani.org.uk/transportcontacts](http://www.eani.org.uk/transportcontacts)**

**[Advice to parents and pupils on home to school transport - www.eani.org.uk](http://www.eani.org.uk)**

### Communications to Parents/Guardians and Young People - Parent/Guardian Letter Template

Dear Parent/Guardian,

On Friday 20 March, all Education Authority (EA) funded youth service centres and programmes were asked to close to protect the health and safety of young people. Whilst our buildings were closed and we couldn't work face to face with our members, our youth workers engaged with many young people through various online initiatives and some specialist services and we continue to do so.

We write to provide you with an outline of our intended return to delivery of Youth Services and will contact you again, when it is safe for us to re-open our buildings and start our programmes.

We are making preparations to return to full programme delivery, but this may take some time, as the safety and wellbeing of young people is our greatest concern. When we do re-open, this will be done gradually, following government and PHA guidance and we will need your help with this.

We have developed and enclose an outline of guidance which provides details on how we will support the return of young people to our centres and programmes, and what we need you to do, to make sure your child/children are safe and able to do so. Can I ask that you read through this and please let me know if you have any questions or need further information.

I have also enclosed a new emergency contact form and would ask you to complete and return this to me, prior to your child attending any session. This is to allow us to follow the Test, Trace and Protect system and will enable us to contact you if we have a case, or suspected case of COVID-19 in our centre/programme. Your child will not be permitted to attend any sessions until this is returned.

We will also be developing a safety agreement along with our young people which will outline how young people will be expected to take responsibility for their actions, in order to stay safe in our centres and programmes. We will ask them to agree to this and I will write to you again, to ask you to sign up to this, as your commitment to keep your child and all young people who attend our programmes safe.

It is possible some of these processes may change based on government and PHA guidance. We will write to you with an update, if this happens.

Thank you for your patience and support during this challenging time; we look forward to welcoming your child/young person into our programmes again soon.

(Insert Youth Worker signature and contact details)

## Parent/Guardian Youth Service Restart Guidance

### What we need you to do:

- Do not send your child/young person to the youth centre or youth programme if they are unwell or displaying COVID-19 related symptoms (high temperature, new or persistent cough and/or loss of taste or smell).
- Provide us with up to date emergency contact numbers, to enable us to deliver on the Test, Trace and Protect system.
- Contact the Leader in Charge immediately, if you are aware that your child has come into contact with a confirmed or suspected case of COVID-19.
- Only send your child/young person to their allocated session. Each young person will be allocated a session time; their youth worker will confirm the day and time of this. They must not attend the centre outside of this time and will not be given access.
- Ask your child/young person not to gather in groups at the provision; either outside, the gates, at the entrance to the centre/building or in the entrance hall.
- If you are returning to collect your child, please do this at the allocated time given to you by the youth worker. This will be specific to ensure that there are not groups of parents gathering outside to collect their children.
- Make sure your child/young person knows they must leave the centre and grounds when their session is over, so crowds are not able to gather, and social distancing measures are followed.
- Ensure your child washes their hands before they attend the session and when they return home.
- Face coverings are not mandatory in youth centres or during youth programmes, but acceptable if you wish your child or young person to wear one.
- Where the use of public transport may be used as part of the youth work programme it is mandatory for young people age 13 years or older to wear a face covering unless exempt for medical reasons.



### What we will do:

- Ensure that all children/young people and staff practice social distancing measures.
- They will be allocated a specific room and equipment that will be cleaned before and after each session.
- Show your child/young person how to wash their hands as directed by the PHA. We will expect your child/young person to follow PHA guidance of regular handwashing and will reinforce the message of Catch it, Bin it, Kill it.
- Have soap and handtowels available throughout sessions, but we will not provide children/ young people with hand sanitiser.
- No food or drinks will be provided to children/young people during this period of COVID-19 and we ask you not to send food or drinks to the youth centre or programme, in order to reduce the risk of young people sharing and having contact with each other.
- There will be no sports played or any form of contact activity until it is safe to do so.
- Equipment will be kept to a minimum and not shared.

## Young Person Letter Template

Dear Member,

On Friday 20 March, all Education Authority (EA) funded youth service centres and programmes were asked to close to protect the health and safety of young people.

Whilst our buildings were closed and you couldn't come to see us, our youth workers were available to support you online and to provide some specialist services, which we hope you were able to take part in.

You have all been amazing at listening to the advice to stay home and stay safe, but we are delighted to tell you that we are getting ready to reopen our centres and programmes, as we have really missed you.

We are really looking to seeing you, but we need you to know that it will be different from how it was before. These changes are to make sure that you are kept safe and well, whilst you take part in our programmes.

Included in this letter, you will find the steps that we need you to take. I need you to read and understand these steps, which will help us to keep you and everyone else safe.

If you're not sure what they mean, or if you are worried about returning to the youth centre/programme, please let us know and your youth worker can call you to speak to you about this.

We have to let you know that if you don't follow these steps, we will have to contact your parents and you may be asked not to attend our programmes until we are sure that you can follow them. This is to make sure we keep you and everyone else safe.

We will be in touch to let you know the day and times we will be open and can't wait to see you then.

(Insert Youth Worker signature and contact details)

# Young Person Restart Guidance

## What we need you to do:

- Don't come to the youth centre/programme if you have symptoms of COVID-19 (high temperature, new or persistent cough and/or loss of taste or smell).
- Give us your parents' written permission for you to come to the centre or programme.
- Only come to the centre/programme at the time you are given by your Youth Worker. It is really important that you don't come before that.
- Leave the centre when your youth worker tells you to. You won't be allowed to stay outside of the centre or in the grounds.
- If you come to the centre and start feeling unwell, please tell a youth worker straight away.
- When in the centre, stay 1 metre away from your friends and 2 metres away from your youth workers and any other adults in the centre.
- Wash your hands before you come to the club and when you go home.
- Understand that it is unsafe to play games or contact sports for this time. These won't be allowed in the centre until it is safe to play.
- Don't share any equipment you are given with your friends.
- You will not be required to wear a face covering whilst taking part in the youth programme or project, but if you would like to, you can.
- If we use public transport as part of your youth programme and you are aged 13 years or older you will have to wear a face covering.



## What we will do:

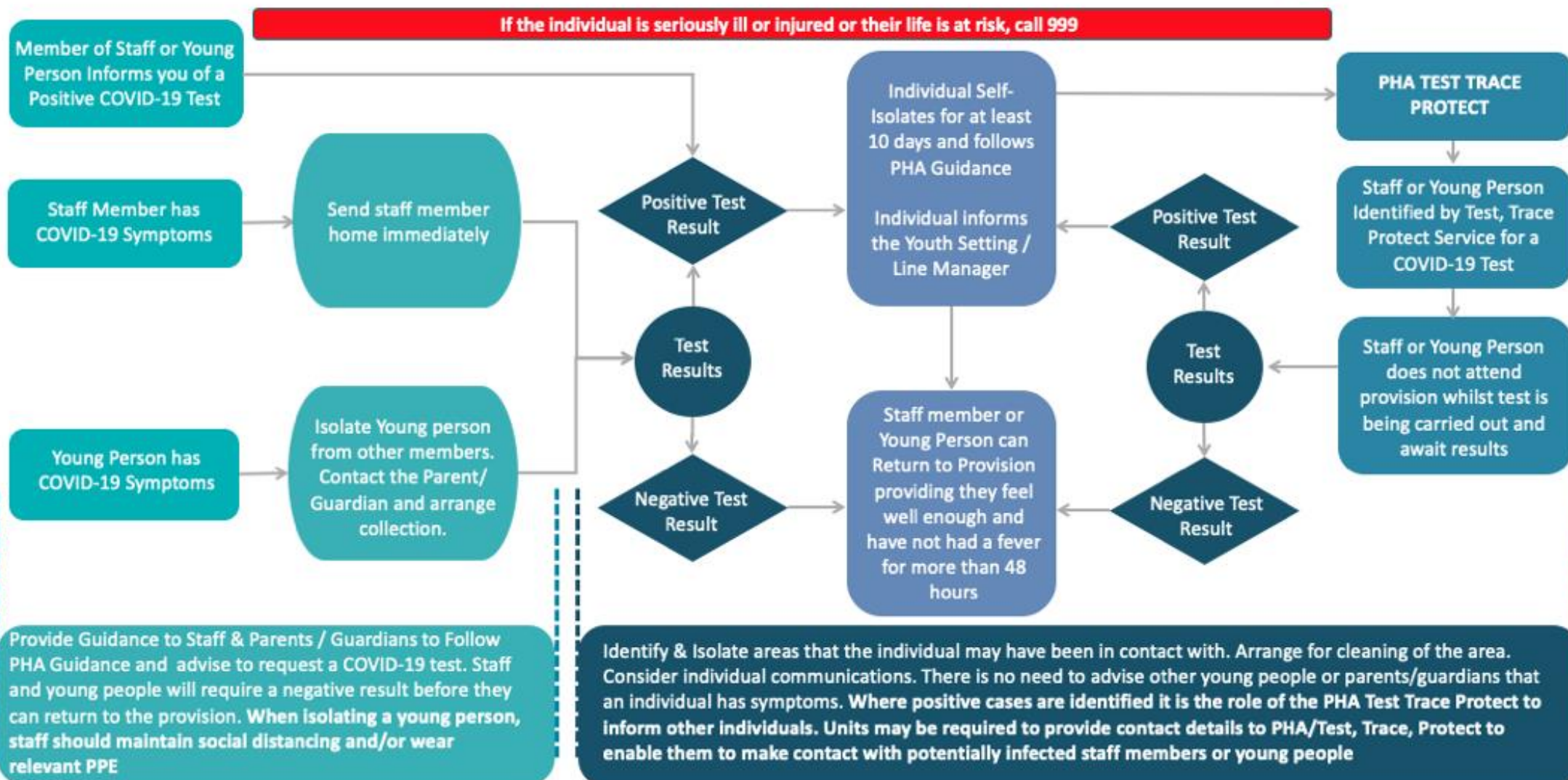
- Welcome you at the front door of the centre and bring you to the room where you will be taking part in the programme.
- Place markings on the floor of the centre to help you to social distance from others
- Put posters up around the walls of the centre telling you how to follow the health guidance. Please read these and make sure you follow the instructions. If you don't understand them, please talk to your youth worker.
- Work with you to draw up a safety agreement. You will have to follow this agreement when you're in the centre or attending a programme.
- We will not be able to give you food or drinks at the centre or programme and you will not be allowed to bring your own during this time
- Make sure you wash your hands, at the start, during and after your programme or session and show you how to do this properly.
- If you need equipment for your sessions, you will be given this by a youth worker.



## Appendix 7

### CONFIRMED OR SUSPECTED COVID-19 CASE MANAGEMENT FLOWCHART

EDUCATION AUTHORITY YOUTH SERVICE (To use used in conjunction with Youth Restart Guidance Part 1)





# MANAGEMENT OF PEOPLE WHO BECOME SYMPTOMATIC ONSITE GUIDANCE

EDUCATION AUTHORITY YOUTH SERVICE (To be used in conjunction with Youth Restart Guidance Part 1)



If anyone becomes unwell with a new continuous cough OR a high temperature/fever OR anosmia (a loss or a change in your normal sense of smell which can also affect your sense of taste) they must be sent home and advised to follow PHA guidance for households with possible coronavirus infection.

Youth Settings should keep a full record of such actions and request a parent / carer / guardian record their acknowledgement of this action.

A child or young person awaiting collection should be moved, if possible, to a room where they can be isolated behind a closed door. Appropriate adult supervision must be provided. Ideally, a window should be opened for ventilation. If it is not possible to fully isolate the child or young person, they should be moved to an area which is at least 2m away from other people.

A risk assessment should be undertaken by the youth provision to address this. Youth Providers should fully document this process to ensure records of who made the decision, who was contacted, who provided supervision and who picked up the child are held.

If the child or young person needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else.

PPE should be worn by staff caring for the child or young person while they await collection if direct personal care is needed and a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs).

**! If the child or young person is seriously ill or injured or their life is at risk, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital.**

**i If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with a new, continuous cough or a high temperature or loss of taste/smell, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who has developed symptoms. Cleaning the affected area with available cleaning products, followed by disinfection after someone with symptoms has left will reduce the risk of passing the infection on to other people.**

**! You do not need to tell other children and young people or parents that a child has been sent home with COVID-19 symptoms.**



## TEST, TRACE, PROTECT GUIDANCE

EDUCATION AUTHORITY YOUTH SERVICE (To be used in conjunction with Youth Restart Guidance Part 1)



**Anyone who exhibits any symptoms associated with COVID-19 should not attend youth provision. All symptomatic staff, children and young people are expected to follow the advice and obtain a test for COVID-19.**

**Where an individual has had a negative result and everyone with symptoms who was tested in their household receive a negative result, the individual can return to the youth provision providing they are well enough and have not had a fever for 48 hours.**

**Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes.**

**All household members should follow PHA isolation guidance which currently requires everyone in the household to stay at home.**

- If you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days.
- If you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.
- However, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period).
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone.
- If you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period.
- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

**PHA guidance under the Test and Trace and Protect programme will be applied for all staff or children and young people in contact with someone who tests positive for COVID-19. Test and Trace staff will contact anyone with a positive test and trace their contacts over the previous 48 hours seeking information on where that individual has been in contact with someone for 15 minutes or more and less than 2 m social distance. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire youth groups or 'bubble' being instructed to self-isolate at home.**

**Should a COVID-19 confirmed case occur, enhanced cleaning should be carried out within any room in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This should be clearly communicated to staff, parents, children and young people to provide assurance that the environment is safe.**

**Staff, Children and Young People can return to the youth provision when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission and will also assist in protecting the wider community.**

## Appendix 10

### References to other Relevant Guidance Documents

- <https://nya.org.uk/reacting-to-covid-19-advice-to-youth-services/>
- <https://learning.youth.ie/wp-content/uploads/2020/06/Guidance-for-Youth-Organisations-on-Resuming-Full-Services-Version-2-on-10-June-2020.pdf>
- <https://www.ncb.org.uk/news-opinion/news-highlights/re-imagining-education-northern-ireland>
- <https://www.stran.ac.uk/creu-home-schooling/>
- <https://www.theguardian.com/education/2020/may/07/prioritise-play-when-schools-reopen-say-mental-health-experts-coronavirus-lockdown>
- <https://www.bps.org.uk/coronavirus-resources/public/back-to-school>
- <https://www.eani.org.uk/education-restart>
- <https://www.education-ni.gov.uk/landing-pages/education-restart>
- <https://www.youthonline.org.uk/restart/>







