



# FZY's Covid-19 Policy for Programmes in England

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## Important Terminology and their Definitions

“Programme(s)”	This term includes all FZY activities, events, seminars, residential meetings and camps.
“Staff”	This is inclusive of FZY paid employees, volunteer leaders and coordinators, and any other volunteer working on an FZY Programme.
“Participants”	This refers to all participants on an FZY Programme, regardless as to whether they have paid or not.
“Policy”	Everything that is contained within this document.
“Risk Assessment”	A document outlining the potential risks in a specific Programme with actions to follow to lower these risks.
“Head”	This is the person who holds overall responsible for the Programme.
“Site”	Location where the Programme is taking place.

## Introduction and Overview of this Policy Document

This policy has been drafted in line with the government guidance for [protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(Covid-19\) outbreak](#), the [National Youth Agency guidance](#) for the Youth Sector, and other relevant guidelines.

By attending an FZY Programme, all Participants and Staff agree to observe the following Policy. This will ensure FZY’s ability to provide meaningful, fun, safe and healthy programming. Any Participant or Staff found to have acted deliberately in contravention of the Policy, thereby putting the health and safety of others at risk, will be removed from the Programme they are a part of.

This Policy operates in parallel with FZY’s Risk Assessment for each of its Programmes.

## Covid-19 Responsible

All FZY Programmes will remain Covid-19 responsible and adhere to this Policy. In the bullet points below an overview of the basic procedures which will be undertaken are outlined. It is important to read the entirety of this Policy, and FZY’s Risk Assessment for the Programme to understand the full detail of how FZY’s Programmes will operate.

- A Risk Assessment, which will include an action plan, must be written and up to date before the Programme commences. This Risk Assessment will be shared with all Staff and other relevant third parties who will be appropriately trained to follow this. The Head of the Programme is responsible for ensuring this is done to a high standard and in a timely manner.
- Social distancing is adhered to wherever possible and within the guidelines of FZY’s Policy.
- Face coverings are to be worn on transport and are recommended in indoor settings and/or poorly ventilated areas as outlined under the Policy guidelines.

- Hygiene and cleanliness are important. The Site will be regularly cleaned throughout the Programme and facilities will be provided for Participants and Staff to maintain a high level of hygiene.
- Outdoor spaces should be used for activities wherever possible and practical. If indoor rooms are used, they should be well ventilated using natural ventilation, i.e., opening windows/doors whenever possible and practicable.
- If a Participant or member of Staff develops coronavirus symptoms, they must immediately self-isolate, take a Covid-19 test, and stay away from all activities until the period of isolation has been completed and/or that person returns a negative Covid-19 test and has been approved to return to activities by the Head of the Programme.
- NHS Test and Trace information is gathered, as per the guidelines below, and data is kept and shared with the relevant authorities when appropriate.

To achieve this Covid-19 responsible environment, FZY will:

- Build awareness amongst its Participants and Staff of good hygiene practices and provide facilities so these practices can be followed.
- Create easy to follow cleaning guidance for toilets, dining areas and other spaces on Site whilst providing extra waste facilities throughout the Site with frequent rubbish collection to ensure these areas are kept clean.
- Have a collection of Covid-19 tests on Site to be used by Participants and Staff whenever there is a need.
- Be fully stocked with Personal Protective Equipment (PPE) according to the needs of the Programmes.
- Ensure the Site chosen for the Programme will allow for numerous Participants and/or Staff to self-isolate simultaneously in safe well-ventilated locations, whilst also having the flexibility, within reason, to cater for government changes to Covid-19 legislation and/or regulation.
- Train its Staff on this Covid-19 Policy so they understand the procedures to always follow.

## Arrival to the Programme & Testing Requirements

FZY have identified arrival to the Programme as a critical area that needs to be administered well to minimise the chance of Covid-19 getting onto the Programme. As such, testing negative for Covid-19 or providing FZY with proof that the Participant and/or member of Staff was infected with Covid-19 within the last 90 days is necessary to mitigate the chances of Covid-19 getting onto the Programme.

- Participants and Staff who have tested positive for Covid-19 within 90 days prior to the Programme start date, but not within the 10 days immediately before the start of the Programme, must provide proof of this positive Covid-19 test to FZY in advance of the Programme commencing.

- Participants and Staff who have tested positive for Covid-19 between 6–10 days immediately before the start of the Programme must provide FZY proof in advance of the Programme commencing of both their positive Covid-19 test and proof of two negative Covid-19 tests taken by the Participant/Staff no earlier than day 5 of their isolation and with the two tests taken one full-day apart.
- Participants and Staff who have not tested positive for Covid-19 in the previous 90 days are required to show FZY a negative Covid-19 test result before being allowed onto the Programme. This negative test result should take the form of a Lateral Flow or PCR Test taken on the day the Programme commences.
- Participants and Staff who test positive for Covid-19 as part of these pre-departure tests and/or tested positive within 5 days before the commencement of the Programme and/or are required to be isolating according to NHS Test and Trace will not be permitted to join the Programme. These Participants and Staff should immediately self-isolate, contact NHS Track and Trace, and follow the protocols as set out by the UK Government. Should the Programme still be operating after the full isolation period is complete, the Participants/Staff may join the Programme with advanced coordination with the Head of the Programme under the conditions of the Policy noted above.

There may be additional testing requirements for Programmes that operate outside of England. In these cases, FZY will notify Staff and Participants, or their parents/guardians if the Participant is under 18 years of age, in advance of the Programme commencing.

Participants and Staff who do not reside in England or are travelling outside of England in the days leading up to the start of the Programme should check both the government guidelines of England and the country they have been in to determine whether any additional testing is required.

## Testing during the Programme

During the Programme, all Participants and Staff who have not tested positive for Covid-19 within 90 days, are required to take Lateral Flow Tests twice a week. Wherever possible and practicable all Participants and Staff should take a Lateral Flow Test every 72 hours. However, consideration should be given to the Programme schedule and weekly calendar to find a suitable time for these tests to be administered so as not to make this process difficult or compromise people’s religious beliefs. As an example, testing on Shabbat, a Jewish festival, or the day before one of these commence should be avoided, when possible, practical and within the guidelines of this Policy to accommodate the religious practices of all Participants, Staff and parents/guardians and to maintain the educational content of the Programme.

Additional Lateral Flow tests should be administered at the following times:

- If a Participant or member of Staff on the Programme tests positive for Covid-19 as per the Policy in the section below ([Confirmed Covid-19 Cases](#)).
- At the discretion of the Medic, Head of the Programme and/or UK Health Security Agency for other reasons they deem are appropriate.

All Participants and Staff aged 11 and over who are required to do so according to this Policy must participate in these tests. Refusal to do so will result in removal from the Programme.

A PCR test will be required at the following times:

- When a Participant or member of Staff provides a positive Lateral Flow test result.
- When a Participant or member of Staff is showing symptoms of Covid-19.
- At the discretion of the Medic, Head of the Programme and/or UK Health Security Agency for other reasons they deem are appropriate.

FZY will supply Lateral Flow tests for Participants and Staff throughout the Programme when required. PCR tests will be at the expense of the Participant, or their parent/guardian if the Participant is under 18 years of age. The UK government provides free PCR testing for those people that have tested positive on a Lateral Flow test or have symptoms of Covid-19.

## Social Distancing & the Site

Regulations in England do not mandate social distancing. However, to minimise the spread of Covid-19, keeping a distance from other Participants and Staff is encouraged and recommended by FZY throughout the Programme.

Outdoor spaces should be used for activities wherever possible and practical, both to allow more space between people and to provide additional ventilation. When indoor spaces are used, they should be well ventilated using natural ventilation, i.e., opening windows/doors whenever possible and practicable.

The Site of the Programme will have adequate space so that activities can accommodate Participants and Staff to have distance from one another. Furthermore, the Site will have the facilities and rooming that will allow Participants and/or Staff to self-isolate should there be a need based on the regulations within this Policy.

## Face Masks

For all FZY Programmes, all Participants and Staff aged 11 years and older are mandated to wear a face covering whilst on transport. In any indoor area it is recommended for face masks to be worn (unless eating, drinking, sleeping, or playing sport) but it is not mandated. All Participants and Staff will adhere to the rules relating to the wearing of face masks of any third party venue frequented and/or facilitator used during the Programme.

To meet the requirements of wearing a face mask, the mask must cover both the mouth and nose of the individual.

If a Participant is under the age of 11 or has been given a medical exemption provided by a medical practitioner, they are exempt from wearing a face mask at the times where it is mandatory to do so. Any Participant or member of Staff which has received this medical exemption, must show proof of this to the Head of the Programme.

## Personal Protective Equipment (PPE)

FZY are not expecting Staff or Participants will need to wear PPE other than face masks as per the Policy guidance provided above. According to official guidance from UK Health Security Agency,

organisations should not encourage the precautionary use of extra PPE to protect against Covid-19 outside clinical settings or when responding to a suspected or confirmed case of Covid-19. FZY will follow this advice, and only FZY Staff in those specific circumstances will wear PPE.

FZY will ensure there is a stock of relevant PPE, including face masks, visors, gloves, and aprons for the Staff who will need these at the designated times on the Programme.

## Travel

When travelling, Participants and Staff must adhere to the rules of travel as explained by the driver or the FZY Staff.

- Face masks must be worn for the duration of travel.
- Wherever possible and practicable Participants and Staff should spread themselves out across the mode of transport whilst travelling.
- Natural ventilation should be obtained whenever possible and feasible, i.e., windows should be opened.

## Cleaning and Hygiene

At all times cleaning will be maintained at a level higher than what might have previously been considered appropriate using standard products such as detergents and bleach. Surface areas that are touched regularly by Participants and Staff will be focused on when building a cleaning schedule.

Hygiene is always important and even more so during the Covid-19 pandemic. As such, FZY will raise awareness using signs, posters and regular reminders amongst its Participants and Staff of good hygiene practices, the need to increase handwashing frequency, avoid touching one's face, and to cough or sneeze into one's arm rather than one's hand.

Participants and Staff will be encouraged to clean their hands more often than usual and hand washing should be undertaken thoroughly for 20 seconds with running water and soap followed by drying them thoroughly. Alternatively, alcohol hand rub or sanitiser can be used ensuring that all parts of the hands are covered. FZY will provide appropriate hand washing facilities and/or hand sanitiser in multiple locations throughout the Site. Disposable paper towels and/or electric hand-drying machines will be located within all toilets and handwashing facilities.

## Staff

Staff are required to adhere to the Covid-19 protocols as outlined in this Policy, and according to the law of England to the same level as Participants are.

Training of this Policy will be provided to all Staff in advance of the Programme, so they are sufficiently equipped to follow this Policy. The Head of the Programme is responsible for this training and to ensure all Staff are well prepared for administering this Policy.

## Illness with Covid-19 Symptoms and/or a Positive Lateral Flow Test

If a Participant or member of Staff receives a positive Lateral Flow Test result and/or becomes unwell with symptoms of Covid-19 (a new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell) they will be immediately separated from the other Participants and Staff and placed into isolation. They will need to administer a PCR test to determine their Covid-19 status and remain isolated until the results of the PCR test are received, which normally occurs within 24-48 hours

- If the PCR test comes back positive, the guidelines in the section below ([Confirmed Covid-19 Cases](#)) must be followed.
- If the PCR test is negative, the Participant or member of Staff is allowed to continue with the Programme.

Whilst the Participant or member of Staff is waiting for their PCR test result, it is strongly suggested that this person returns home. When returning home, it is expected that the Participant / member of Staff are collected by their parent(s)/guardian(s) wherever possible. Staff may drive themselves home if they are judged well enough to do so by the medic. Only in exceptional circumstances can a member of Staff accompany / drive a Participant home and approval must be sought and given by the Head of Programme. Whilst this person is awaiting to travel home and/or until the results of the PCR test have been received, the Participant or member of Staff with symptoms will be distanced from everyone else on the Site and isolated (with appropriate adult supervision) in a ventilated room or open area.

Staff should be aware of their duties to safeguard the Participants throughout the entirety of the Programme. Staff should recognise that a Participant who is unwell and/or showing symptoms of Covid-19, especially whilst away from home and their family, may be more distressed than normal and will require additional support and care. Staff should also be cognizant of how Covid-19 and other viruses spread and should look to keep at least two-metres of distance from a Participant who is showing symptoms whenever it is possible to support them from that distance. Any member of Staff that needs to be within two metres of someone who is showing symptoms of Covid-19 or will be closer than four metres for longer than a one-minute period is required to wear PPE.

Participants and Staff should wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. Thorough cleaning of the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing a virus onto other people.

## Confirmed Covid-19 Cases

In any instance where a Participant or member of Staff receives a positive PCR test result, this person should return home immediately to self-isolate if they have not done so already. See the section above ([Illness with Covid-19 Symptoms and/or a Positive Lateral Flow Test](#)) for the protocol to be used to return home.

NHS Test and Trace will be contacted to determine who is defined as a close contact of the Participant and/or member of Staff who has tested positive on a PCR Test. Based on NHS Test and Trace's definition of a close contact these Participants and/or Staff who are defined as such will need to return home and self-isolate following the protocol noted in the section above ([Illness with Covid-19 Symptoms and/or a Positive Lateral Flow Test](#)), unless:

- they are under the age of 18 years and 6 months
- they are at least 14 days past their final dose of their Covid-19 vaccine given by the NHS
- they are taking part or have taken part in a Covid-19 vaccine trial
- they are unable to get vaccinated for medical reasons

Lateral Flow tests will be administered daily for seven days to everyone defined as a close contact by NHS Test and Trace who do not need to enter self-isolation. At the discretion of the Head of the Programme and/or the Medic, Lateral Flow tests may also be administered to other Participants and/or members of Staff who have not been designated a close contact by NHS Test and Trace.

## Parents

FZY's policy and goal of keeping everyone safe and healthy extends to parents/guardians of Participants and Staff.

We ask that when parents/guardians drop Participants or Staff at the Programme, they observe social distancing, do not congregate, and follow the signs, markers and instructions given by Staff.

No parent/guardian will be permitted to enter a Site where a Programme is running or arrive unannounced outside of designated pick up and drop off times unless given advance permission by the Head of the Programme. If a parent or any individual enters the Site without permission, they risk compromising the entire Programme. This will be treated as a serious breach of trust, and the Participant(s) of that parent/guardian/individual will be removed from the Programme immediately and will not be allowed to return.

FZY aims to update parents in a reasonable time frame if a situation occurs that impacts their child/ren related to Covid-19. It is FZY's responsibility to first protect and safeguard all the Participants and Staff from Covid-19. However, it is FZY's goal to update parents when it is possible and safe to do so.

There is a section dedicated to Covid-19 within the Terms and Conditions of the Programme. FZY endeavours to highlight these terms throughout the application process.

## Health and Safety Risk Assessment

FZY's Risk Assessment for its Programmes, which includes how it plans to mitigate risks related to Covid-19, will be available to view before the commencement of the Programme. To see this document, contact the FZY Office.