



FZY's Covid-19 Policy

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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, 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 in poorly ventilated spaces and within the guidelines of FZY’s Policy.

- Face coverings 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 FZY recommends for them to rest and lower contact with others on the Programme. Arrangements can be made for them to sleep in a separate room to minimise any spread. It is at the discretion of the medic and the Head of the Programme as to whether a Covid-19 test and/or self-isolation is required based on the health needs of the Participant or member of Staff in addition to others they may encounter on the Programme.

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.
- 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 several Participants and/or Staff to self-isolate simultaneously in safe well-ventilated locations.
- 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, Participants and Staff who have tested positive for Covid-19 within the 5 days immediately before the start of the Programme, are recommended to join the Programme after symptoms have passed and the likelihood of spread has decreased. It is at the discretion of the medic and the Head of the Programme as to whether it is necessary to enforce this recommendation. This decision will be taken solely on the health needs of the other Participants and members of Staff, i.e., if there is a someone designated as 'vulnerable' or 'high risk' on the Programme.

Testing during the Programme

In the UK, there are currently no requirements to test Participants and/or Staff asymptotically during the Programme and FZY will not be doing so as standard practice.

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

Although not mandated, FZY recommends wearing a face mask in any indoor or poorly ventilated area unless eating, drinking, sleeping, or playing sport.

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.

Domestic Travel

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

- 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.

International Travel

Programmes which take place outside of England may be subject to additional regulations. FZY will adhere to all rules, laws and regulations in the country where the Programme is based and will make Participants and Parents if the Participant is under 18 aware of these. These additional regulations

may include additional testing, completing of locator forms, isolation periods, etc. Even if the country travelled does not mandate the policies in the document, these will still be maintained and upheld. In certain circumstances, at the discretion of the Head of the Programme, additional regulations may be implemented.

Cleaning and Hygiene

At all times cleaning will be maintained at a high level 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 as such FZY will raise awareness using signs, posters and regular reminders amongst its Participants and Staff of good hygiene practices, the need to frequently be handwashing, 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 regularly 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.

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

If a Participant or member of Staff 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) it is recommended for them to rest and lower their contact with other Participants and Staff.

Arrangements can be made for them to sleep in a separate room to minimise the spread of any symptoms. It will be at the discretion of the medic and the Head of the Programme as to whether a Covid-19 test is necessary and whether self-isolation is required based on the health needs of both the Participant / member of Staff and the other people they could come into contact with on the Programme.

Confirmed Covid-19 Cases

Should a Participant or member of Staff receive a positive Covid-19 test result, it is recommended for them to self-isolate. It will be at the sole discretion of the medic and the Head of the Programme as to whether self-isolation is required. This decision will be based solely on the health needs of both the Participant / member of Staff with the Covid positive test result and the other people they could come into contact with on the Programme.

Should a Participant / member of Staff return home to isolate due to being Covid positive, it is expected that the Participant / member of Staff is 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.

Staff should be aware of their duties to safeguard the Participants throughout the entirety of the Programme. Staff should recognise that a Participant who has tested positive for 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 as to how Covid-19 and other viruses spread and should try to keep at least two-metres of distance from a Participant who has tested positive whenever it is possible to support them from that distance. It is recommended that any member of Staff that needs to be within two metres of someone who has tested positive to Covid-19 should 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.

Upon leaving the Programme to isolate due to a positive Covid-19 test, Participants and/or Staff can only return to the Programme at the discretion of the medic and the Head of the Programme. This decision will be taken solely on the health needs of the other Participants and members of Staff, i.e., if there is a Participant and/or member of Staff designated as 'vulnerable' or 'high risk' on the Programme it is recommended that at least 5 days have passed since the positive test before they are allowed to return.

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.

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.