

COVID-19: A framework for the safe delivery of physical activity provision on school sites



Contents

1. Overview
2. General Guidance
3. Cleaning
4. Reception Areas
5. Changing Rooms/Toilets
6. Activity Session Delivery
7. Studios, Courts and Sports Halls
8. Outdoor Activity
9. Food Handling and Lunch/Snack Process
10. First Aid
11. Miscellaneous
12. COVID- 19 Protocol around illness
13. Operational Business Decisions
14. Resources
15. References

1. Overview

This document sets out a framework for the safe delivery of children's physical activity provision on school facilities during an anticipated period of "social distancing" due to COVID-19. It also provides the basis for schools and children's activity providers to develop their own required technical operating guidance for working with children, young people and families. This advice seeks to support staff working in school facilities, during out-of-school times, to deliver physical activity programming in the safest way possible, focusing on measures that can put in place to deliver activity clubs and out of school provision post COVID-19.

The framework has been developed in full partnership with ukactive and the Active Partnership Network. It has also been informed by best practice from ukactive members from across the fitness, leisure and children's activity sector, as well as guidance from the Department for Education and the Department for Digital, Culture, media and Sport.

The Children's Activity Provider sector will have a vital role in ensuring the ongoing health and wellbeing of young people and their families throughout and following the lifting of COVID-19 restrictions. We believe this role has never been more important than at the current time in helping society to build back healthier.

This framework is not intended to be exhaustive in covering every possible scenario but aims to provide a clear direction of travel for the safe provision of children's activity on school facilities. Nor is this framework intended to cover all aspects of every type of provision: there will be special undertakings for those with specific offerings. Providers can make their own decisions and can go above the standards within this document, **but not lower**.

This framework should also be used in addition to existing Provider operating policies & procedures and relevant Ofsted register requirements.

This framework builds on the work that ukactive has conducted with the fitness and leisure sector, supported by the industry's **Fit Together** campaign. Through the campaign, ukactive members have shown their commitment to safety standards, helping to ensure employees and the public that their gym, leisure centre, swimming pool, or fitness class, is a safe place to work in and a safe place to work out.

Since re-opening in England on 25 July 2020, gyms and leisure facilities have continued to follow strict government guidance, ensuring social distancing among staff and customers, proper ventilation throughout, and comprehensive cleaning protocols.

Aggregated data by ukactive represents more than 75 million visits across the UK, from initial reopening of facilities in July 2020 to the end of December 2020, with gyms, swimming pools and leisure centres demonstrating low prevalence of COVID-19 in their facilities, with data showing an overall rate of just 1.7 cases per 100,000 visits.

This framework for the safe delivery of children's activity provision on school facilities during social distancing has used learnings from the ukactive **COVID-19 A framework for the re-opening of gym, leisure centre and wider fitness industry during social distancing** guidance, adopting policies and processes from a range of facilities, including; cleaning and sanitization, people flow and signage, ventilation, capacity and customer communication.

This framework is also supported by the following tools:

- COVID-19 Policies and procedures checklist
- COVID-19 Risk Assessment and Facility Checklist

2. General Guidance

- Public Health England (PHE) or equivalent posters will be on display informing children, young people and their parents and caregivers, and staff of social distancing and cleanliness/hygiene protocols throughout the facility
- Activity Providers will commit to the wellbeing of their staff and customers, and if they show or have any **symptoms of COVID-19**, they will be asked to go home and follow Government guidance on **testing and isolation**
- Providers will comply with any health designation documentation that the Government implements.
- Hand wipes/sanitizers will be on offer (or people will be directed to where they can clean their hands).
- Providers will ensure that social distancing is adhered to, further criteria is below for certain areas.
- Face masks will not be mandatory for staff, unless their role requires this.
- Children will all be informed of the new rules and guidance around social distancing and the new activity protocol, if there are any issues with a child or children deliberately not adhering the provider should inform the parent or caregiver of this and follow the behaviour policy protocol.
- Social distancing, health and safety will be promoted when booking online through the delivery provider website.
- Protocol for staggered drop-off and pick-up times for parents and caregivers will be in place across all clubs.
- Across your facility prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- When parents and caregivers are booking onto delivery provider sessions you should capture if the child or family members living with the child are classed as extremely vulnerable and/or are shielding. If so, they should not be attending the sessions as a matter of safety.
- If a child or staff member shows any signs of COVID-19, they will be asked to leave the activity immediately (the Activity Provider must have a process in place to make sure that the required staff ratios are adhered to)

3. Cleaning

- Continue rigorous cleaning procedures throughout each day of delivery.
- If there is a COVID-19 case in the facility, the provider will follow the PHE Guidance – **COVID-19 – Cleaning in non-healthcare settings** while cleaning all areas of the facility.
- Staff will carry out regular cleaning of high-contact touch points throughout the premises.
- To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as:
 - door handles
 - handrails
 - table tops
 - play equipment
 - toys
 - electronic devices (such as phones)
- When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. After you finish using the cleaning equipment it should be locked away safely out of the reach of children.
- Please ensure you tick off each item/area you have cleaned/sanitized on your cleaning/equipment/area maintenance checklist.

4. Reception Areas

- Hand wipes/sanitisers will be on offer (or directed to where people can clean their hands).
- Gloves are not mandatory as the World Health Organisation (WHO) advice is that it is preferable not to wear gloves but to regularly wash your hands.
- Where possible Reception areas should have a one-way system for entrance and exit.
- Queue management - 2m spacing markings on the floor and if necessary outside the entrance.
- During signing-in and signing-out times, the facility will let in one parent/caregiver in at a time.
- The queuing system will follow the standard 2m distance as per all other England que systems.

5. Changing Rooms/Toilets

- Extra care/signposting will be provided to maintain social distancing when in these areas.
- Changing and cloak rooms will remain in use, as long as social distancing can be maintained, children should be sent to these areas in very small groups to avoid crowding.
- In each changing/cloak room, provide sections for each group to reduce mixing of groups.
- When utilising the toilet the usual procedure should be followed however no toilet passes should be used and all children should wash their hands and use hand sanitizer following their return to the session.

6. Activity Session Delivery

Ratios

- Ratios for safe participation are no more than 15 children per group
- You should ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
- If children in the same group are of differing ages, ensure that relevant and appropriate activity types are being delivered
- Ensure that the staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.

Equipment

- You should ensure all equipment it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
- Remove soft furnishings, soft toys and equipment that are hard to clean (such as those with intricate parts) This will include items such as parachute, foam balls, bibs, bean bags, and all equipment items that are made of fabric.

Moving groups of Children and Young People around the site and in between sessions

- Staggering will take place especially at start and end of the day when drop off and pick up is taking place.
- Separate groups are not allowed to play sports or games together at any time and should be kept separate during all delivery.

- While in general groups should be kept apart at all times, brief, transitory contact, such as passing in a corridor, is low risk. However, we advise that you stagger start and end times of sessions and move children from separate groups at different times to avoid mass gatherings in one area.

7. Studios, Courts and Sports Halls

- Social distancing guidelines must be followed at all times (2m apart).
- There should be a minimum of a 10-minute window in between sessions, so no 'waiting around' in groups in hallways or stairways.
- Equipment (including mats etc) will all be cleaned in between use. This will be done by the staff members.
- Where possible, markings will be made on the floor to show the area for individuals.
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Ventilation guidance can be found [here](#).
- If you are not sure which sports are suitable to be delivered, please contact the relevant national governing body to check this.

8. Outdoor Activity

- Outdoor activity is favoured and safer due to distancing ability and open-air space.
- Social distancing and cleanliness will be promoted by the instructor(s) at the beginning and throughout session/s.
- Where possible staff should try not to directly touch children's items and if they do need to touch an item i.e. opening a water bottle they should clean their hands before and afterwards immediately.

9. Food handling and Lunch/Snack Process

- Additional signs will be put up around cleanliness and social distancing
- Government [Guidance for food businesses on COVID-19](#) will be followed
- During Lunch and snack time children should stay within their day groups and not mix with other children from other groups.
- Lunch time and snack time should be staggered. Before lunch every child should wash their hands, keep 2m distances while eating and if possible at lunch tables leave one space between each seat.
- No sharing of food/drink is allowed.
- Use of halls, dining areas and internal and external sports facilities for lunch and exercise should be used at half capacity.
- Adequate cleaning between groups must be in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).

10. First Aid

- Although there may be heightened concerns around first aid, this will continue as normal, with the below aspects to be used when needed:
 - Gloves.
 - Face masks for general first aid.
- The Resuscitation Council UK has provided [specific guidance on CPR delivery](#).
- Please note your organisation will need to consider how it adapts its policy/procedure for administering medicines to children, this should also be communicated to all parents and caregivers prior to attendance.

11. Miscellaneous

- Providers to follow Government guidance for office staff.
- Card/contactless payment should be promoted.
- Providers may want to consider additional steps for any children and young people with underlying health conditions.
- All external contractors (i.e. Cleaners/Construction workers) on school grounds must follow social distancing and cleanliness guidelines.
- Checks throughout the day of the availability of soap and hot water in every toilet (and if possible in the delivery locations).
- Checks throughout the day of the availability of hand sanitiser stations, for example at the entrance for children and any other person/s passing into the school to use, and their replenishment.
- Checks throughout the day that all lidded bins are not full and are available in delivery areas and in other key locations around the facility for the disposal of tissues and any other waste, they should be double bagged and emptied regularly.
- Activity Providers should consider creating checklists for the above protocols, to ensure compliance and best practice is in place (i.e. checking at 3 time points, soap is available, sanitizer is available and bins are emptied).

- Ensure you have a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly

12. COVID-19 Protocol around Illness

- The following procedures should be followed if someone presents with COVID-19 symptoms.
- If anyone becomes unwell with a new, continuous cough, loss or change of taste and smell or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- If a child is suspected to be ill and is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need 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 using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

13. Operational Business decisions

The below are a list of decisions to be agreed by each activity provider:

- Health and Safety checks pre-delivery i.e. risk assessments and updated protocols for delivery (P&Ps)
- Training of staff in the above procedures.
- How to limit the number of people in a facility.
- Pre-delivery - providers will commit to a level of communication to customers explaining the nature of programme delivery, advising them of the enhanced measures in place, providing Q&A, and ultimately reassuring customers.
- Providers to develop a risk assessment and operating plan covering all of the above and relevant other information.
- Providers protocol for club closure linked to COVID-19.

14. Resources

e-Bug has produced a series of helpful coronavirus posters:

- Horrid hands
- Super sneezes
- Hand hygiene
- Respiratory hygiene
- Microbe mania

NHS – How to wash your hands – Song

- <https://www.youtube.com/watch?v=S9VjeIWLnEg>

15. Government guidance

Department for Education – [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)

Department for Education – [Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)

Department for Education – [Safe working in education, childcare and children’s social care](#)

Department for Digital, Culture, Media and Sport – [Working safely during coronavirus \(COVID-19\): Providers of grassroots sport and sport facilities](#)

Sport England – [Return to Play guidance](#)

