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**Reopening Plan – Covid-19 Guidance**

**(or increase capacity measures if Provision has stayed open throughout)**

The aim of this guidance is to help you re open your Alternative Provision by listing consideration points on what should be in your Reopening Plan following the temporary closure due to Covid-19 Pandemic it is important to ensure that all areas of the Provision are as safe (as is reasonably practicable) for employees and young people to return to.

This guidance should be used alongside the latest Government Advice and frequently changing picture on best practice going forward, and in all areas must be relevant to your Alternative Provision. It is by no means a fit all document and you must consider all aspects around this guidance also as some points may not be needed on your opening plan. There are some useful links at the end of the guidance.

Your Reopening plan can be sent in any format, a written document, checklist, table or just a list of measures you have taken.

For Alternative Provisions that have stayed open throughout the Covid-19 Pandemic for a limited number of young people please put forward plans for an increased capacity going forward, or measures you have put in place for the safety of staff and young people.

**Re opening Guidance that could be included in your plan**

This is not an exhaustive list and not all aspects mentioned will be relevant to every setting.

Alternative Provisions will need to make their own judgments on how to plan for the safe opening of their settings based on their knowledge of their provision and activities.

* **Premises indoor and outdoor space**
* Checks for all areas indoor and out doors for potential hazards/risks
* Checks for fire alarms/ fire doors/ fire extinguishers are in place/ Emergency lighting checks/ Legionella tests/ Visual checks on electrical equipment special equipment checks have taken place etc
* Flushing of Hot and cold water systems
* Identify any potential hazards on fire risk assessments due to social distancing measures.
* Decide what an enhanced cleaning schedule looks like and how it will be implemented in your Provision - in line with COSHH requirements
* Process in place for cleaning and frequency of cleaning – and measures in place for high traffic areas and items (rota in place for door handles, toilets etc)
* Access and Egress considerations
* Remove all unnecessary equipment, also look at moving any soft furnishings or shared equipment eg Pool tables etc
* Smoking areas for young persons and staff
* **Social Distancing and hygiene**
* Consultations with Staff /schools/ learners if in at risk category/shielding/ vulnerable to virus in home
* Transport considerations –How are staff and young people going to attend - Public transport discussions for staff and young persons
* Social Distance measures- classrooms, workshops, no face to face seating (consideration of screens) –no movement to different desks, toilet, kitchen areas, break areas, smoking areas, one way system etc
* Group sizes- staggered start and finish times- Consider options if necessary staffing levels can’t be maintained
* Hand washing/ hand sanitiser considerations- individually and in strategic locations
* Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, practical equipment).
* Paper towels in place – not towels or tea towels for hand drying
* Available waste paper bins – and frequency of emptying
* Posters regard Covid-19 spread, social distancing, washing hands, touching face, hygiene etc
* Use visual aids to display social distancing measures, e.g. floor tape to mark 2m spacing.
* Break and Lunch times arrangements
* Food arrangements – using equipment in the kitchen
* Plan the school level response should someone fall ill on site (in line with relevant government guidance)
* Young person not to bring anything to the Provision- Writing equipment will be provided, labelled and stored at the provision for each young person
* **Policy updates – extra info regard Covid-19**
* Behaviour policy – spitting/coughing in face/ no adhering to social distance/ sharing equipment – tobacco etc
* Medical records are up to date – First Aid Policy
* Individual risk assessments are updated if required- possible young person that has not previously needed an individual RA. RA needed for potentially violent young persons with risk of need of physical restraint on possible spitting
* Update Health and Safety Policy
* **Other things to consider**
* Staff (and possibly young people) to download the track and trace app
* Mental health of young people and staff to be taken into consideration before opening and measures in place to support
* PPE requirements for normal operations – PPE discussion for Covid-19 if Young Person or staff members request it-

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| * Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed |
| * Extra considerations need to be mentioned if the Provision is not a straightforward class room set up. * Storage of items that may be bought on site by young person- coats, umbrellas etc * Communications on Covid-19 process and risk assessment – to staff and Young people * Identify staff who can’t return to the Provision at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) * Decide what staff training is needed to implement any changes the Provision plans to make (for example, risk management, behaviour, safeguarding). |

**Useful links to consider**

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

<https://www.publichealth.hscni.net/>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

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

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/www.hseni.gov.uk/stress>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings