

COVID-19: Safe Lettings Plan

This policy is designed to outline actions taken to ensure the safety of lettings for our staff, Schools and customers during the COVID-19 pandemic. This policy sits alongside our existing policies and the Safe Site Plan available for each of our Schools. This policy is intended to be comprehensive, for our Schools, Customers and Staff.

Re-opening for lettings

Below is a list of considerations that we have assessed before the reopening of lettings after 12th April, in line with government guidelines.

- We will at all times follow the government for the opening of leisure centres and venues similar to lettings usage. We will consult and follow the guidance issued and **not open** before the appropriate time stated in the guidance.
 - Please note, this will be on a space-by-space basis as there are some exemptions in Stage 1.
- We will assess the spaces and type of activities to be undertaken; they must be compatible with social distancing.
- We will ask our customers to take additional responsibilities when it comes to social distancing and risk management, including all groups needing a new risk assessment to restart lettings.
- We will train our staff to take additional responsibilities around cleaning and customer management.

Stages

Following the guidelines published on 22nd February, we have outlined which groups will be allowed in each stage.

	Stage 1		Stage 2	Stage 3	Stage 4
	8-28th March	29th-11th April	12th April - 16th May	17th May-20th June	21st June onwards
Elite Sport	Y: On Request	Y: On Request	Y	Y	Y
Outdoor Markets	Y: On Request	Y: On Request	Y	Y	Y
Supplementary Camps	N/A	Y: On Request	Y	Y	Y
U18 Activities (including Language Schools)	If 'wrap around care', education, or to enable parents	Y: On Request	Y	Y	Y

	to work				
Under 18 sport Outdoors	N	Y: On Request	Y	Y	Y
Over 18 Sport Outdoors	N	Y: On Request	Y	Y	Y
Under 18 Sport Indoors	N	N	Y	Y	Y
Over 18 Sport Indoors	N	N	N	Y	Y
Church groups including adults	N	N	N	Y With a 30 person limit	Y

Management of bookings

We have created a separate document which highlights to customers their responsibilities in using school spaces safely. This outlines the roles and responsibilities of School Space and customers to ensure that community lettings can run in the safest way possible. All customers must agree and adhere to this COVID-19 policy alongside their usual terms and conditions. You can view the policy [here](#). It will be updated and reviewed regularly, but here we have summarised the key principles:

Social distancing:

It is the customer's responsibility to ensure that social distance is observed with their attendees and anyone associated with their booking on site. They will accept this responsibility before attending the site, and School Space will work with customers to advise them on how to make this possible in the spaces they use. This may include restricting class sizes in order to ensure that there is at least 2 metres separation between members, capping classes at a certain set number based on room size, and allowing access on a first-come, first-served basis. Customers may also want to consider marking (removable) spots on the floor to reinforce 2 metres separation between members.

School Space Community Connectors will ensure that social distance is always observed between themselves and a customer, as well as between different customer groups. Where possible, our staff will also ensure that each booking will be allocated one set of toilets for the duration of their booking and we ask that customers only use that designated toilet.

Access:

- All customers are required to wait outside the school building for their session, where a School Space Community Connector will collect them and see them to their space. This applies in all weather conditions to avoid gathering in entrances.

- Customers will be asked to scan the NHS Test and Trace QR code which is provided by us and managed by our Community Connectors.
- Customers will be asked to clean their hands using hand sanitiser or using the nearest toilet on the way in, which may result in a different access route being used.
- Our Community Connectors will safely prop open doors where possible to allow customers to move through the building without touching any surfaces.
- For lettings using drop off and pick up, only those using the space are allowed in any school buildings.
 - Parents and/or guardians doing drop off or pick up must wait outside, maintaining a 2 metre distance at all times.
- A Community Connector will meet the customer in their space at the end of their session, and see them out of the building.

During lettings:

- Each letting group will act as a “bubble”. Customers must ensure all members of the bubble remain with their group and do not interact with others on site.
- There will be no use of changing rooms by customers.
- We are recommending that customers use face covering when accessing shared spaces (e.g. toilets).
- Where a letting is indoors, we advise that windows are open to increase ventilation.
- Customers must bring their own alcohol-based hand sanitiser and wipes for use during their letting.
- We ask that customers bring their own water bottles instead of drinking directly from water stations.
- Any equipment used must be pre-agreed (once again) with School Space.
 - When this equipment use is agreed, customers must bring appropriate cleaning materials to disinfect the items used at the end of their session.
- School Space Community Connectors will undertake spot checks to ensure that social distancing is adhered to as part of the customer’s own responsibilities in running their sessions.

Cleaning and maintenance

While cleaning has always been an important part of our Community Connectors’ role, we have introduced additional cleaning procedures for our lettings, detailed below. This will be standard protocol for all lettings, and is separate to action taken for suspected cases of COVID-19.

- Touch points are identified for each specific space. These are cleaned with a disinfectant after any customers attend the site.

- These touch points would include door handles, taps and surfaces used (e.g. desks, computer mouse, keyboards)
- Touch points are identified for the opening and closing of the site. These are cleaned with a disinfectant during lockdown.
 - These touch points would include door handles, locks and lightswitches.
- Equipment agreed for use by customers will be cleaned by them with a disinfectant cleaning agent after use.
 - Guidance on the type of disinfectant needed can be found in the [Cleaning and Disinfection chapter](#) of this guidance from the Government.
- Toilets will be checked before each letting, to ensure there is an adequate supply of soap and paper towels.
- Waste bins will be emptied at the end of each booking.

All our Community Connectors will be trained on our new cleaning and lockdown procedures. Community Connectors will have access to adequate PPE and be instructed in its appropriate use. Each space will receive a sweep of its touch points and wipe down throughout customer usage.

Suspected cases of COVID-19

Our customers and staff are asked to remain alert to the symptoms of COVID-19 and take the following action should they develop either a fever, a persistent cough or lose their sense of smell and taste whilst on site.

- The individual must leave the School site immediately. If they are awaiting collection, they must wait outdoors in isolation from others.
- The individual must organise a COVID-19 test.
- The customer must report this incident to School Space immediately via phone, using our on-call number.
- The areas used by this bubble will be blocked off until a deep clean can be undertaken. This includes:
 - The access route taken by the group
 - The space(s) used by the group
 - The toilets associated with these spaces
 - Any equipment agreed for use for this group
- School Space will undertake an antibacterial fogging of the areas used. The chemicals used are 'school-friendly', and are certified to kill all strands of the coronavirus.
- School Space will contact the School to advise of the incident. The School will be informed of which spaces were used by the customer and what cleaning was undertaken afterwards.
 - The School will receive this notification before the next School day.
 - The School is asked to confirm with School Space who this point of contact should be.

Risk assessment: COVID-19

RISK ASSESSMENT FOR:	COVID-19 Ensuring the risk of the spread of the virus in our Partner Schools is minimised.	
Establishment: School Space	Assessment by: Jess Morley	Date: 25/02/21
Review Date: 1st April 2021	Manager Approval: James Lloyd	Date: 25/02/21

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Staff arriving on site	Staff	Transmission of virus	<ul style="list-style-type: none"> - Staff provided with alcohol based hand sanitiser to use upon arriving on site. - Staff advised to avoid public transport when traveling to the site. 	Y	Y
Customers arriving on site	Customers	Transmission of virus	<ul style="list-style-type: none"> - Staff advised to no longer shake hands as part normal meet and greet. - Staff must meet customers outside and show them into their space using the correct access route. - Staff will provide customers with the opportunity to wash their hands as they enter the building. - Parents of children attending lettings must not enter any School buildings. - Number of customers allowed in a space limited to six, with the exceptions stated in Government guidance - Customers sign School Space covid-19 policy and provide risk assessment prior to booking 	Y	Y
Adequate stock of disinfectant materials	Customers, School and staff	Transmission of virus	<ul style="list-style-type: none"> - Staff advised to check soap availability in all toilets before bookings take place. - Schools requested to ensure soap stock levels are adequate in toilets. - Customers advised to bring alcohol-based hand sanitiser and disinfectant wipes. - School Space provides hand sanitiser and disinfectant wipes for staff usage. 	Y	Y
Customers with the virus are on site	Customers, staff and School	Transmission of virus	<ul style="list-style-type: none"> - No-one may attend a site if they have had symptoms within the last seven days, or lives with someone who has had symptoms within the last fourteen days. - Customers asked to wash hands once they reach the school, especially if they have used public transport. - Anyone who develops symptoms whilst on site must leave the School and report the incident to 	Y	Y

			School Space who will ensure adequate cleaning and notify the school. - Community Connectors checks in with each customer at the end of each session to ensure there have been no incidents		
Virus is transmitted via surfaces	Customers, School and staff	Transmission of virus	- Touch points regularly cleaned by staff. - Equipment usage pre-arranged with School Space. Customers will clean any equipment they use using appropriate materials. - Prop open doors where possible to avoid frequent touching on these surfaces - Staff will not wear their lanyards while cleaning	Y	Y
Virus is transmitted between persons	Customers and staff	Transmission of virus	- Staff wash their hands every 30 minutes for 20 seconds - Lettings act as “bubbles” and do not interact with anyone else on site. - Staff maintain 2 metre distancing with all customers. A badge will be worn by staff reminding everyone of this. - Staff wear masks - Indoor spaces are used with open windows/ fire exits to ensure maximum ventilation. - Customers wear masks in the School whilst traveling to and from their space	Y	Y

COVID-19 Staff Policy:

This policy outlines the roles and responsibility of the School Space Team to ensure that community lettings can run in the safest way possible. All team members must agree and adhere to this COVID-19 Lettings Policy.

General:

- School Space Community Connectors will be provided with the following items ahead of their shift:
 - School Space-branded face covering(s)
 - Personal, hospital-grade hand sanitiser
 - Disposable gloves
 - Disposable disinfectant wipes
 - A badge reminding customers to keep 2 metres away (to be clipped to lanyard)
- Where possible, Community Connectors should avoid public transport as a method to get to shifts
- Community Connectors must wash their hands for 20 seconds upon arriving at the school
- Community Connectors should wash their hands every 30 minutes throughout their shift
- Community Connectors must wash their hands at the end of their shift and/or when arriving home afterwards

Access:

- Community Connectors should not shake hands with customers as part of the meet and greet
- Customers should wait outside of the building until any previous customers have left and/or the Community Connector has called them in
- Customers will be asked to clean their hands using hand sanitiser or using the nearest toilet on the way in, which may result in a different access route being used.
- Community Connectors must prop open doors where possible to allow customers to move through the building without touching any surfaces.
- For lettings using drop off and pick up, only those using the space are allowed in any school buildings.
 - Parents and/or guardians doing drop off or pick up must wait outside, maintaining a 2 metres distance at all times.
- Community Connectors must meet the customer in their space at the end of their session, and see them out of the building and confirm that there have been no incidents throughout the session.

Social distancing:

- Community Connectors must ensure that a social distance of 2 metres is always observed between themselves and a customer, as well as between different customer groups. A badge will be supplied to all staff to wear reminding customers of this.
- Community Connectors should ensure that each booking is allocated one set of toilets, where possible, for the duration of their booking and we are asking customers to only use their designated toilet.

During lettings:

- Community Connectors should open windows ahead of bookings entering the space to ensure good ventilation.
- Community Connectors should undertake spot checks during walkarounds to ensure that social distancing and attendee limits are being adhered to as part of the customer's own responsibilities in running their sessions.

Other items included in Cleaning and maintenance below

Cleaning and maintenance:

While cleaning has always been an important part of the Community Connectors role, we have introduced additional cleaning procedures for our lettings, detailed below. This will be standard protocol for all lettings, and is separate to action taken for suspected cases of COVID-19.

- Touch points are identified for each specific space. These are cleaned with a disinfectant after any customers attend the site.
 - These touch points would include door handles, taps and surfaces used (e.g. desks, computer mouse, keyboards)

- Touch points are identified for the opening and closing of the site. These are cleaned with a disinfectant during lockdown.
 - These touch points would include door handles, locks and lightswitches.
- Equipment agreed for use by customers is cleaned with a disinfectant cleaning agent after use. This should be completed by the customer, but Community Connectors will have wipes to do so if this is not completed.
- Toilets must be checked before each letting, to ensure there is an adequate supply of soap and paper towels.
- Waste bins must be emptied at the end of each booking.

Community Connectors will have access to adequate PPE and cleaning equipment and will be instructed in its appropriate use.

Suspected cases of COVID-19:

Community Connectors are asked to remain alert to the symptoms of COVID-19 and take the following action should anyone develop either a fever, a persistent cough or lose their sense of smell and taste whilst on site.

- The individual must report this incident to School Space immediately via phone, using our on-call number or if a staff member, another colleague on site/over the phone.
- The individual must leave the School site as soon as safely possible. If they are awaiting collection, they must wait outdoors in isolation from others.
- The individual must organise a COVID-19 test.
- The areas used by this bubble will be blocked off until a deep clean can be undertaken. This includes:
 - The access route taken by the group
 - The space(s) used by the group
 - The toilets associated with these spaces
 - Any equipment agreed for use for this group
- School Space will undertake an antibacterial fogging of the areas used. The chemicals used are 'school-friendly' however are certified to kill all strands of the coronavirus.

Log: Government updates

Below is a table of the covid-19 Government updates received thus far, which have informed this policy.

Date and link to update	Notes
22/9/20	Updates for adult sports
14/9/20	Update for orchestra groups: see "introduction"

23/11/20	Tier guidance from 2nd Dec
1/12/20	Update for grassroots sport and sport facilities
5/1/21	National lockdown
22/2/21	Four stage plan