

# COVID-19 Response Policy

## Face-to-Face camps

**Megan Wynne Creative Writing has appointed *Oona Roycroft* as the COVID-19 Safety Representative to oversee the implementation of COVID-19 procedures in summer camps.**

In order to carry out face-to-face camps safely our policy is to:

- Require that a COVID-19 screening form is filled out in respect of each attending student, showing that the student has not been in contact with COVID-19 and has no symptoms of it. The form will be emailed to parents the day before the camp begins.
- Ensure all camps take place out of doors in a shelter with excellent ventilation. Camps will have no more than 16 students and 2 adults.
- Perform contactless temperature checks on all students before they are admitted to the teaching area. A record will be kept of temperatures as they are taken. Students with a temperature of 38°C or greater will not be admitted to the teaching area and must be taken home. We will keep a record of all students who attend each day and keep their parents' contact details (for tracing).
- Isolate a student who becomes unwell or shows symptoms of COVID-19 during the day. Parents or minders will be contacted immediately and requested to collect the student.
- Ensure minimal contact between family groups. Family members will not be admitted to the teaching area. The teacher or assistant will be waiting outside the teaching area from 10:15am each morning to welcome students and check temperatures. Parents or minders should maintain 2 metres distance from the teacher and assistant. If a parent or minder needs to speak to their child after the camp has started, or collect them early, they must contact Oona on 085 2568534 and wait outside the teaching area.
- **Students will not be admitted to the teaching area before 10:15am.**
- **Students must be collected promptly at 2pm** each day. Parents or minders must wait outside the teaching area until the student comes to them.
- Keep students seated in small groups of three or four and one metre distance from one another. **Siblings and friends who wish sit together should inform Oona before the start of the camp so that the groups can be organised accordingly.** These groups will remain the same for the entire week (unless exceptional circumstances arise) and children will sit in the same seat and at the same table for the duration of the camp.
- Ask all students to bring their own hand sanitiser and sanitise their hands at the start and end of each section of the day (before we start, when break begins, when break ends etc.). We will provide sanitiser for those who forget theirs.
- Reinforce personal hygiene etiquette at the start of each day (coughing, sneezing etc)
- Sterilise the tables and chairs before the camp begins and after it finishes each day. The teacher/assistant will bring steriliser and carry this out themselves.
- Allow students to wear face coverings if they wish. The teacher and assistant will wear face coverings whenever they are less than two metres from a student (when reading their word et.).
- Inform students to only bring what they need to camp – pencil case, notebook, drink, and lunch. Students will also need warm clothing, a blanket, a jacket and sun screen. They should not share equipment, food or drink with each other (except siblings).

**Please do not send your child to camp if they have:**

- Symptoms of COVID-19
- Been in close contact with someone who has tested positive for COVID-19
- Been living with someone who is unwell and may have COVID-19
- An existing breathing condition that has recently got worse
- Other symptoms such as sore throat, headaches or diarrhoea
- Returned from another country designated as requiring a quarantine period in the last 14 days