

## THE CLUBHOUSE PROJECT DAY SERVICE LTD COVID-19 CONTINGENCY PLANNING

Dear Parent or Carer,

I am writing to provide you with an update on our current contingency planning in relation to Covid-19/Coronavirus. On a daily basis we are studying the updates from the Government as well as the guidance issued by Public Health England and the NHS

Firstly, thank you for your continued support. Please do raise any questions, concerns or suggestions with myself via email where possible. Working together in partnership, possibly now more so than ever before, is the most effective way to provide the safest and most productive environment for everyone.

I thank all of you for respecting the social distancing expectations we maintain on our site and ask you all to continue to do so.

As much as possible, please restrict the number of adults entering the St George's site to drop off and collect, to one person only.

There are 5 guiding principles within the official guidance to support our clients and staff at this time:-

- There is a requirement that people who are ill with coronavirus symptoms stay at home.
- Establish active engagement with NHS Test and Trace when appropriate.
- Maintain robust hand and respiratory hygiene.
- Ensure enhanced cleaning arrangements are in place.
- Formally consider how to reduce contacts and maximise distancing between those at TCP wherever possible and minimise the potential for contamination as far as is reasonably practicable.

New advice issued states that anyone with a new, persistent cough or temperature of 37.8°C should self-isolate. The advice states:

- Not to go to work, school, or public areas, use public transport or taxis – or even for a walk.
- Those with even mild symptoms of infection should stay at least two metres away from other people in their homes and should sleep alone.
- Those with confirmed or suspected cases should use a separate bathroom.
- *If your son or daughter is displaying any signs of being unwell, please refrain from sending them to TCP until the symptoms have completely gone.*

## Scenario Planning

We are planning for a number of different scenarios:-

1. Instruction from the government to close the service.
2. Infection affects a member of our 'bubble' groups and a case is confirmed.
3. High levels of staff illness/absence make it impossible to staff both 'bubble' groups.
4. Local area lockdowns.

Our hope in sharing these plans is that you fully understand that we will do all that we can to keep our clients and staff safe, whilst at the same time continuing to provide them with a valuable and continued service delivery.

### Instruction to close the whole project for a limited period

We do not intend to shut the project, but we could be instructed to do so by local government, Public Health England as part of a future nationwide policy or because of positive cases within both 'bubble' groups.

In this scenario, we will seek to maintain an element of on-line/zoom activities which will be led by the staff group daily. Links and a schedule of these interactive sessions will be sent to you along with activity worksheets to be completed whilst at home.

Please ensure that any changes to email addresses or phone numbers are relayed as soon as possible to [lisa@theclubhouseproject.org](mailto:lisa@theclubhouseproject.org) so that we can let you know about up and coming schedules and developments. We will also update any news or information on the TCP website.

The Clubhouse Project Day Service will ensure that any closures due to one of more of the above will be communicated to all parents by text message as close as possible to 07:00am. In some cases, we may be able to inform you the evening before.

*Please continue to follow the guidance sent out last week if your son or daughter or a member of your family is unwell :-*

Titled **ACTION TO TAKE IN THE EVENT OF COVID-19** which is published on our website <https://www.clubhouseproject.org.uk/>

I hope that this letter updates you on our current planning whilst recognising that the landscape continues to evolve. Please continue to keep us informed should your personal situations change in respect of this virus.

Please also be reassured that we will continue to make measured decisions in the best interests of the whole TCP community, whilst following the guidance provided by Public Health England and the NHS.

Thank you for your continued support and understanding as we plan for these potential scenarios.

Yours faithfully,

Lisa Littlewood

Project Manager