



## IN THE MIX PROJECT – POLICY STATEMENT VERSION 4 – January 2021

### COVID 19 VIRUS INFORMATION

**NEW ITEMS IN THIS POLICY STATEMENT ARE HIGHLIGHTED.**

This statement has been written in relation to the global pandemic referencing the **COVID-19 Coronavirus**. In The Mix Project has re-issued V4 of this statement to address changes to guidance and lockdown measure which came into force on the 4<sup>th</sup> January 2021 to address an increase in COVID-19 infections. This Framework sets out what activities we are permitted to undertake and will be in effect until at least the 28<sup>th</sup> February 2021 with a review. This policy statement covers all venues (The Hub Centre and Log Cabin) and delivery (project and targeted) associated with ITMP.

If you have any queries, please contact the Duty Manager Nick Harvey [nsharvey@inthemixproject.org.uk](mailto:nsharvey@inthemixproject.org.uk).

#### **During the national Lockdown the NYA guidance allows the following activities only within our COVID Secure Framework:**

- Online and digital youth services
- Detached/outdoor local youth services
- 1-2-1 sessions with **vulnerable** young people (indoors)
- Small group work session indoors with **vulnerable** young people (consistent with social distancing guidelines)

No trips, visits or residentials are permitted during periods of lockdown or **RED**.

During **new lockdown measures in place from 5<sup>th</sup> Jan**, we will encourage all staff to work from home where possible **and minimizing staff cross fertilization in our office space via a booking system**, and will be providing virtual activities and group sessions as part of our response to the pandemic and lockdown and to provide support to young people.

#### **Opening community spaces for young people**

Youth Sector providers are allowed to provide safe spaces for support groups indoors, community and youth centre's are permitted to open to provide the services listed above. **Support groups can take place if it is reasonably necessary for the group to be physically present at the session/gathering. Support group sessions indoors in community facilities in bubbles of between 2 and 15 persons are permitted. Leaders and workers are not included in the support group number (15 young people + staff is allowed). Social distancing, hygiene and other COVID-secure measures are required. All the COVID Secure requirements in the NYA's version 4.2 guidance must be followed. Providers are only allowed ONE bubble at a time in their venue regardless of the size of the venue. Other staff members can be on-site for work purposes (in an office, cleaning etc).**

The provision of youth sector support to young people in schools and colleges is at the discretion of their leadership and youth sector providers must comply with their requirements if allowed.

From Thursday 7<sup>th</sup> January 2021 all youth workers currently holding or actively training for National Youth Agency (JNC) recognised qualifications are classified as key/critical workers in the context of the COVID-19 pandemic. Youth workers fall under the "Key public services" and "Local government" categories as either charity workers/volunteers or Local Authority staff/volunteers delivering key frontline services.

## **How is COVID-19 spread:**

The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person which can infect other people by touching them, then touching their eyes, nose or mouth.

## **Information regarding the Covid-19 virus:**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. **A new more infectious variant of the Covid-19 coronavirus is now apparent in the UK.**

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness

The following symptoms may develop in the 14 days after exposure to someone who has covid-19 infection:

- A cough
- A high temperature
- Shortness of breath

If you are worried about symptoms, please call NHS 111 [or go to the NHS 111 coronavirus advice website](#). Do not go directly to your GP or other healthcare environment. [The latest advice and developments on the covid-19 situation can be found on the GOV.UK website.](#)

**Several vaccines are now in use across the UK, being rolled out by the NHS.**

## **What's the best way to prevent the spread of Covid-19?**

1. Wash your hands often with soap ([or soap substitutes](#)) and water for at least 20 seconds or use an alcohol-based hand sanitiser. This is particularly important after taking public transport.
2. Keep a distance of at least 2 metres or 1 metre + where possible to avoid infection or transmission.
3. Wear a face covering in public places, on public transport and in enclosed areas.
4. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
5. Cover your cough or sneeze with a tissue, then throw the tissue in a bin.
6. Clean and disinfect frequently touched objects and surfaces in the home and work environment.
7. Avoid touching your eyes, nose, and mouth with unwashed hands.

## **What ITMP is doing to combat the risk of virus and its transmission:**

- Provide clear information using communication channels such as Whatsapp, email, team briefs, staff bulletin board regarding the policy statement as well as with partner organisations.
- Issue posters around our facilities around personal hygiene, hand washing, catch it-kill it-bin it, social distancing, face coverings and Public Health advice.
- Provide a written risk assessment detailing our control measures and implement, continually review the risks and national guidance.
- Provide hand-washing facilities for staff, volunteers, visitors and service users upon entry to buildings, rooms and sessions, as well as upon exit of facilities. **The location of these stations are; Café Door entry point, Garden Door exit Point, ITMP Office internal by access door, Activity Room internal by access door, Fire Exit door in Activity Room. For the Log Cabin this is inside the double doors.**
- Create a cleaning schedule to combat risk of infection and transmission and implement within its premise.
- Ensure staff drinking facilities are personal and individual use only. No sharing of any refreshments.
- Provide clear instruction to building users, and staff of the requirements of access and clean up following use of premise.
- Produce a video in the way of guidance of best use of facilities and how to enter and exit appropriately. This to be available to partners and other users as well as online and on our website.
- Cancel or reduce any planned large style public events, work in small groups when running face to face services or preferably outdoors. Continue to review the need/impact for/of face to face delivery and consider hybrid options where possible or virtual session. Organise team and board meetings via video call to reduce impact of group gatherings, if required host meetings externally outside.
  - Continue to regularly monitor national and international situation and resources and guidance available from national bodies.
  - Ensure our emergency contact details for staff, volunteers and regular services users are up to date.
  - Encourage core staff to work from home where possible. Any staff who think they could be at risk of carrying Covid-19 to self-isolate for at least 14 days and inform ITMP they are isolating.

### **Remaining COVID Secure during Lockdown 3:**

- We will work online and in virtual settings during lockdown, if face to face targeted sessions are operating, we will work in bubbles of no larger than 15 young people **excluding** staff.
- We will review, update and implement our COVID Secure Framework **and provide copies to relevant partners.**
- Our risk assessments and policy framework will be reviewed regularly and kept up to date with the changes to new NYA lockdown guidance.
- Social distancing must be maintained at all times. Young people and staff/leaders need to remain 1m plus (ideally 2m) apart at all times. The exceptions are to meet any welfare or health and safety needs.
- Face coverings are required at all times (unless previously exempt) indoors by all attendees over 11 years of age including staff.
- **We will take temperature checks of staff and participants prior to sessions.**
- To minimise the spread of COVID-19, we will implement extra cleaning, all commonly used touch points and surfaces need to be cleaned more frequently. Venues should be thoroughly cleaned between face to face sessions.
- Young people and staff will be encouraged to clean their hands regularly.

### **Hygiene and Cleaning Schedule – COVID 19 – IN THE MIX PROJECT and THE HUB CENTRE FACILITIES**

- Please refer to the Covid staff cleaning and entry / exit checklists for further information referring to staff and volunteer responsibilities.
- ITMP has implemented further stringent cleaning regimes to help combat the virus.
- All staff drink facilities including tray, fridge and personal mugs to be cleaned up after use.
- Regular or daily (dependent on facility use) clean of all high touch areas such as keyboards, door handles, blind handles, remote controls, keypads phones, IT screens with anti-bacterial wipes.
- ITMP Minivan will be disinfected after each use such as door handles, steering wheels, gear knob and belt buckles.
- Supply hand sanitizer for use by all upon entry to and exit of facilities. Hands should be washed on arrival to site; after activities; before cooking and eating; after using the toilet; before leaving to go home.

## **Additional advice:**

### **Travel during lockdown**

During periods of lockdown young people are permitted to travel between towns/council areas if the need to in order to attend a youth sector support group.

- **Support staff working from home:** Staff and volunteers may be required to work from home to manage virus or self-isolate. Consideration should be given to the infrastructure, equipment and processes required to allow staff to work remotely. These considerations include secure, remote access to servers, video conferencing facilities and guidance on home working.
- **Manage travel risks:** Keep up to date on current travel advice. The Foreign Office has published [information and advice on travel safety](#) and the World Health Organisation is providing updated [covid-19 travel advice](#). Review travel arrangements. Is travel necessary? Are there possible alternatives such as video conferencing or virtual delivery? Maintain updated and clear advice for staff travelling.
- **How do we support members of communities facing discrimination?** Members of some communities are experiencing acts of racism, discrimination and verbal abuse with the outbreak of the virus. Covid-19 does not discriminate and the containment or spread of the virus is not based on ethnicity. These communities must feel supported and know that these acts of discrimination should not be tolerated. Stop Hate UK are providing anyone experiencing or witnessing such discrimination with a confidential [24-hour third-party reporting service](#).
- **Where required refer to the Government COVID-19: Guidance for the safe use of multi-purpose community facilities. (attached within Covid policy file)**

*ITMP would like to that the .GOV website, NCVO, the NHS, WHO, and SW&T Council for information supplied and advice and guidance issued.*

### **Review Date: 28<sup>th</sup> February 2020**

This statement will be reviewed in line with national advice and guidance and partner organisations and by the board during any extraordinary meetings required.

**Signed: (board of trustees)**

