

# **Coronavirus Celtic Harmony Camp**

## **Opening Plan**

**05.06.2020**

Please find below our plan for a safe return to active outdoor learning for a reduced number of visitors and pupils.

This plan will run from 5 July until further notice unless circumstances or government policy dictate otherwise.

### **Arrival Procedures**

On arrival groups will be met in the car park or at the Prehistory Gates at the top of the track before entering Celtic Harmony Camp.

We will keep the groups in family clusters and pupil bubbles as directed by the person organising the trip.

### **Visitors**

This plan covers family visitors and school groups as measures are similar. Family and school experiences will be run on different days.

Schools: each school group will be allocated a roundhouse or an area to keep their belongings and have lunch away from other groups; will be grouped to respect current government guidance on social distancing; will have the same Education Officer to lead their activities throughout the day.

Teachers and accompanying adults will be responsible to ensure social distancing of children. Celtic Harmony will provide the environment to enable social distancing to take place.

### **Activities**

We have considered the range of adventure and heritage activity options we offer and have made some changes to procedures which will allow most sessions to go ahead with modifications to respect current government guidance of social distancing and hygiene.

## **Transport**

We recommend that small local groups get dropped off by parents or bring their own school or hired transport wherever possible, following current government guidance.

## **First Aid & Emergencies**

It is important that we realise that some contact between educators, teachers, pupils, family members will have to take place in the event of first aid or emergencies. This will be done using PPE when practical.

## **Enhanced Cleaning**

Communal areas are sanitised throughout the day and deep cleaned at the end of the day with an Ozone sanitiser which is used in operating theatres and the food industry.

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## Buildings and Facilities

| Theme                    | Issue to be considered   | People affected                | Celtic Harmony response   |
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| <b>Health and Safety</b> | Health and safety check undertaken of the premises/facilities, especially if the site has been closed, e.g. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> </ul> | Staff, Volunteers and visitors | Essential operational utilities, buildings and equipment will be checked before opening and on regular occasions (daily/weekly) as per charity procedures to make sure fit-for-purpose and in good working order. |
|                          | Fire procedures  | Staff, Volunteers and visitors | Visitors and staff to be given instructions at the beginning of the visit   |

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| <b>Health and Safety</b> | First aid arrangements.   | Staff, Volunteers and visitors | We will be acquiring additional PPE for first aider. There will always be at least one first aider on site.   |
|                          | PPE requirements (sanitiser and soap) understood and appropriate supplies in place.   | Staff, Volunteers and visitors | We have sufficient cleaning materials/sanitiser/tissues/soap/gloves in place. Stocks to be checked daily.   |
|                          | Approach for Visitors to arrive at Celtic Harmony Camp: <ul style="list-style-type: none"> <li>• Family transport</li> <li>• Public Transport</li> <li>• Walking</li> <li>• Cycling</li> <li>• Private Transport (minibus/coach)</li> </ul> | Staff, Volunteers and visitors | The car park is marked with spaces for cars, minibuses and coaches, in order to follow self-distancing guidelines.<br>Family experiences and school trips will be at different times. |

| <b>Catering</b>          |  |                                       |   |
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|                          | Approach to providing food for family visitors     | Staff, Volunteers and family visitors | <p>Family groups can pre order food to avoid queues and decide where and when to eat it.</p> <p>Collection Points:</p> <p>Side of the café: Pizza/BBQ</p> <p>In front of the café: drinks and snacks e.g. chips, ice creams.</p> <p>Waste to be left on trays on the tables and collected by staff in order to recycle, dispose and disinfect the area.</p>   |
|                          | Approach to providing food for teachers and pupils | Staff, Volunteers and school visitors | <p>School groups will eat their packed lunches in the dedicated roundhouse or sheltered space and take their group's waste back to school.</p> <p>Drinks / snacks for teachers can be collected outside the café door.</p>  |
|                          | Catering arrangements for staff and volunteers     | Staff, Volunteers                     | <p>Coffee/tea/biscuits to be collected outside the café door.</p> <p>Lunch area is under the Yard Shelter</p>   |
| <b>Infection Control</b> |  |                                       |   |
| <b>Enhanced Cleaning</b> | Enhanced cleaning schedule has been created.       | Staff, Volunteers                     | <p>Workshop Areas: cleaning to be concentrated on the activity areas, allowing for in-depth cleaning at the end of session.</p> <p>Facilities: to be cleaned thoroughly at the start and end of each day including toilets, café, feasting shelter, picnic benches.</p> <p>Office Areas: surfaces to be cleaned such as photocopiers and door handles, telephones, light switches.</p> <p>Tool Containers: to be cleaned after every session.</p> |

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|                                   | Adequate cleaning supplies in place and longer-term arrangement for continual supply is in place. | Staff, Volunteers                            | We currently have no supply issues with cleaning supplies. This is kept under constant review.  |
|                                   | Toilets arrangements for schools  | School visitors, staff, volunteers, visitors | Each school will be allocated their own sit-down toilets. Toilets, including door handles and taps, will be disinfected between use by different school bubbles.  |
|                                   | Sufficient time enabled for enhanced cleaning schedule  | Staff, Volunteers                            | Staff rotas will be planned to ensure extra cleaning can be included during the day and after the visiting groups have left.  |
|                                   | Cleaning response to a confirmed or suspected COVID19 case is agreed.                             | Staff, Volunteers and visitors               | Immediate closure of the area and in-depth cleaning to take place in line with current guidance.  |
| <b>Covid-19 Infection Control</b> | Only healthy Staff, Volunteers and visitors to attend   | Staff, Volunteers and visitors               | Staff, visitors, volunteers will be unable to visit if they feel unwell as per government guidelines.   |
|                                   | Clothing expectations   | Staff, Volunteers                            | Daily cleaning and sanitising of costumes and uniforms with washing machine and / or Ozone sanitation   |
|                                   | Wearing of PPE  | Staff, Volunteers and visitors<br><br>Staff  | <p>The government guidance is for facemasks not to be worn in education setting and wearing of a face covering is not required by law. However, we will leave this as a personal decision for each person or group.</p> <p>The charity will only be providing facemasks for staff in situations where social distancing is not possible e.g. first aid. In that case members of staff are responsible for how they are worn and are reminded of the importance of :</p> <ul style="list-style-type: none"> <li>maintaining good hand hygiene before putting on a face covering and after taking it off</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"><li>changing the face covering regularly, and always after it gets damp or if they touch it.</li></ul> |
|  |  |  | PPE to be provided for first aider Education Officers  |

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| <b>Covid-19 Infection Control</b> | Sneezing and coughing   | Staff, Volunteers and visitors | Each person prone to allergy should carry their own tissues.<br>Tissue to be disposed in bins.   |
|                                   | Handwashing   | Staff, Volunteers and visitors | All to handwash or use of anti bac gel on arrival.<br>Further handwashing signs to be placed around CHC,<br>Gel dispensers placed around Camp including by the toilets,<br>outdoor sinks at the entrance.<br>Staff to carry extra personal Gel supply and to wash hands frequently: on arrival, between activities and before leaving.   |
|                                   | Buildings to be well ventilated and doors to remain open to avoid contact with door handles | Staff, Volunteers and visitors | All roundhouses door will be permanent open please bring a jumper/coat in case weather is cooler.<br>Café door and skylights will remain open<br>Prehistory Centre front, back and emergency door left open.<br>Minimise the sharing of equipment and/or tools.  |
|                                   | Employees and Employers to remain vigilant  | Staff and volunteers           | If any member of staff or volunteer display <ul style="list-style-type: none"> <li>• Cough</li> <li>• difficulty in breathing</li> <li>• fever (38.0° C [100.4° F] or greater using an oral thermometer).</li> </ul> <p>If any member of staff feels they are starting to display these symptoms, they should disclose this as soon as possible to a Manager and the appropriate action will be taken such as being sent home / put on sick leave as per charity policy.</p> |



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| <p>Approach to confirmed COVID19 cases in place: during the day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the day and needs to be isolated</li> <li>• Cleaning procedure in place</li> </ul> | <p>Staff, Volunteers and visitors</p> | <p>Staff to receive instructions as part of the daily procedure list on what to do if a person says they feel ill with Covid-19 type symptoms.</p> <p>The area of Prehistory Centre Heritage where the disabled toilets will be built, that is currently vacant, will be allocated in this event.</p> <p>First aider will attend in PPE and take child (adhering to social distancing) with accompanying adult.</p> |
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| <b>Covid-19 Infection Control</b> | <ul style="list-style-type: none"> <li>• Arrangements for informing of outbreak</li> </ul> | Staff, Volunteers and visitors | Affected room(s)/working areas to be closed and cleaned thoroughly.<br>Ensure communication sent back to school.<br>Record incident in the Accident book. |
|                                   | <ul style="list-style-type: none"> <li>• Card payments</li> </ul>                          | Staff, Volunteers and visitors | To ensure your safety we are preferably accepting card payments.<br>Cash will be accepted also.   |

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| <p><b>Social Distancing</b></p> | <p>Consider the entry and exit routes to the site and whether any physical changes and/or signage are required to allow social distancing.</p> | <p>Staff, Volunteers and visitors</p>             | <p>If arriving by car, we request that you follow all instructions for parking arrangements.</p> <p>Staff to be on duty at the beginning and end of the sessions to remind visitors about social distancing.</p> <p>Bollards/floor markings 2m apart at the entrance and other areas of possible gathering.</p> <p>Staggered entry time slots for family visitors.</p> <p>Social distancing signs at to remind visitors to social distance.</p> <p>Relatively low numbers of groups and visitors will be accessing the site Schools will arrive in small groups and visitors in family units</p> |
|                                 | <p>Approach to professional visitors</p>   | <p>Visitors such as contractors and engineers</p> | <p>Contractors might be working on site but for these and other contractors (eg photocopying engineer) social distancing will be put in place and monitored by the team.</p> <p>Visits will be by appointment only so the code for the electric barrier will enable access to the Camp to be controlled.</p> <p>Deliveries such as Herts Full Stop will continue to go to the office .</p> <p>Select 2 staff members will welcome in deliveries.</p> <p>Camp deliveries will go to Prehistory Centre area.</p>   |

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| <b>Social Distancing</b> | Reduce and orientate visitor movement around the site | Staff, Volunteers and visitors | Each group to have a specific area where to have outdoor activities.<br>Family units and school groups have a route around the site to avoid cross-over.<br>Maps of the route will be displayed at the entrance, car park and at all prominent points for reference.  |
|                          | Enforce the 2 metres rule                             | Staff, Volunteers and visitors | We will use a combination of signage and 2m markers as the markers are not practical for some of our floors. This rule to be robustly enforced by staff and be part of the daily procedure list.  |
|                          | Manage lunch times                                    | Staff, Volunteers and visitors | Lunchtime will be pre-booked by visitors and school groups and staff will have allocated areas to eat lunch with sufficient space to adhere to current government guidance on social distancing.<br>Lunch will be outside under well ventilated covered areas where possible.<br>Teachers and accompanying adults will be responsible to ensure social distancing of children. Celtic Harmony will provide the environment to enable social distancing to take place. |

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| <b>Social Distancing</b> | Roundhouses measures 19m circumference, which determines how many people can safely use each space | Staff, Volunteers and visitors | The most recent government guidance on social distancing will be followed. Currently 2m social distancing mean groups to be no larger than 9 in an average roundhouse. The roundhouses and other buildings such as Prehistory Centre can accommodate the appropriate numbers with the current 2m rule/up-to-date guidance in place.  |
|                          | Furniture  | Staff, Volunteers and visitors | Unrequired furniture removed. Benches placed 1 metre apart.  |
|                          | Consider other areas of the of the centre to be purposed as activity areas                         | Staff, Volunteers and visitors | Staff briefing to take place in the Prehistory Centre, which is to be divided into 4 area for an additional group of up to 36 people.  |
|                          | Toilet use: staff  | Staff, Volunteers              | Use of toilets away from lunch time Thorough cleaning of all toilets at the start, throughout and at the end of the day. Toilets will be checked throughout the day for soap etc.  |
|                          | Toilet use: Visitors   | visitors                       | As break has been staggered, so will toilet use. 2m markers to be placed outside toilets. Groups to be allocated toilets to use. Numbers in toilets and social distancing to be limited through signage on the doors and accompanying adults and teachers.<br><br>Thorough cleaning of all toilets throughout and at the start and end of the day. Toilets will be checked throughout the day for soap etc.  |
|                          | Additional measures to ensure staff are social distancing  | Staff, Volunteers              | Every reasonable effort to implement social distancing measures to ensure that employees are social distancing (keeping 2 metres apart or following latest government guidance).<br><br>Staff rotas will be restructured to split the teams where possible and staff/volunteers will work on their own individual task where possible to limit exposure.<br><br>Reduce unnecessary interactions between different shifts, individuals report to Manager for brief and debrief. |

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| <p><b>Communication</b></p> | <p>Preparation before arrival at Celtic Harmony Camp</p> | <p>Visitors</p><br><p>Staff and Volunteers</p> | <p>If social distancing cannot go ahead and activity is necessary for charity to operate then PPE is to be provided and Manager assess if activity can safely go ahead.</p> <p>Design of office spaces: each office to be used by 2 people at all times.</p> <p>Additional phones to be installed so staff have their own dedicated phone and will disinfect desk and phone after use daily.</p><br><p>Precautions and new measures to be communicated on the website on dedicated ‘visit safely’ page and included in digital communication.</p> <p>Will be given as much notice of return to work as possible.</p> <p>Manager will speak with members of the team prior to return to work.</p> <p>Team members will receive a Covid-19 training to ensure additional health and safety requirements, procedure e.g. for taking holiday and reminder of equality practices are understood.</p> <p>Poster will be put up to demonstrate awareness of government guidance and commitment to health and safety measures.</p> |
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