



PREVENTATIVE SAFETY MEASURES TO PROTECT AGAINST THE SPREAD OF CORONAVIRUS – PLAYSCHEMES

In order to protect our customers and staff, Melbourn Sports Centre will be following certain extra procedures on top of those already in general operation at the facility to ensure the best possible preventative safety measures against COVID-19 (coronavirus).

As part of these efforts, we kindly request that all users of the centre and any activities run by MSC adhere to the below.

Before your visit, please note:

- We will be adopting a new system for allocation of spaces this summer, in line with the government's current safety procedures for children's group activities. This will mean that **groups will need to be of limited number and fixed as much as possible, and no changing of selected days week on week will be allowed.** Please see below for an example. We will be operating on a first come, first served basis for bookings. Application forms and other relevant documents will be dealt with via online/digital means, to avoid hand-to-hand contact via paper documentation.
- Spaces will need to be pre-booked and paid for in advance, to mitigate personal contact at Reception between staff and customers. If your child is unable to attend a session due to illness, we will credit or refund you for this missed session. Please note – no 'drop-in' bookings will be allowed. Please do not expect to swap pre-booked days for any week; we are not allowed to do this.
- Only one parent or guardian for each child or children of the same family attending should bring the children to the centre, and collect them at the appropriate time. Please avoid arriving too early; queuing or waiting around the centre must be avoided to ensure safe social distancing measures are maintained.
- If you or anyone you are responsible for shows any signs of infection for COVID-19, such as high temperature, headaches, continuous cough, change to sense of taste or smell, please DO NOT come to the centre. A credit or refund for the missed session will be applied.
- PLEASE ALSO NOTE – if you, your child or anyone within a fixed group tests positive for the virus, there is a possibility that that group may be asked by the government Track & Trace system to self-isolate for a period of 7-14 days, and will therefore not be allowed to attend activities at the centre. If this situation does arise, all missed sessions will be credited or refunded.

During your/your child's visit:

- Users must maintain the government-set **social distancing** measures at all times from all other persons.
- Please follow all directional changes within the centre, as indicated by signage, arrows and floor markings etc.
- Please adopt a policy of frequent hand-sanitising, and make use of the hand sanitisers provided at various points throughout the centre and additional settings, such as Melbourn College Sports Hall and Dance Studio.
- A safety talk will be conducted by staff at the beginning of each day's activities to instruct and remind all attendees of preventative measures that need to be followed (including social distancing, frequent hand washing, the 'sneeze' protocol etc).
- Activities will take place at Melbourn College Sports Hall or Dance Studio, as well as out of doors whenever possible. Hall and/or Studio will be sanitised and prepared before commencement of activities, and appropriate marking and placing of furniture in line with social distance guidelines undertaken. Maximum indoor air ventilation will also be arranged.
- All equipment and games etc to be used during these activity days have been set aside for Playscheme use only. Items will be limited to those that are easier to clean after use.
- Toilet facilities will be provided at the community centre. These will be restricted to club use only, and will be cleaned throughout the day by MSC staff. Signage will be
- erected to remind and encourage children to wash hands, keep clean and maintain social distance.
- Lunch and snack breaks will be undertaken in a fixed group environment, closely monitored by attending staff. Children will be advised to wash or sanitise hands before eating and drinking. Positioning of bags will be designed to facilitate children to maintain social distancing.
- You/Your child must adhere to all directions as indicated and instructed by centre staff, for the safety of all. Anyone not doing so will be asked to leave the premises. Any minor whose behaviour is considered as excessively inappropriate with respect to the above COVID-19 measures will be safely isolated from the group and the parent/guardian informed so that they can arrange collection of their child.



Please also note that we at MSC will:

- Ensure that all our staff are familiar with, and enforce where necessary, all preventative measures to help keep the centre and anyone within it safe.
- Maintain a safe social distance.
- Use a tissue if we cough or sneeze, and dispose of this immediately and safely.
- Carry out extra cleaning tasks, targeting all touch points including equipment and surfaces, to ensure the centre is as clean as possible.
- In the event of an emergency, we will care for you as normal, but will employ a face mask for close contact in first aid situations.

We will continue to keep you updated on government guidelines and safety measures as and when they change. In the meantime, we thank you for your support and custom. Take care and stay safe!

The MSC Team

Booking System Examples:

We have allocated a reduced number of 14 attendee slots for our Playschemes per day for the summer period. Groups need to be fixed as much as possible, so government rules preclude the swapping of days from week to week.

Parent A wants to book their child into the Playscheme for two days a week throughout the summer holidays. So we book them in on Mondays and Tuesdays for each week.

Parent B needs her two children to attend on Mondays and Fridays for the first two weeks of August. We will book this in for her. Now we have only 9 slots available for Mondays on those weeks.

Parent C wants to book their child in for three days a week but on different days each week. This is not allowed! So Parent C would need to pick the same three days from those available and stick to those days throughout.

**Be Active Melbourn Limited
The Moor
Melbourn
Royston
Hertfordshire
SG8 6EF**

**Tel: 01763 263313
info@mc-sport.co.uk
www.mc-sport.co.uk**