



CLCGB

Your journey starts here...

COVID-19 (Coronavirus) Restart Guidance

Version 2 – 12/09/20



Version 2 Updates

- Amendment to Northern Ireland Meeting Numbers
- Amendment to Brass/Woodwind Band Practice
- Note on "Rule of 6" Announcement
- Other minor amendments

All updates from the previous version are highlighted in green.

For any suggested amendments, clarifications, or corrections, please email garethcampbell@clcgb.org.uk

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Introduction

Due to the spread of COVID-19 (Coronavirus), all face-to-face CLCGB activities were suspended on 17th March 2020. The recent changes in guidance mean that we can now restart some of our activities. The earliest possible date for face-to-face Company nights to resume is 17th August 2020. This must be done carefully and with proper consideration for the risks posed by COVID-19. We have produced this document for all Companies to read and to aid the restart of Company nights.

This document outlines the minimum required standard to keep members, their families, and leaders safe. It should be considered alongside any additional restrictions in your area (e.g. "local lockdowns"), which may go beyond the current national guidelines. This guidance must be implemented if Company nights are to resume in accordance with our insurance policy and the law.

We are aware that this guidance is detailed and quite onerous for Companies to implement. However, it has been put together with the intention of keeping everyone safe and is a necessity if we are to restart face-to-face meetings.

This guidance has been informed by official advice from the UK Government, the Welsh Government, the Northern Ireland Executive, the National Youth Agency (as the professional statutory and regulatory body for youth work in England), the Church of England, and the Church of Ireland.

As the situation across the country changes, so too will the guidance. Please ensure that you are referring to the latest version of this document. Any updates will be circulated via email, uploaded to the website, and posted in the "CLCGB – Current Leaders" Facebook Group.

We would like to take this opportunity to thank all our leaders for the work they have done throughout the past few months, and for all that they continue to do.

12/09/20: This week, the UK Government announced a "rule of 6." This means that social gatherings are limited to a maximum number of 6 people in England. There are some exceptions to these rules, and youth organisation sessions are one of those. The NYA has confirmed that the latest announcement has no affect on youth organisations and we can continue our restart planning. Despite this, it is essential that we are cautious and do not take risks. Please follow the restart guidance, submit your checklist to NHQ, and await confirmation from NHQ before restarting your face-to-face Company nights.

Overview

The individual nations, and specific regions, within the UK are at different stages of the COVID-19 pandemic. Because of this, the official guidance varies by location. This document applies to all Companies throughout the UK and, where there are regional differences, this is stated.

If there are additional restrictions in your area, e.g. "local lockdowns", which go beyond the current national guidelines, these should also be adhered to. Face-to-face meetings should be suspended if tougher restrictions are reintroduced.

Company nights may be restricted by both maximum number of attendees, and whether indoor meetings are permitted. This is an overview of the current guidelines at of 06/08/20:

- England – Maximum 15 people (including leaders) **indoors or outdoors.**
- Wales – Maximum 30 people (including leaders) **outdoors.**
- Northern Ireland – **Maximum 30 people (including leaders) outdoors**
- Local Lockdown – **No meetings permitted**, either indoors or outdoors.

Before Restarting Company Nights

Share the Guidance

The guidance in this document is a minimum requirement and must be implemented if your Company is to restart. Following this guidance will ensure your Company nights are compliant with the law, the official advice, and the requirements of our insurance policy. However, we acknowledge that every Company is different. Local leaders will be best suited to make decisions regarding their own Company and to highlight additional challenges that they may face.

It is essential that this document is shared, read, and understood by all leaders. Once this is done, you should then discuss as a team on how best to approach restarting Company nights.

Some leaders may not be ready to return. This is okay, and we do not want anyone to return to Company nights if they feel unsafe. If you do not have enough leaders, your Company will be unable to restart. If you recruit new leaders, you must ensure that they have the necessary new leaders' checks and training e.g. DBS, safeguarding training etc. Safe leader-to-member ratios remain unchanged.

We would like to stress that, whilst 17th August is the earliest possible date to restart Company nights, there is no expectation for when you must restart. Leaders will know their own local challenges, members, and meeting spaces better than anyone else. It is therefore for leaders to decide collectively on how best to proceed. Only restart when you feel you are ready and able to do so.

Ultimately, Company COs are responsible for determining whether it is safe for Company nights to resume. If the local situation changes, or if new guidance is issued, the Company CO should re-assess the situation and suspend face-to-face meetings once more. If you re-suspend Company nights, please inform your Battalion and/or Regimental CO, and NHQ.

Compliance Checklists

Once this guidance has been processed, and a decision to restart Company nights made, Compliance Checklists must be submitted to NHQ for approval. Only then can your Company nights restart. You will be contacted by NHQ once your Compliance Checklist has been reviewed and approved. The checklist can be found at the end of this document.

Communicate with Parents

There needs to be clear communication with parents/guardians about your plans to restart Company nights. You should contact them in advance to let them know when you plan to restart, and what adjustments you have made to reduce the risk of COVID-19 transmission. Many parents will understandably have questions about the safety of restarting. You can share this document with them upon request.

Communicate with Members

When members return, you should outline the key adjustments as new "rules." Older members will be aware of the situation and will be more co-operative. We



acknowledge there will be a degree of difficulty enforcing the new rules with younger members, particularly social distancing.

Pilot Sessions

We recommend restarting Company nights with “Pilot Sessions” to familiarise yourself with the new way of working. You may decide to start with Seniors and work backwards through the age groups. You may also decide to run a “Pilot Session” with reduced numbers. This is a decision to be made at a local level.

October Half Term

Most Companies do not operate throughout the school Summer holidays, so restarting in August would be unusual. However, all face-to-face activity has been on hold for over four months, and some Companies may wish to avoid any further delay. If you are restarting your Company nights now, it would not be unreasonable to take an extended break during the October half term (e.g. two weeks instead of one week). Again, this is a decision to be made at a local level.

Symptoms

All leaders and parents/guardians must be aware of the main symptoms of COVID-19 (Coronavirus). These are:

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

No member or leader should come to Company night if they have symptoms, or if anyone in their household has symptoms. Nobody with symptoms, who has not been tested, should enter your meeting space under any circumstances.

Those with symptoms should follow the government advice on testing and isolating to avoid spreading COVID-19 to other CLCGB members.

If any member becomes, or appears, unwell during a session, their parent/guardian should be contacted immediately. The member should be collected from the session as soon as possible. They should be kept 2 metres away from everyone else, ideally in a well ventilated area, with appropriate supervision, and they should use a separate bathroom until they leave the session. All surfaces, including the bathroom used, should be appropriately disinfected before they are used by anyone else.

Members and leaders who have had symptoms, but have had a negative test result, can return to Company nights once they feel well and have been symptom-free for one full calendar week.

Members and leaders who have had a positive test result must follow NHS Test and Trace guidance and must not attend Company nights until they are permitted to do so. Parents/guardians should be advised to inform you of any positive test results.

NHS Track and Trace will guide the affected family through the process of isolation, and it is likely to be necessary for other members and leaders present at the Company night to have to isolate. NHS Track and Trace will advise accordingly, but parents/guardians should be aware that this is a possibility and that, if this is needed, the members and leaders may have to be absent from school and work, respectively.

Parents/guardians should also be advised that they need to keep an accurate record of when and where their child attends school, CLCGB, and other out-of-school clubs. This is to help NHS Test and Trace identify people who may have been in contact with their child should they test positive for coronavirus.

Company Night Adjustments

For Company nights to restart, there are necessary adjustments that must be made to reduce the risk of COVID-19 transmission. You should incorporate the salient points here into your Company's risk assessment.

Travelling

- Walking and cycling should be encouraged.
- Public transport should be avoided, particularly during peak times.
- Parents/guardians should avoid using cars to pick-up and drop-off other children from outside their household, even if this is a consistent arrangement.

Arriving

- Drop-off: The plan for arrivals and drop-off times should be clearly communicated beforehand to reduce the need for queueing, and to ensure the guidance is followed.
- Queueing: If members arrive early, they should queue (maintaining 2 metre social distancing) until you are ready to admit them into your meeting space
- One Adult: If a member requires dropping off, only one adult should be with them. Parents/guardians should leave swiftly after drop-off and should also be discouraged from gathering by doors/gates to chat etc. Parents/guardians should not stay for the Company night unless they are helpers.
- One-way system: Where possible, there should be one entrance to your meeting area, and a separate exit. This is for both parents/guardians dropping members off, and when members are leaving at the end of the night. If a one-way system is not possible, consider implementing staggered drop-offs and collections to avoid congestion by your entrance.
- Subs: Cash payments should be discouraged, and bank transfers used where possible.
- Handwashing: All members should wash their hands on arrival with warm, soapy water for 20 seconds and then dry their hands using either disposable paper towels or electric hand dryers. Alcohol hand sanitiser (at least 60% ethanol) is a suitable alternative to washing hands with warm, soapy water.
- Register: As always, a register of attendance should be kept. This register should also note which leaders were in attendance should the information be needed to help NHS Test and Trace.

During

- Maximum numbers:
 - England – Maximum 15 people (including leaders) **indoors or outdoors.**
 - Wales – Maximum 30 people (including leaders) **outdoors.**
 - Northern Ireland – **Maximum 30 people (including leaders) outdoors**
 - Local Lockdowns – **No meetings permitted**, either indoors or outdoors.
- Ratios: Safe leader-to-member ratios remain unchanged.
- First Aid: Decide upon the appointed first aider before the beginning of the session. Where a 2 metre distance cannot be maintained for the purpose of first aid, disposable gloves, disposable plastic apron, and a surgical face

mask are recommended. Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.

- CPR: If you are required to perform cardiopulmonary resuscitation (CPR), you should evaluate the risk of performing mouth-to-mouth. On an adult, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Cardiac arrest in children is more likely to be caused by a breathing problem, therefore chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield if available.
- Social Distancing: Members should always keep 2 metres apart from each other. If 2 metres cannot be kept, consider whether that activity or action is essential for the operation of your Company night, and consider if any alternatives can be put into place. If distancing is not possible due to the size of your meeting space, your maximum numbers must be reduced.
- Meeting space: Whilst indoor meetings are permitted in England (and to an extent, Northern Ireland), **we strongly recommend that meetings take place outdoors wherever possible**. This is because the risk of transmission of the virus is considerably lower outdoors. Company nights in Wales and (essentially) Northern Ireland **must take place outdoors**.
- Ventilation: Where possible, all indoor spaces should be well ventilated using natural ventilation e.g. opening all windows.
- Toilets: You should avoid different groups using the same toilet facilities at the same time. Members should use the toilet in a “one in, one out” fashion and good hand hygiene should be encouraged.
- Cleaning: There should be frequent cleaning, particularly of areas and surfaces that are regularly touched e.g. toilets, tables, door handles, gates, railings etc. Equipment should be cleaned before it is put away or used by another group. Your meeting space should be cleaned in between different groups of users. You should liaise with the building owners on what system they are putting into place (e.g. it is recommended that toilet cleaning checklists are visible and completed regularly).
- Singing: There may be an additional risk of infection in environments where you or others are singing, chanting, shouting, or conversing loudly. This applies even if others are at a distance to you. You should consider this added risk in environments that require members or leaders to raise their voices to communicate.
- Masks/Face-Coverings: In **England**, the law requires leaders and all members aged 11 and older to wear a face covering during a Company night if the session takes place **indoors**. It can be removed to eat/drink, and there are several exceptions on the Gov.uk website. Please be understanding if a member or leader has a reason for not wearing a face covering. A face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, or hand-made cloth covering but these must securely fit round the side of the face. Masks/face-coverings are not required for outdoor meetings.

- PPE: Except for indoor meetings in England, PPE and masks/face coverings are not required. The exception is if a 2 metre distance cannot be maintained e.g. Providing first aid.
- Hygiene: Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach; discourage members from touching their face, particularly with unwashed hands; Remind members to catch coughs and sneezes in the crook of their elbow rather than in their hands, or with a tissue. Tissues should be disposed of in the bin, and the bins emptied regularly.
- Activities: You should devise a programme, including games and activities, that are non-contact. We acknowledge that this is going to be a challenge and incredibly limiting, but it is necessary to protect our members, their families, and you. You should limit, and if possible completely avoid, the need for members to share equipment of any kind. For arts and crafts, consider whether members can bring in their own labelled pencil cases, as most will need to do this for school too.
- Refreshments: Most Company nights will include a rest break for drinks and/or a snack. Some Companies also operate tuck shops. Consider asking members to bring their own drinks bottle and/or snack and consider whether a tuck shop is a necessity at present. Members should wash their hands thoroughly before eating/drinking.

Leaving

- Handwashing: All members should wash their hands before leaving. It is also recommended that members wash their hands again when arriving home.
- Letters: Letters are often used to communicate between leaders and parents/guardians. Avoid printed letters and send emails instead where possible. This is now considered best practice, and you should ensure you have up-to-date email addresses for the parents/guardians of all members.
- Collection: The plan for collections and pick-up times should be clearly communicated beforehand to ensure a smooth exit.
- One-way system: Maintain the one-way system when members are leaving at the end of the session.

Steps to Restarting Company Nights

Flowchart



The above flowchart outlines the necessary steps that need to be taken before you can begin restarting your Company nights. If the answer to any of these questions is no, face-to-face meetings must be suspended until further notice.

Other Actions to Take

Members' Key Information: It is good practice to review key information such as emergency contact details, medical information, and allergies periodically to ensure they are up-to-date, and now is a good time to do so. Members who are clinically vulnerable should not be barred from returning, as this would be discriminatory, but you should be aware of any medical conditions that puts them at higher risk. Those who are clinically vulnerable should consult the appropriate medical and government advice before returning to Company nights.

Posters: Posters reinforcing the messages on social distancing, handwashing, one-way systems etc. should be displayed around your meeting space.

Meeting Space Owners: Contact your meeting space owners (e.g. church wardens) to see what provisions they have made regarding groups using their spaces. Confirm that you have permission from them to restart Company nights. Discuss infection control measures, particularly the process for cleaning in between different user groups operating in the meeting space. The owners of these shared spaces must continue to meet all existing health and safety obligations with regard to ensuring that their premises are safe for providers to hire and to operate from. However, it is also your responsibility to ensure the guidance is implemented and followed.

Timings: Bookings of your meeting space should have a break between booked sessions to allow the safe exit of one group before the entry of the second, and cleaning of the space **in between**. There should also be a break between different CLCGB sections using the same meeting space. **Different CLCGB sections should not meet at the same time unless they can be completely segregated.** **The exception to this is if you have permanently merged two Sections together due to low numbers, in which case the combined Sections should be treated as one.** Some Companies run parallel sessions in two halls, and then swap the Sections over half-way through the evening. This should be avoided. If it cannot be avoided, the members from the two different Sections should not come into contact with each other, and the meeting spaces must be cleaned in between.

Battalion/Regimental Commanders: Please ensure that you discuss your Company night restart with your Battalion and/or Regimental Commander. This will ensure they are kept abreast of your Company status and will also allow them to offer additional support/advice where necessary.

Risk Assessments: Your existing Company Risk Assessments will need to be updated to include the new risks of COVID-19, and the precautions taken to mitigate those risks.

Questions: We want this guidance to be as clear as possible. If there are any grey areas, or you find yourself thinking "are we allowed to do x?", then please contact NHQ before making any decisions. We will answer your question as quickly as



possible and update this guidance to make it clearer for you and for other Companies.



Other CLCGB Operations

Band Practice

Band Practice can now take place if the precautions outlined above are adhered to. There may be an additional risk of infection from singing and from musical instruments that are blown into (e.g. brass, woodwind). This applies even if others are at a distance to you.

Because of this, singing and brass/woodwind practice is subject to additional safety measures. Singing and Brass and/or woodwind practice can take place outdoors only. All individuals should be 2m apart and should practice in a row or back-to-back (i.e. not facing each other). For mixed instrument practice, brass/woodwind players should be at the front of the group so that they are not directing their instruments at other members.

Camps

Current guidance states that no overnight or residential provisions should be taking place. This unfortunately means that no Camps, in any form, can take place until the guidance is amended.

Live Performances

Current guidance states that no live performances, including music and singing, are to take place in front of a live audience. This means that no musical concerts, open nights, or theatrical productions can currently take place.

References

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-to-wear-a-face-covering>

<https://nya.org.uk/guidance/>

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-family-and-community>

<https://gov.wales/coronavirus-regulations-guidance#section-39235>

<https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches#na>

<https://www.ireland.anglican.org/parish-resources/631/return-to-inchurch-worship-protocols>

Appendix One: Compliance Checklist

Company Name: _____

Company Number: _____

| Action | Yes | No |
|---|-----|----|
| Have you read the guidance fully? | | |
| Have you shared the guidance with all leaders in your Company, and have they confirmed they have read and understood it? | | |
| Have you and your leaders decided to restart Company nights? | | |
| Can you maintain the required member-to-leader ratios? | | |
| Do you have sufficient space to hold a meeting, taking social distancing into account, and can the necessary adjustments outlined in this guidance be made? | | |
| Do you have permission to operate in your usual meeting place? | | |
| Have you discussed your meeting space with the building owner, and confirmed what adjustments they have, or will, be implementing? | | |
| Have you discussed your decision to restart Company nights with your Battalion and/or Regimental Commander? (Not applicable to standalone Companies.) | | |
| Can you confirm that all aspects of this guidance have, or will, be implemented? | | |
| Have you updated your Company Risk Assessment to include COVID-19 risks and precautions? | | |
| Can you confirm that key information, including health information and contact details have been, or will be, verified as being up-to-date? | | |
| Have you communicated your decision to restart Company nights with the parents/guardians, and addressed their concerns (if any)? | | |

Name of Person Completing this Checklist: _____

Signed: _____

Date: _____

Please submit this checklist to NHQ. You will receive confirmation that this has been completed correctly. Only then can your Company nights restart. No face-to-face meetings can take place until you have the authorisation from NHQ.



Appendix Two: Posters

- General “Stop the Spread” Guidance Poster
- Handwashing
- Stop the Spread – 2m Apart and Face Coverings (England Only)
- Stop the Spread – 2m Apart and Coughs/Sneezes
- Queueing
- One-Way System – Arrow
- One-Way System – No Entry

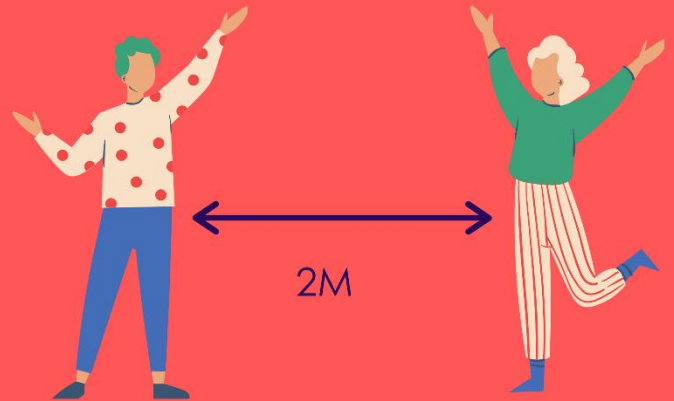


STOP THE SPREAD



WASH YOUR HANDS

Clean your hands with warm, soapy water, or hand sanitiser, for at least 20 seconds.



KEEP 2 METRES APART

Maintain a 2 metre distance between you and everyone else.



DON'T TOUCH YOUR FACE

Our hands touch many surfaces and can pick up germs. Avoid touching your face to stop those germs from getting on your face.



NO SYMPTOMS, PLEASE

Stay home if you feel unwell. If you have a fever, cough or loss of sense of smell/taste, please do not come to Brigade.

WASH YOUR HANDS



Use warm, soapy
water for at least
20 seconds



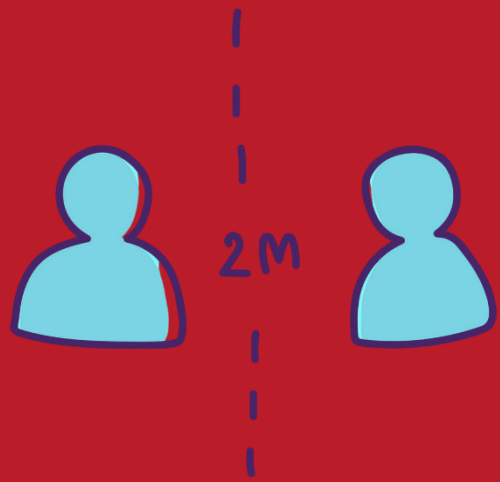
Please use the
hand sanitiser
where provided



STOP THE SPREAD

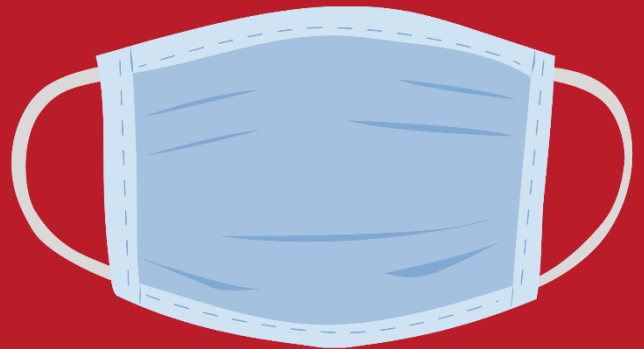


Please keep 2
metres apart from
others at all times



Please wear a face
covering if you are
indoors

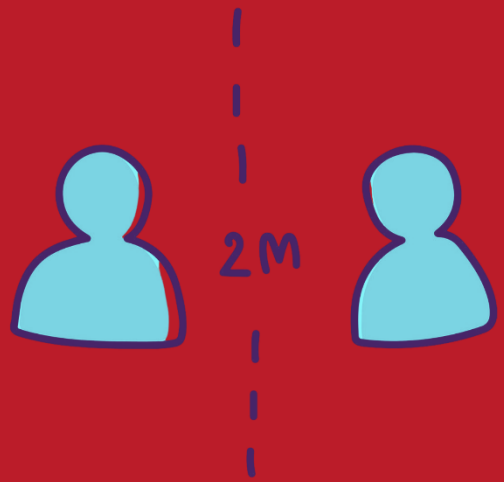
*11 year olds, and above



STOP THE SPREAD



Please keep 2
metres apart from
others at all times



Cough and sneeze
into your elbow, or
use a clean tissue



PLEASE QUEUE HERE



Please wait here and queue 2m apart.
We will invite you in shortly.



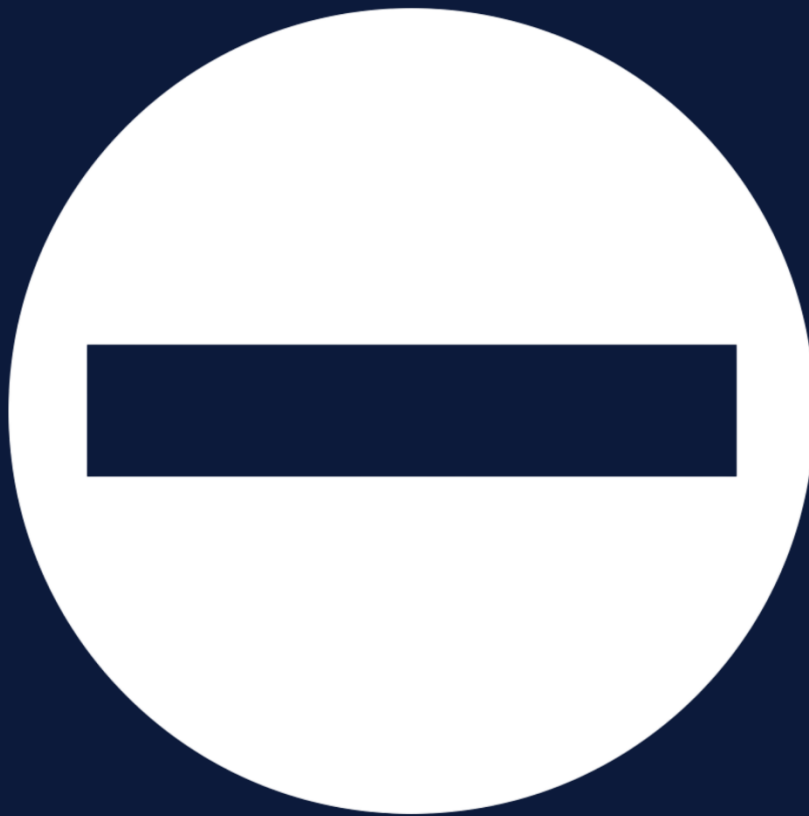
ONE WAY SYSTEM



Please follow the one-way system.



ONE WAY SYSTEM



No entry.
Please follow the one-way system.

