



**A Guide to Returning to**

**Stepping Stones NI**

**Youth Service and Individual**

**Risk Assessment**



### **When can I return?**

Stepping Stones NI will be welcoming young people back into face to face training, at our Antrim Street premises from beginning of 7<sup>th</sup> of September 2020. The attached letter details the date for you to attend your allocated time, and your allocated “social bubble/group”, which will include 4 more young people and 2 staff members.

### **How often will I attend?**

To ensure everyone’s safety you will return to Stepping Stones NI one day per week and can engage in zoom calls / zoom training sessions and home based or outdoor activities. Details of your September schedule is detailed in your letter. We will begin by running shorter sessions to pilot how they go.

### **Will my friends be there on the same day as me?**

Not everyone you attended with before will be there at the beginning, but we have taken great care in selecting client groups so that the people we know you enjoy being with will be attending with you. This way you will be able to chat and catch up on all your news and support one another.

### **Will all the staff be there?**

Some of our staff are working from home so maybe not everyone will be in the building. However, the staff who you know, and have been supported by, will be in attendance and look forward to welcoming you back.

### **Have there been any changes to the place where I attend?**

You will notice in Youth Service Room there are some changes, and these include:

1. One entry and exit point (by youth service side door)
2. You cannot move to any other area of the Antrim Street building – there is a toilet available in the youth service and this will be monitored for one young person at a time (un necessary movement may have to be limited, or designated a safe space)
3. There will be new guidelines to follow about hand washing, face masks and hygiene
4. Doors will open at 10.15am to allow young people in and to settle, and the session will end at the designated time. We ask parents/ carers to ensure young people are there for 10.15am and are lifted promptly, with no more time spent than necessary in the group setting. Staff will also need time to conduct “clean downs” of the room before and after each session.
5. Each young person will have a resource “pack” for pens etc and this will be cleaned down by them each day and remain in Antrim Street- there will be no sharing of resources.

### **Will I be starting and finishing at the same time as before?**

For the first two weeks we will be operating a shorter day 10.30am – 1.30pm. This will help you to get used to the new layout, hygiene, and social distancing requirements. After that we propose extending the operating day between the hours of 10.30am and 2.30pm. Your start and finish time will be reviewed after your initial return. We feel it is advisable to start with a shorter day and build up to your normal time.

### **What can I bring with me?**

To avoid spreading germs we ask you to bring only necessary items in 1 bag. Any food should be brought in a container or disposable bag, eaten at your own desk allocated by the staff member.

### **What will I be doing?**

You will be doing the same as before, group work activities to improve and develop your social, emotional and employability skills. Everyone is learning to adapt to changes and you will be given lots of support. As always, everyone at Stepping Stones NI is there to help you.

### **Will I have to wear any special personal protective wear?**

It may be necessary for you to wear a mask/or a visor for your protection. Plastic gloves will also be provided. The staff have been getting used to wearing masks or visors and, if it is necessary for you to wear a face covering these will be provided.

The most important thing is for you to remember social distancing – this means keep a safe distance of 2metres between you and another person.



### **What happens if I cannot wear a mask?**

Some people are exempt from wearing a mask or face covering. If you are not able to wear these items, we will discuss with you and your parent/carer what other measures can be put in place to keep you and others safe.

### **Will I have to use any special equipment?**

No but you are responsible for ensuring that you follow all the new health and hygiene guidelines in Stepping Stones NI Youth Service. Failure to be able to, or adhere, to these important new guidelines may mean that we have to talk to you, or your parent/carer about the matter.

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## How will I keep myself and others safe from Corona Virus?



To keep yourself and others safe you must remember to keep 2 metres distance when possible. Hand washing is very important. Everyone must remember to wash their hands before they enter the premises and when they leave. You will be also be asked to wash your hands regularly through the day especially if you visit the toilet and before you have your breaks.



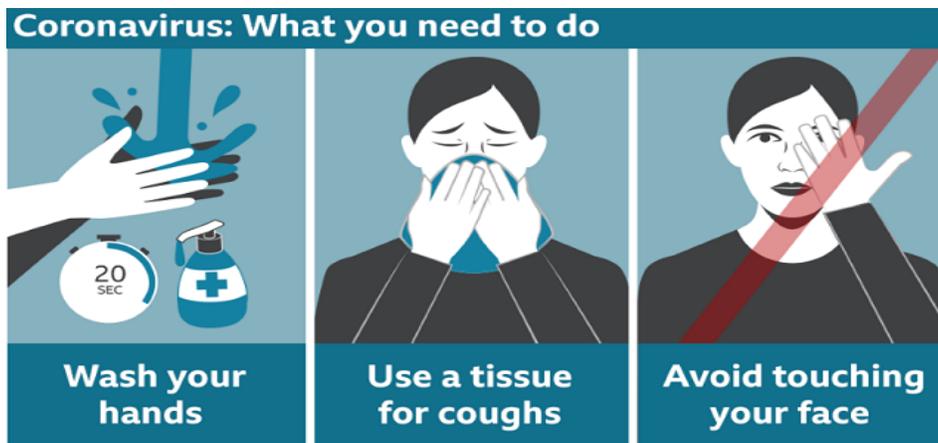
**SANITISE**



**WASH**

### What do I do if I am feeling unwell

It is very important that you do not attend your day place if you are feeling unwell, especially if you have colds and flu and COVID-19 symptoms. However, even when we are healthy, we sometimes have to cough or sneeze. It is very important that you cover your nose and mouth when coughing or sneezing – that you use a tissue and always wash your hands afterwards. Please try not to touch your face – especially your eyes, nose, and mouth.



### Will I be able to go to the café or into other areas of the building?

It will not be possible for you to move around the building. Everyone must stay in their own workspace. This allows us to keep safe within ‘social bubbles’. You can no longer queue for the toilet or be in the corridor with any other person. You can no longer access the kitchen. We must limit passing each other as well. If a staff

member needs to come to your desk to support you they will be wearing a mask, and you will too, if you can.

## Coronavirus Covid-19



**Remember we can all be safer if we follow the rules:-**

Wash our hands regularly

Cover our mouth and nose when we cough or sneeze

Do not have physical contact with other people

Keep a safe distance of 2 metres apart

Wear a face mask or visor when required

## Picture of layout of Youth Room

Chair to chair- 2 meters apart, side by side

Sanitizing station at the entry and exit door

Windows will be open for ventilation and door if safe to do so

Heat will be turned down, or off, weather and temperature dependent, so please pack a jumper, coats can be stored on back of chairs

Each young person will have own resource pack, and this remains their own to minimize cross contamination- no sharing of resources

