**The Adventure Service “Lite” - Plan for re-opening The Adventure Service Ltd**

**MANSFIELD WOODHOUSE**

27th May 2020

Dear

The Adventure Service Ltd will re-open its doors to Adventurers and offer a reduced day service on the 15th June 2020.

This service will offer the opportunity for Adventurers to attend the day service on one day per week.

Mansfield Woodhouse service will offer 2 groups averaging 10 Adventurers per day (5 per group).

To support social distancing we will be running staggered start and finish times, group one will start the day at 9am and finish at 3pm, group two will start the day at 10am and finish at 4pm (Adventurers will be notified closer to the start of the new service which group they will be allocated to).

We will continue to offer Facebook live sessions twice daily; individual video calls and phone calls on the days of normal attendance and the sending out of activity packs. We will continue to offer a limited number of home visits where this is an essential requirement.

**Staff**

* On arrival at The Adventure Service Ltd all staff will have their temperature taken, any staff member with a temperature higher than 37.5c will be asked to return home and asked to follow Government Guidance on self-isolation (the thermometer will be cleaned with antiseptic wipes after every use).
* Staff will then thoroughly wash their hands

**Staggered start times of 9 am or 10 am.**

* Adventurers will be supported to maintain social distancing whilst waiting to enter the building, using the markings set out.
* Entry to the service will be the side fire escape door with the exit for carers being the front resource centre door.
* Adventurers should arrive supported by a carer. The carer must not leave until the Adventurer they are supporting has had their temperature taken and hand sanitiser applied (if the Adventurers temperature is above 37.5c they will be sent home with their carer and asked to follow Government Guidance on self-isolation (the thermometer will be cleaned with antiseptic wipes after every use).
* Adventurers will then be sign posted to the room in which their allocated group will meet. The groups will average 5 Adventurers per day with either 2 or 3 staff depending on need.
* The tables will be set up to support social distancing with only the required number of chairs set out for that day. Photographs of each Adventurer will be set out on the tables in a pre-planned seating arrangement.
* As much as is possible staff will regularly work with the same Adventurers in order to limit social contact.

**Session time**

* Groups will then access the local community (no use of minibuses for groups is permitted at present).
* Government guidance on Social distancing to be followed at all times.
* Hand sanitiser, face masks aprons and plastic disposal bags to be carried by staff at all times, for emergency use.
* First group to have left the building by 9.45 am
* Second group to have left the building by 10.45 am
* First group to have returned by 2.30pm
* Second group to have returned by 3.30 pm

**End of the day**

* On returning to the centre Staff and Adventurers will have their temperature taken and use handwashing facilities, then go to their designated area and sit in the pre-planned seating arrangements, to complete relevant paperwork.
* Carers will be met at the side fire exit where information will be shared, they will then exit through the front resource centre door.
* First group to have left by 3.10pm
* Second group to finish by 4pm

**Personal care**

Personal care in the building will be undertaken when required in the accessible toilet, supporting staff are to wear the following PPE –

* Face mask
* Face shield
* Apron
* Gloves
* Staff are to encourage Adventurers to be as independent as possible with regard to personal care.
* Staff to also encourage effective hand washing techniques.

When undertaking personal care in the community (this should only be undertaken as a last resort and all reasonable steps should be made to return to the centre) staff are to use the following PPE –

* Face mask
* Apron
* Gloves
* These should be then stored in a plastic bag and returned for correct disposal in the clinical waste bins at the centre.
* Staff are to encourage Adventurers to be as independent as possible with regard to personal care.
* Effective use of hand sanitiser should be used by all parties involved.

**Adventurers developing signs or symptoms of coronavirus**

If an Adventurer starts to display the signs of coronavirus whilst in TAS buildings, the following procedure should be undertaken-

* The Adventurer displaying signs/symptoms of the virus should be isolated away from others in the building or outside weather permitting.
* Staff supporting the individual should don protective PPE.
* A call must immediately be made to carers to collect the Adventurer.
* The areas in which the individual has accessed must be thoroughly disinfected.
* Staff do not need to self-isolate unless they display signs or symptoms of coronavirus.

If an Adventurer develops sign and symptoms whilst out with the group, the following procedure should be undertaken -

* Isolate the individual away from the group.
* Supporting staff should don protective PPE.
* A call must immediately be made to carers to collect the Adventurer.
* A call must immediately be made to TAS manager for the service.
* Staff and other Adventurers do not need to self-isolate unless they display signs or symptoms of coronavirus.

Parents and carers will be informed on the same day if any Adventurers or staff in their group have developed coronavirus symptoms whilst at The Adventure Service Ltd

**Cleaning**

* Prior to the Adventurers arriving, each team should thoroughly clean and disinfect their area of work.
* Staff should disinfect toilets after each use.
* After each group has left for session time, the staff on non-contact time should ensure each area is cleaned and disinfected ready for the return of the group.
* At the end of the day when Adventurers have left staff should ensure that their area is cleaned and disinfected.
* Only staff should wash pots and make drinks at present.

If you have any questions regarding our planned re-opening please don’t hesitate to contact me via

Email – [terry@theadventureservice.com](mailto:terry@theadventureservice.com)

Or

Mobile 07446905321

Many thanks for your continued support during this very difficult time.



Terry and Helen Harris-Ellis

Director

The Adventure Service Ltd

[www.theadventureservice.com](http://www.theadventureservice.com)