



CORONAVIRUS/COVID-19 EMERGENCY CLOSURE POLICY

Every effort is made to ensure that our services operate efficiently and without disruption however the health, safety and well-being of our staff and service users will always be paramount to us offering a service.

During these very uncertain and ever-changing times we will do this by using the guidance, advice and instructions issued from the Scottish Government, NHS Scotland, Public Health Scotland & Local Authority. We have implemented a robust Covid-19 Policy which we believe will assist us to limit and mitigate transmission as best we can by following the most up to date guidance that is available for after school clubs, however we cannot overlook the possibility that children or staff may display symptoms, be in close contact with someone who has tested positive and therefore be required to self-isolate or indeed contract the virus themselves.

This would then initiate a multi-agency approach between ourselves, Public Health Scotland, Environmental Health, Test & Protect, Contact Tracing and the Local Authority which could lead to a temporary closure of our services should we be advised to do so on the instruction of any of the above bodies or in the event of having insufficient staffing levels which allows us to adhere to our staffing ratio.

Communications

Should Notre Dame Primary After School Club believe it necessary or be advised of any closure as a result of Covid-19 outlined above every effort will be made to make parents aware of the situation as soon as possible. However, we cannot discount that this could be at very short notice.

Our communications will be in the form of:

- Generic text to the mobile numbers that we have on our records • Telephone Call (Work, Home or Mobile)
- E-mail (work and/or home)
- On our webpage: notredameafty.co.uk

Parents must ensure that they provide a current mobile, work & home telephone numbers and wherever possible also home and work e-mail addresses.

Parents & Carers **MUST** inform us immediately if:

- you or anyone in their household or extended household develops symptoms of Covid19
- If you or any of your extended household are contacted by Test and Protect and identified as a close contact of someone who has tested positive for COVID-19, you and everyone in your (extended) household should self-isolate for 14 days (<https://www.gov.scot/publications/coronavirus-covid-19-local-measures/pages/glasgow/>)

Payment of Fees

In the interests in providing clarity and in order to ensure the continuation of our services during and beyond the current pandemic; should we be required to close or are unable to operate as a result of Covid-19, the following fee structure will be applied:

Closure of up to 1 calendar month: - Full fees due as normal.

Closure of 2 – 4 months: 50% of fees will be due

This will help to ensure that we can meet our obligations in respect of Staff Salaries, Premises Rental, HMRC, overheads and other operating costs in the short, medium & long term.

Should it become apparent that the service may be disrupted for more than one calendar month then we will review the prevailing situation 21 days after closure and update you. If the service remains open and your child is required to self-isolate for any period of time, then full fee payment is due for the duration of this (or any other absence) in line with our current fee policy. Parents are respectfully requested to refrain from making their own calculations or adjustments to their monthly invoices.