

'Playing it Safe' Reporting Illness Procedures

Please find below information your club will find useful in the event that someone develops symptoms during one of your club sessions.

What action needs to be taken if someone becomes unwell with symptoms of COVID-19 whilst on site at your club?

- In preparation, make sure that all staff and individuals in your club, including children and young people, know to inform a responsible person if they suspect someone in attendance has COVID-19 symptoms or indeed if they themselves have developed symptoms during the session.
- This guidance may need to be adapted in future phases to ensure a responsible adult is there to support the individual where required. During Phase 2 and 3 there should always be an adult on site at our club sessions.
- If the affected person has mild symptoms they should go home as soon as they notice symptoms and self-isolate.
- Where possible they should minimise contact with others, e.g. use a private vehicle to go home. If it is not possible to use private transport, then they should be advised to return home quickly and directly.
- If using public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. If they don't have any tissues available, they should cough and sneeze into the crook of the elbow.
- If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19.
- Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.
- If possible and it is safe to do so, find a room or area where they can be isolated behind a closed door, such as a staff office or meeting room.
- If you are indoors and it is possible to open a window, do so for ventilation.
- The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket

for disposing in a bin later.

- If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Where possible, a separate bathroom should be designated for the individual to use.
- Your club; via the 'Play it Safe' Ambassador should immediately inform the **SVA Lead COVID-19 Officer** about the situation.
- All club members and staff should adhere to Scottish Government Test and Protect guidance and procedures.

Environmental decontamination (cleaning and disinfection) after a possible case has left the site

Cleaning and Disinfection

Once a possible case has left your club site, the immediate area occupied by the individual, e.g. and balls, equipment or surfaces that they may have touched or come into contact with, should be cleaned with detergent and disinfectant.

Once this process has been completed, the area can be put back into use. Any public areas where a symptomatic individual has only passed through (spent minimal time in), and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.

Environmental cleaning and disinfection should be undertaken using disposable cloths using standard household detergent and disinfectant that are active against viruses and bacteria.

Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and materials used must be disposed of and should be put into waste bags as outlined below.

The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.

Waste

Ensure all waste items that have been in contact with the individual (e.g. used tissues and disposable cleaning cloths) are disposed of securely within disposable bags.

When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection. Other general waste can be disposed of as normal.

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf