



CHILDREN & YOUNG PEOPLE'S DIRECTORATE
YOUTH SERVICE

Youth Restart Checklist



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This checklist is provided to assist youth organisations to ensure they have mitigations in place before restarting youth services. Some areas will not apply to all youth settings, but youth organisations should ensure they have all these arrangements in place where applicable.

Item	Completed	In-Progress	Not Started	Not Feasible
Engage with staff within the organisation to ensure staff are fully aware and briefed on the risk assessments for the restarting of services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure all risk assessments are in place or updated based on current Youth Restart and PHA guidance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Limiting Visitors and Programme Participants

Item	Completed	In-Progress	Not Started	Not Feasible
Is there a plan to limit non-essential site visitors from entering the building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are arrangements in place to limit participation of members/young people in line with the Youth Restart guidance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reporting, Testing, Contact Tracing, and Quarantine

Item	Completed	In-Progress	Not Started	Not Feasible
Is there a system for encouraging children, young people and staff with COVID-19 symptoms or who have household members who are sick to stay home?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a plan to provide communication in accessible formats for what to do if children, young people or staff get sick or have close contact with someone who is sick with COVID-19?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a plan to notify and work with PHA to identify close contacts of staff children and young people who have a positive COVID-19 test?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Managing Staff, Children and Young People Who Become Sick during your Programme/Project

Item	Completed	In-Progress	Not Started	Not Feasible
If a young person or staff member gets sick or has symptoms of COVID-19 during your programme/project, is there a plan on how to proceed? The plan should include procedures for:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A separate isolation area, ideally with a dedicated restroom, that allows a person with symptoms of COVID-19 to only interact with other people with proper PPE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immediate separation of the person experiencing symptoms of COVID-19 from others to limit exposure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proper procedures for cleaning and disinfecting areas where the person who was sick was during the programme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Supplies

Item	Completed	In-Progress	Not Started	Not Feasible
Are the following supplies available in adequate quantity? <ul style="list-style-type: none"> • soap • hand sanitiser • paper towels • tissues • cleaning and disinfection supplies • bins. 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are supplies placed in an accessible way for all staff, children and young people (including those with disabilities) to use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a plan to monitor and restock supplies and personal protective equipment (PPE), as needed? <ul style="list-style-type: none"> • gloves • gowns • face shield • face coverings 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is a point of contact identified for re-ordering supplies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a procedure in place for tracking the quantity/supply of necessary PPE?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a plan for storing cleaning and disinfection supplies and PPE in the proper environmental conditions, including consideration of Fire Safety with regard to the storage of hand sanitiser?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Cleaning and Disinfecting

Item	Completed	In-Progress	Not Started	Not Feasible
Is there plans in place to clean and disinfect areas after use, in particular when the area will be used by a different group afterwards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ventilation

Item	Completed	In-Progress	Not Started	Not Feasible
Arrangements and guidance in place to ensure ventilation of spaces when in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff are fully brief on the arrangements and guidance for ventilation of spaces when in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Water

Item	Completed	In-Progress	Not Started	Not Feasible
Are there steps (e.g. flushing) taken to ensure that water systems (e.g., faucets, water fountains) and are safe to use, in particular for centers that have not been in use for a long period of time? <i>Hazards such as mold and Legionella should be considered.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Physical Barriers

Item	Completed	In-Progress	Not Started	Not Feasible
Are physical guides (e.g. tape on floors) and signs displayed to remind staff and students to maintain at least 2 metres apart?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there one-way routes in hallways and stairways?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use of Face Coverings

Item	Completed	In-Progress	Not Started	Not Feasible
Is there a plan to ensure that face coverings are used consistently and correctly (covering mouth and nose) by staff children and young people? (unless medically exempt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Emotional Health and Wellbeing of Children, Young People and Staff

Item	Completed	In-Progress	Not Started	Not Feasible
Is there mechanisms in place to support the emotional health and wellbeing of children and young people attending the youth programme/project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there mechanisms in place to support the emotional health and wellbeing of staff and volunteers with your organisation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Personal Hygiene Etiquette

Item	Completed	In-Progress	Not Started	Not Feasible
Is there a plan to teach and reinforce proper handwashing with all staff children and young people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Communication of Covid-19 Safety Messages

Item	Completed	In-Progress	Not Started	Not Feasible
Are signs and other visuals, such as posters, displayed in common areas of the provision to promote everyday protective measures and describe how to stop the spread of covid-19?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>