



South West Action for Learning and Living Our Way

Patron John Cullum DL

The Old Engine House, Old Pit Road, Westfield, Radstock BA3 4BQ

Dear Members, Parents and Carers,



THANK YOU KEY WORKERS

With the new government guidelines on lockdown beginning to ease and schools beginning to return, we are putting plans in place to re-open our daily groups and courses activities.

To ensure the safety of both staff and members, we will be closely following government guidelines and ensuring the following measures are in place.

- **Additional cleaning** – all rooms will be cleaned and sanitized before and after every session (morning and afternoon).



SWALLOW is working to make sure that teenagers and adults with learning disabilities live the lives they choose, through user led support.

- **Hand washing** will be prompted during the day and hand sanitizer will be encouraged at regular intervals.



- **Social distancing** – to support social distancing, 2 metre markings are in place within the SWALLOW office, the SWALLOW café, the art room and meeting rooms. Initial phase of return will involve smaller numbers within each group to help support and teach the importance of social distancing within each room.



- **Staff Training** - All SWALLOW staff have received Covid 19 training along with regular staff updates regarding use of PPE and safeguarding.



- **Temperature checks** - All SWALLOW staff and members will have their temperature checked before entering the SWALLOW office to avoid the risk of spreading the virus.



- **Food and Drink** - Drinks facilities will be available in each room, but we ask each person to use individual cups to avoid any risk of cross contamination – if a personalised cup is available from home that would help with identification. They will also be asked to wash their own cups and lunch equipment.
- **Personal Protective Equipment** - PPE will be available within each room for all staff and members to use.



- **Transport** - we encourage members to wear PPE whilst travelling between home and daily courses especially whilst being transported by staff or Dial-a-Ride.

We would also ask if you have any concerns over your health eg: a temperature, persistent cough etc, that you do not come to SWALLOW to minimise the risks to other members and to staff.



Thank you for your ongoing support. We look forward to welcoming our members back into their daily routines. If you feel that there is any anxiety about coming back, please make me aware of this so that staff can provide further reassurance.

Yours faithfully

Justin

Justin Ricards

Courses Manager