

Planning a COVID Secure YFC meeting

Club:

Date:

Activity:

Venue:

Number of attendees:

Leaders / Officers:

These should be DBS checked. Number of supervisors should be appropriate to the number of under 18s attending.

Description of activity:

CHECKLIST

AT EACH STEP OF PLANNING, PLEASE ENSURE THAT ALL DETAILS ARE MINUTED.

Social Distancing

- Is social distancing achievable?
- How? - floor markers/ change layout of the room/ use speakers

Face Coverings

- Face coverings must be worn in all indoor public places.
- Children under 11 do not have to wear face coverings.

Hand Washing Facilities

- Are there hand washing facilities available? (Warm water/soap/dryers/disposable hand towels)
- Who is providing the hand sanitisers? (club/members/venue)

Attendees

- How will you manage the number of attendees?
- Book before hand through Eventbrite / Facebook messenger / whatsApp - Run the activity twice?

Signage

- Does the venue have suitable signage? (Hand washing and social distancing) Does the club need to provide?
- (signage available to download on Wales YFC website).
- Who will provide these?

Transport

- YFC clubs are not responsible for transport arrangements for members.
- Transport should not be shared unless from the same household or the same household bubble.

COVID Assessments

- Is the venue providing a COVID assessment to follow? What actions need to be taken by the club?
- Does the club have to provide a COVID assessment? (meetings outdoors / own property)

Information about activities

- How will the club provide adequate information about activities be given to members and parents? (Social media / website / message)
- Information to parents (for members under 18) should be sent out at least two day in advance.

Cleaning Arrangements

- What are the venue and clubs own cleaning arrangements? - Refer to the venue's COVID Secure assessment and guidelines.
- How will evidence cleaning arrangements? Checklist?

Attendance

- Recording attendance recorded?
- Club attendance book.
- Track and Trace sheets
- QR Code