



HOW TO – Follow Covid-19 Protocol

The Covid-19 pandemic has been an opportunity for the Football Fun Factory to showcase that safety is our number 1 priority and highlight our outstanding levels of communication. This document outlines the guidance and the steps that you will need to take in various situations.

Safety

To create the safest possible environment you should ensure the following:

- Have a covid-secure Risk Assessment completed for each weekly training local, Football Fun Camp and party that you run.
- Communicate the latest face-covering guidance via email to parents for any indoor sessions.
- Have hand-sanitizing stations at all indoors sessions.

Communications

The following communications should be sent out to parents, relating to COVID-19.

Ahead of each Football Fun Camp

Include the latest Covid-19 guidance and assure parents the covid-secure Risk Assessments and measures are in place.

In the event of changing Covid-19 guidance/measures

An email template will be provided by the FFF Consultancy Team.

If a child that attended your sessions tests positive for Covid-19

In this event, please use the template below:

Subject: Parent Notification – Covid-19

Dear Parents,

This courtesy email is to advise you that a child that attended our recent session at <Insert Location> on <Insert Day/Date> has tested positive for Covid-19.

No action is required from you at this time and neither you, nor your child, is required to self-isolate in line with the latest government advice.

We pride ourselves on outstanding levels of communication at the Football Fun Factory and in our mission to keep parents fully informed we just wanted to make you aware of the positive case.

We look forward to seeing you and your child at the next session.

Kind regards,

Coach <Insert Your Name>