



Hertfordshire County Council
County Hall, Pegs Lane
Hertford SG13 8DF

Protect your community

November 27th 2020

An important update from Jim McManus, director of Public Health in Hertfordshire, to providers of out of school clubs, groups, activities and classes

Dear colleague

We know that your contribution to the resilience of our communities should not be underestimated and we thank you for everything you are doing to help keep our communities healthy and safe.

As we prepare to move out of the current lockdown and into Tier 2 of government restrictions on 2nd December, it is imperative that we all continue to adhere to the government guidelines, so that we can keep these essential services running for the benefit of our residents – particularly our young people.

[Please find a video message from me to all out of school activity providers here](#)

A dedicated page providing resources and information for clubs and out of school activity leaders to help them ensure they are Covid-safe is available on our website [click here](#). It includes template letters, risk assessments and positive case protocol.

You must always follow the latest national guidance to be guided on whether your club is allowed to open You can [read the latest national guidance here](#).

Prevention

If you are permitted to operate, you must do so safely.

Any facility which continues to operate must do so in a COVID-19 secure way, with detailed risk assessments and complete infection control practice. This is a legal obligation on you under the Health and Safety at Work Act 1974.

- You can find guidance here: [Working safely during COVID-19](#)
- Risk assessment templates here: [Hertfordshire LEP Business support](#)
- [COVID-19 prevention control measures: important guidance from a Public Health infection prevention control nurse \(video\)](#)

What to do if you get a positive case

A clear checklist for all clubs to follow if they are notified of a positive case at their club, plus a letter to circulate to all close contacts are available via the links below. This guidance must be followed to help to stop the spread and ensure clubs can stay open.

- [COVID-19 Case reporting protocol for clubs and activities](#)
- [Letter template to parents for close contacts](#)
- [Letter template to club members for close contacts](#)
- [What to do if you have a positive case in a club \(video\)](#)

We will enforce safe and legal operations

We all have a collective responsibility to work safely to help to combat the virus. However, as you are aware, local authorities have enforcement powers that will be used if necessary when these rules are not being followed. These include being able to prohibit or fully close activities. Our preference is to support people open safely, but we will not hesitate to order closure or prohibition of activities where we feel this is necessary.

- You can report premises which are operating unsafely to the Police using 111 or via the County Council's [online contact form](#).
- View the [Hertfordshire coronavirus guidance](#)

If you need further guidance on any of this information, please contact your Environmental Health team.

Thank you for helping everyone to stay safe in Hertfordshire



Jim McManus
Director of Public Health, Hertfordshire County Council