

TEMPLATE COMMUNICATION TO PARENTS/Guardian - PREPARING TO RESTART

[Insert Company Name, Logo and Contact Details]

[Insert DATE]

[Insert Parent/Guardian Name]

[Insert Parent/Guardian Address]

Dear Parent/Guardian,

Our plans to ensure [Insert Company Name] is as safe as possible as we start to live with Covid-19.

We hope you and your family are safe and well.

As we move from lockdowns and various government restrictions around the COVID-19 pandemic to living with the virus in our communities we are writing to update you on our plans for re-opening the BB company.

Our plans for re-starting face-to-face activities will follow guidance issued by The Boys' Brigade. Of course, in all this, our paramount concern is keeping our young people and leaders safe.

To help keep everyone safe we will be operating in line with public health measures by:

- following the public health advice for symptoms, cases and contacts.
- following the basic public health measures in relation to hand washing/sanitising, cough etiquette, adequate ventilation, etc
- being risk aware and wearing masks, practice physical distancing and avoid crowded environments based on a risk assessment for our company.

It would be helpful at this point if you could let us know if your child wishes to re-join BB and if they have any extra vulnerability in relation to Covid-19, so that we can be aware of this as we continue to plan for re-opening the company. We of course want to ensure that all our members can access our programme as we restart face-to-face activities.

We'll share more detailed plans on what our return to face-to-face activities will look like as soon as we possibly can. But in the meantime, we would like to encourage you to get in touch if you have any questions or concerns.

Best wishes,

[Insert Name]

[Insert Company Name]

TEMPLATE COMMUNICATION TO PARENTS/Guardian – READY TO RESTART

[Insert Company Name, Logo and Contact Details]

[Insert DATE]

[Insert Parent/Guardian Name]

[Insert Parent/Guardian Address]

Dear Parent/Guardian,

**Re: Update in respect of [insert CO name]
Safely resuming face-to-face (Socially Distanced) Activities**

I'm so excited to let you know that we're now able to restart face-to-face activities at [Insert Company Name] from [insert date]. Given the fact that we're still recovering from the COVID-19 pandemic, there'll be some restrictions on what we do and how we do it. This letter will let you know the steps we've taken to make sure we keep everyone safe and ensure the Company is COVID-Ready.

Firstly, anyone with COVID-19 symptoms, is living with someone who is self isolating or waiting a COVID-19 test **MUST NOT** attend any face-to-face activities for at least 14 days and should follow government guidelines on self-isolation and testing.

Secondly, young people who are shielding or are in another vulnerable group might not be able to return to face-to-face activities at this stage. If your child's shielding or in another vulnerable group, please contact me directly so we can chat through some options.

We're also aware some young people, including young people with additional support needs, might need new or other reasonable adjustments putting in place to support a return to face-to-face – again, I'm happy to discuss this with you.

I'd also like to let you know some of the updates to our arrangements for making sure our indoor activities will be COVID-19 safe.

Arrival and departure arrangements [include arrangements as per Risk Assessment]

- [Insert group size information]
- [Insert arrival and departure times]
- [Insert pick up and drop off points]

Hand sanitisation, hygiene and personal protective equipment

- [Insert hygiene information]

Social distancing

- [Insert your rules on social distancing]

Other measures in place

- [Insert venue information]
- [Toilets information]
- [Equipment and cleaning information]
- [First aid information]

Confirm Attendance

- To manage group sizes, we need to know if your child will be looking to return to face-to-face activities on [Insert date]. Please let us know by [Insert contact details].

We will be continuing to keep an attendance register of all leaders and boys attending BB activities like previous years. This attendance register will be used along with the information provided on the Joining Form and Annual Information Form to ensure compliance with Contact Tracing requirements.

Please do not hesitate to get in touch [insert contact details] if you have any questions or concerns.

We look forward to seeing you again soon!

Best wishes,

[Insert Name]