COVID ———————————— 19

SAFER YOUTH CLUBS

Helping public places to reopen safely

IF_DO   UK YOUTH

Youth Clubs are vital in providing a place for young people of all backgrounds to come together and express themselves. This Covid-19 Safer Spaces guide is to support staff and volunteers to understand how to adapt their youth club to enable safe reopening and operation.

Developed by architects IF_DO, in partnership with UK Youth, this free-to-use guide sets out clear stages for how to safely reopen youth clubs across the UK. Visual diagrams illustrate the spatial adaptations required for services to begin to resume, and also offers ideas on how to engage young people in safe distancing through create artworks.

As an architecture practice, IF_DO is focussed on the design of social infrastructure—places that help to improve lives for people and foster stronger and more resilient communities. These places will be critical to the social recovery from the pandemic, and the Covid-19 Safer Spaces project has been developed to provide expert guidance on how they can be safely adapted.

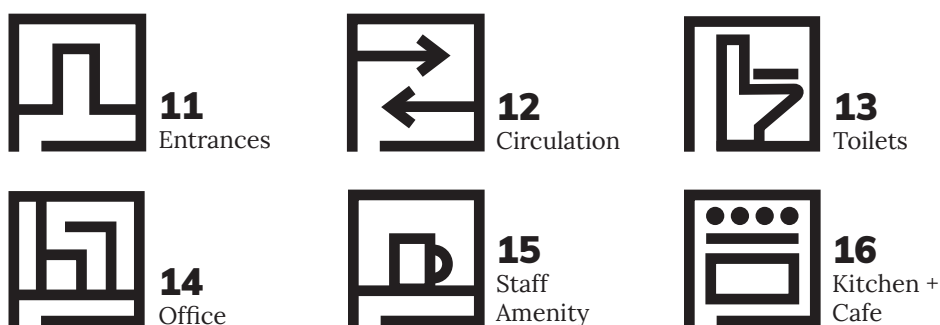**Developed by**

IF_DO

Funded by

Innovate UK

In partnership with

UK YOUTH

Overview

Safe reopening

General facilities
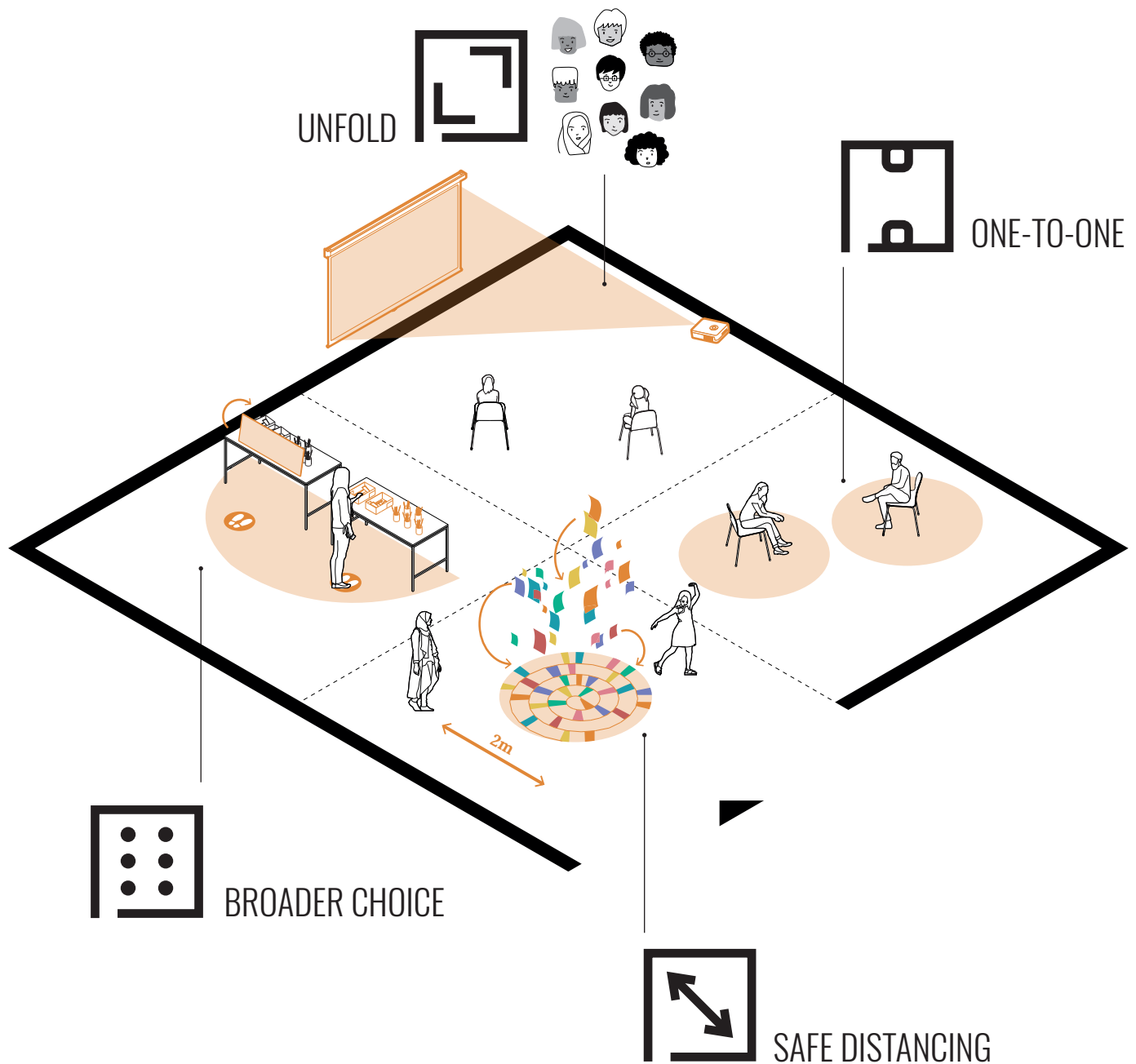
Indoor activities

Outdoor activities

Community

Case Studies

OVERVIEW

The overview diagram below illustrates the core elements for the initial opening of Youth Clubs across the UK. The key details the graphical components used throughout the guide.

UNFOLD

ONE-TO-ONE

BROADER CHOICE

2m

SAFE DISTANCING

KEY

2m Distance Zone

Clear Signage

Control Barrier

Standing Space

Direction Arrow

Sanitising / cleaning point

KEY CONSIDERATIONS

01

Ensuring staff are safe and feel empowered at work. Encourage staff to familiarities themselves with National Youth Agency (NYA) guidance, current social distancing guidelines and the law. Consider phased return and reduced workforce to ensuring sites are Heath & Safety compliant.

02

Creating a safer space for young people to express themselves. The engagement of one-to-one and group activities is an essential service, so clear seating arrangements and group activities that are designed with safe distancing will ensure both staff and young people are safe.

03

Communicating safe distancing. As well as ensuring one-way systems and clear signage is implemented, consider engaging young people in understanding safe distancing through a group art piece that is the size to be maintained between one another.

04

Wearing face coverings. As of 8 August, it will be compulsory for the majority of young people to wear face coverings in youth clubs. Check current government guidance for further detail and information on exemptions.

05

Engaging with both physical and digital tools. Staff should be encouraged to couple physical youth activities with online tools to create events for all young people to engage in, broaden the outreach of youth work to as wide a group as possible.
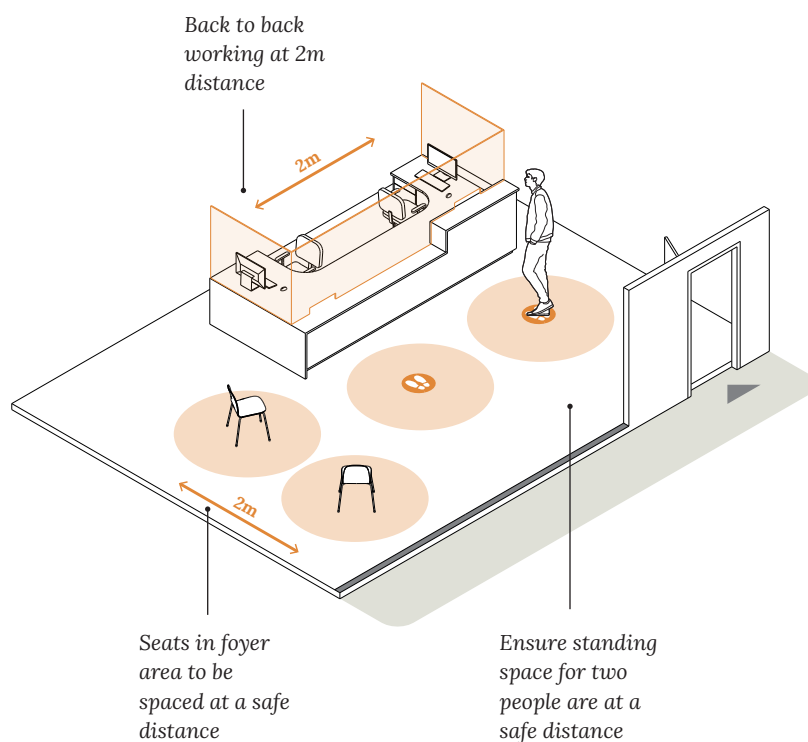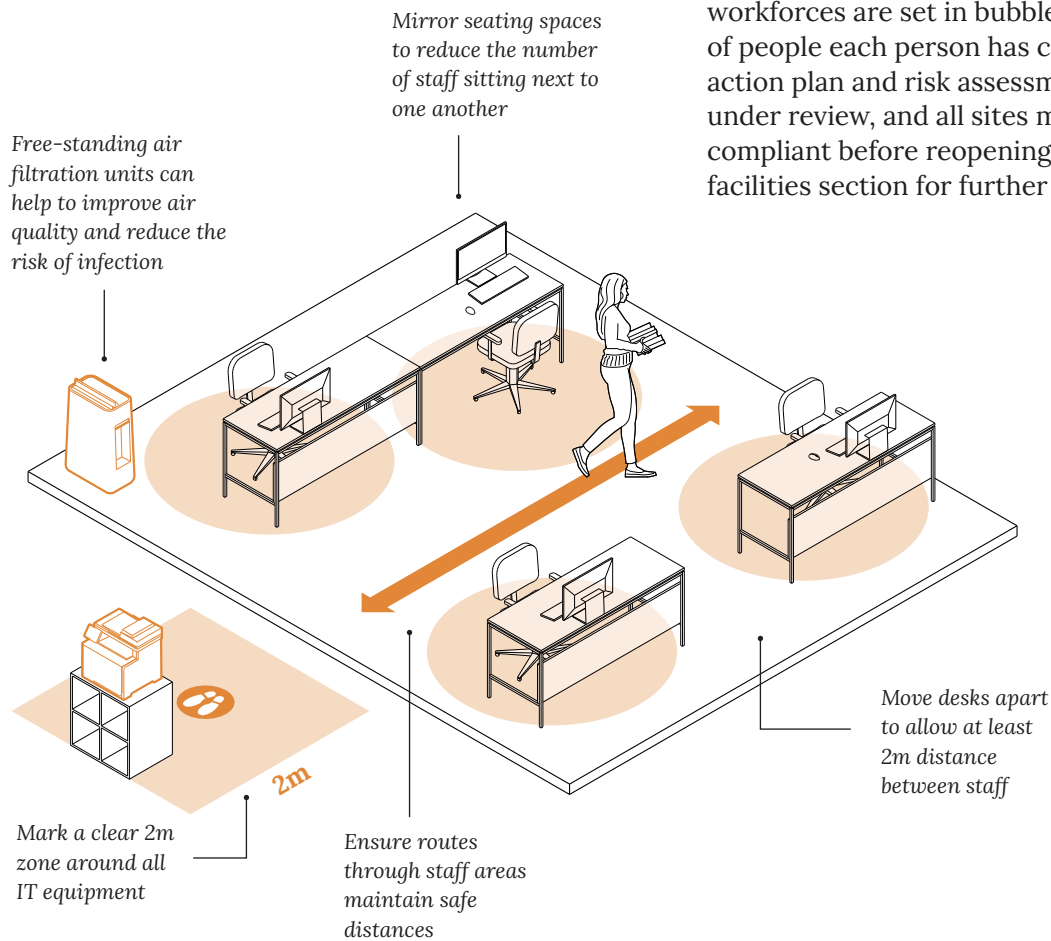
06

Maintaining a clear action plan and risk assessment. It is advised that each youth club completes a risk assessment and action plan document to ensure appropriate provisions are set in place. Updated templates, checklists and examples of action plans can be sourced from youthworksupport.co.uk.

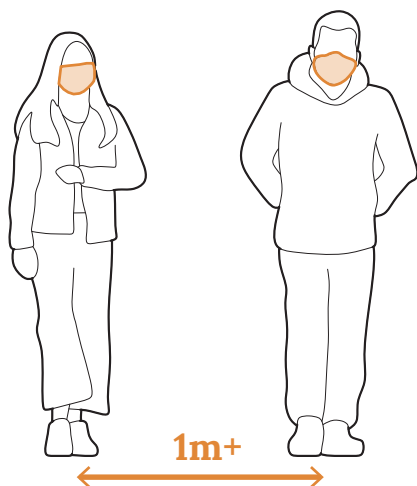# ELEMENTS

Staff & Volunteer Return

To ensure staff and volunteers feel safe and supported, it is encouraged that a phased return action plan is consulted by the whole team - this ensures any concerns raised are addressed and resolved where possible. It is recommended that workforces are set in bubbles to reduce the number of people each person has contact with. A developed action plan and risk assessment should be kept under review, and all sites must be Health and Safety compliant before reopening. Please see general facilities section for further office arrangements.

Mirror seating spaces to reduce the number of staff sitting next to one another

Free-standing air filtration units can help to improve air quality and reduce the risk of infection

2m

Mark a clear 2m zone around all IT equipment

Ensure routes through staff areas maintain safe distances

Move desks apart to allow at least 2m distance between staff

Reception & Foyer

To minimise contact between staff and young people within reception areas, where possible, Perspex screens should be installed where safe distancing cannot be maintained. Use safe distance markers on the ground to help direct young people to standing spaces. Where there are waiting areas in a foyer, seats should be spaced at safe distances, and any furniture that does not allow for safe distancing should be removed.

Back to back working at 2m distance

2m

Seats in foyer area to be spaced at a safe distance

2m

Ensure standing space for two people are at a safe distance
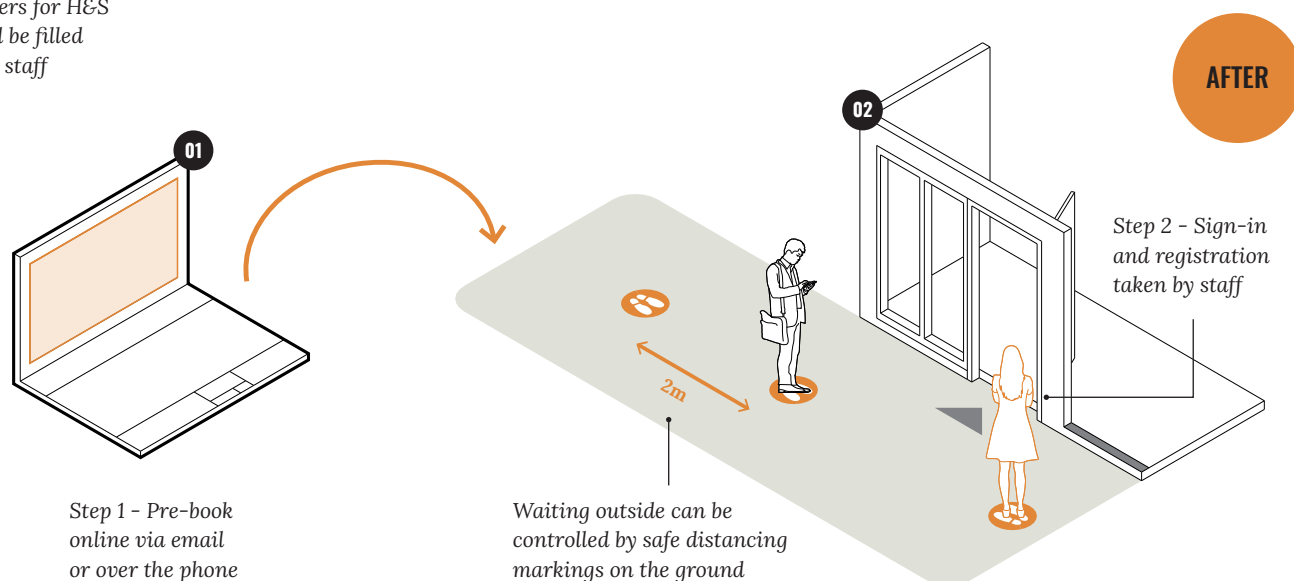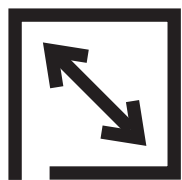
ENTER + EXIT

1m+

Face Coverings

Young people must wear a face covering immediately before entering the youth club, and this must be kept on until they exist the building. Youth workers and volunteers are not required to wear a face covering. There are some circumstances, for health, age or equality reasons, where young people are not expected to wear face coverings. Please refer to government guidance for more information. This guide has been developed to allow for 2 meters safe distance between people to ensure the 1 metre+ regulation is maintained at all times.
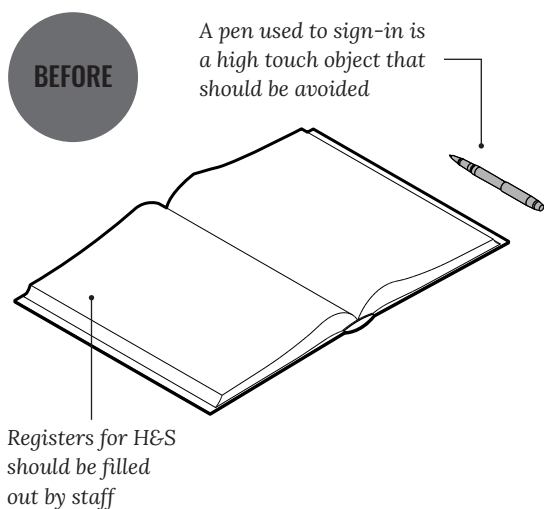
Registration

High touch objects that are used by everyone entering the youth club, such as registers and pens, should be avoided. Instead, young people should either get their own pen, or pre-book a time and date to access the youth club online. Time slots will control the number of young people within the club, as well as manage the flow of those entering and exiting the building. Where possible, young people should be signed-in outside before entering the site (subject to risk assessments). All registers of staff and young people should be kept for 21 days as per test and trace government guidance.

BEFORE

A pen used to sign-in is a high touch object that should be avoided

Registers for H&S should be filled out by staff

AFTER

Step 2 - Sign-in and registration taken by staff

01

02

2m

Step 1 - Pre-book online via email or over the phone

Waiting outside can be controlled by safe distancing markings on the ground

SAFE DISTANCING

Engaging Distancing

To help engage young people in safe distancing, a collaborative safe distancing art piece could be created in entrances spaces. This could be either a 2 metre circle on the ground, or a 2 metre long art board along the wall. This collective intervention acts as a tool for young people to engage in the new way to use the youth club, and allows them to express themselves through imagery, art and messages. Young people can send their messages online, or post them into a collection box, that can be safely quarantined, before staff laminate or pin up the pieces of work.
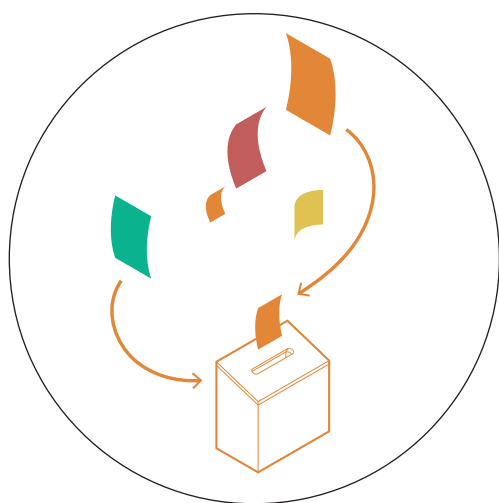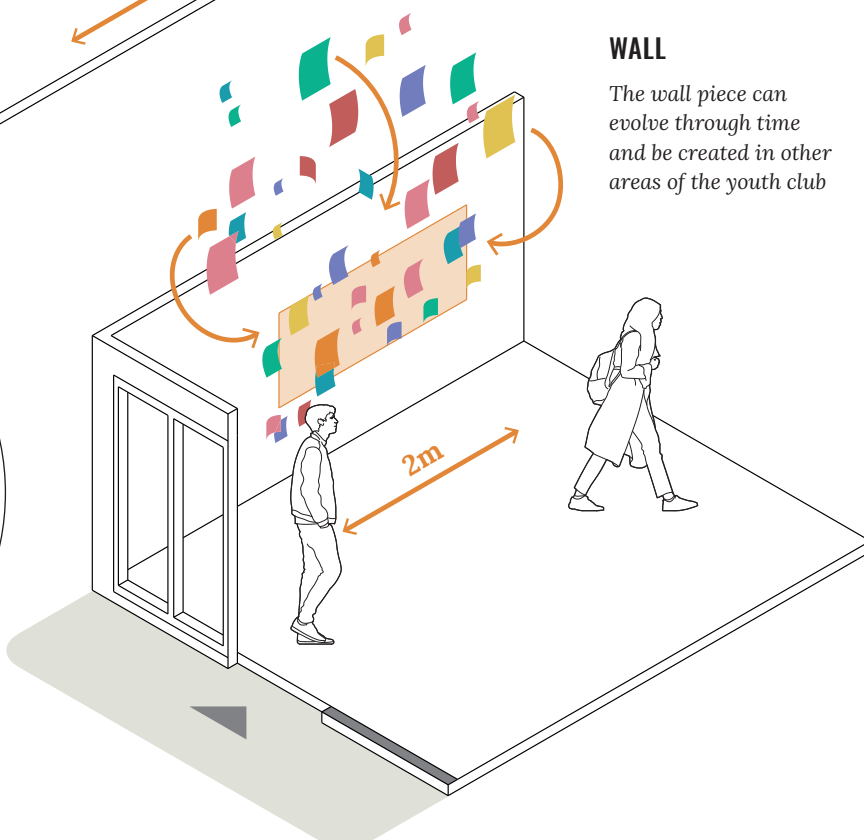
FLOOR

The floor piece can help slow and stop young people, whilst being colourful and interesting

2m

WALL

The wall piece can evolve through time and be created in other areas of the youth club
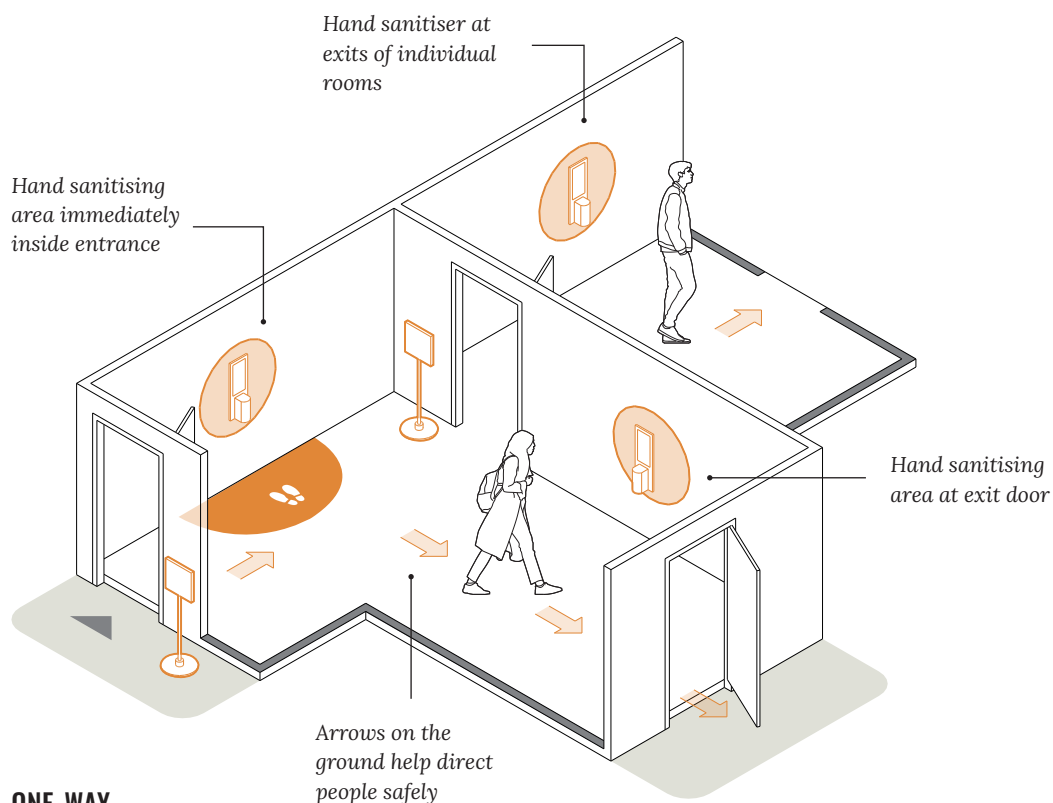
2m

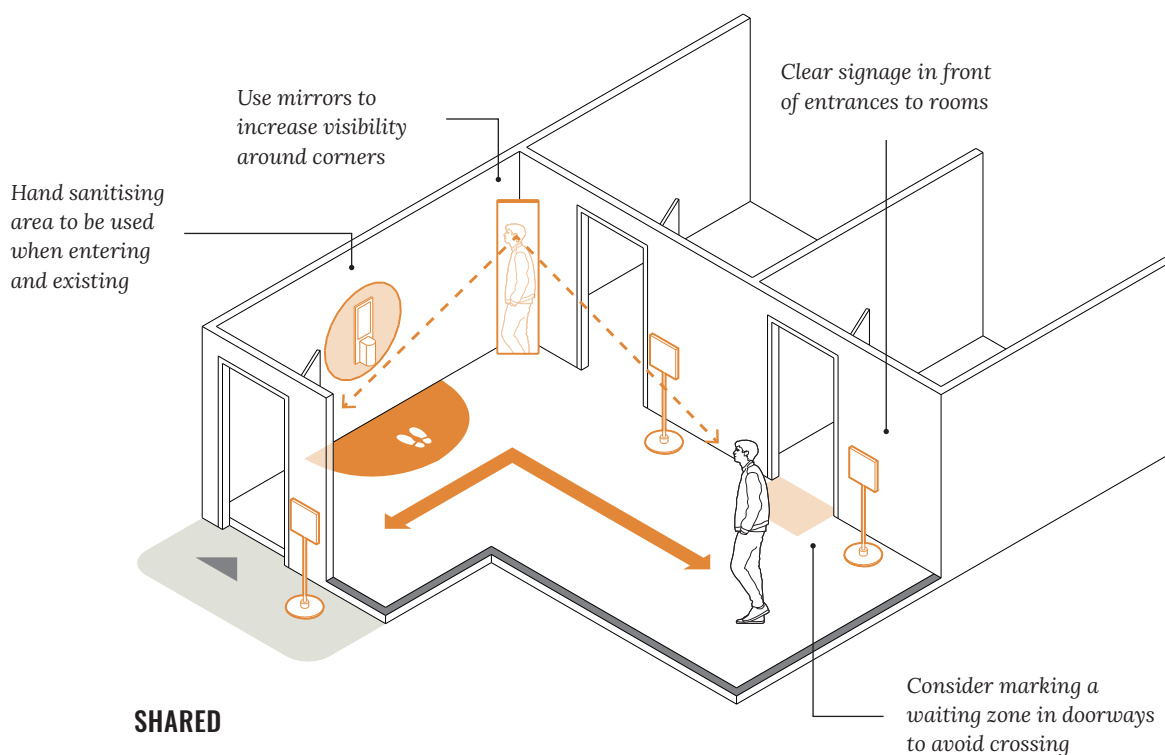*Collection box to be clearly labelled and quarantined for 72 hours*

One-Way System

Creating a one-way system throughout the site is encouraged, as this ensure safe distancing, and decreases dwell times in hallways. Where this is not possible, considering using mirrors on corners to increase visibility. Use clear signage at room entrances to help direct young people to appropriate facilities.
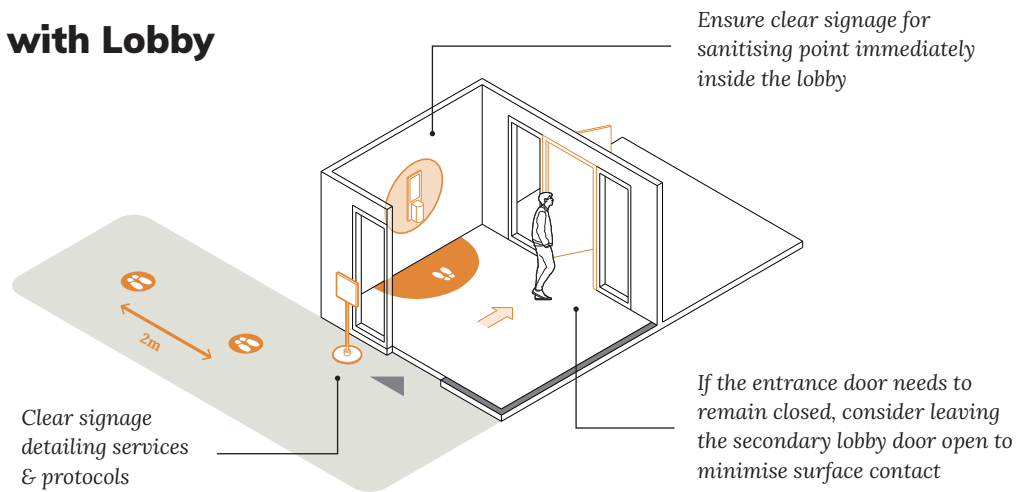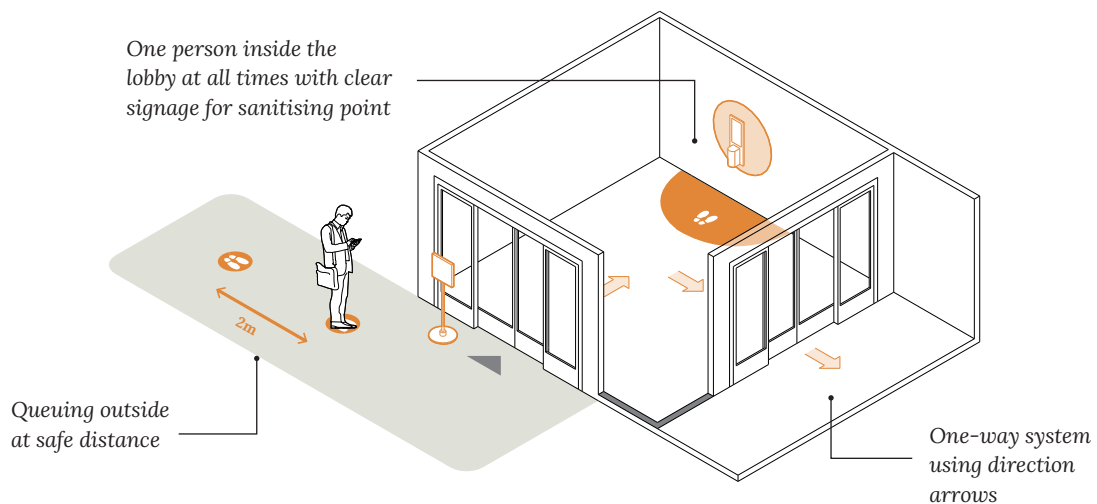
Hand sanitiser at exits of individual rooms

Hand sanitising area immediately inside entrance

Hand sanitising area at exit door

Arrows on the ground help direct people safely

ONE-WAY

Use mirrors to increase visibility around corners

Clear signage in front of entrances to rooms

Hand sanitising area to be used when entering and existing

Consider marking a waiting zone in doorways to avoid crossing

SHARED

GENERAL FACILITIES
ENTRANCES

Single Door with Lobby

Ensure clear signage for sanitising point immediately inside the lobby

Clear signage detailing services & protocols

2m

If the entrance door needs to remain closed, consider leaving the secondary lobby door open to minimise surface contact

Automatic Door with Lobby

One person inside the lobby at all times with clear signage for sanitising point

Queuing outside at safe distance

2m

One-way system using direction arrows

Revolving Door one-way Route

Clear signage for sanitising point inside entrance

2m

Consider one-way system / use revolving door for entering only

Separate exit if possible
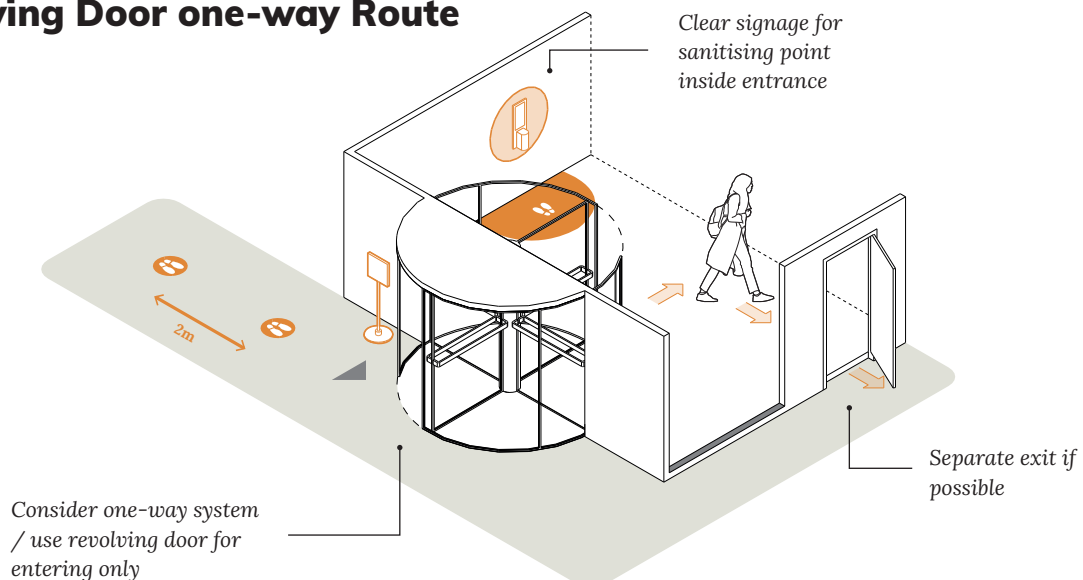
GENERAL FACILITIES
CIRCULATION

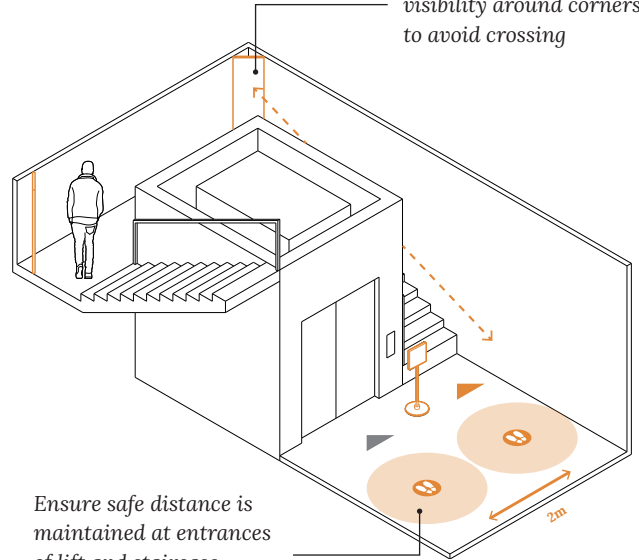One way system on staircases where possible

Use mirrors to increase visibility around corners to avoid crossing

Clear signage to services on each level & provide standing space outside of stairwell
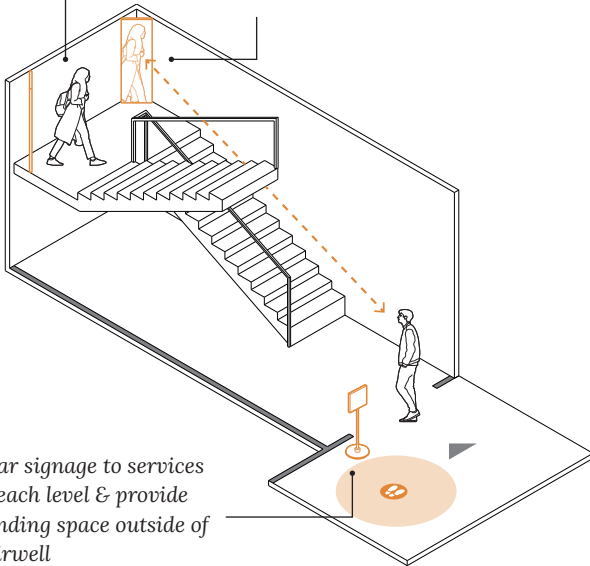
Single Staircase

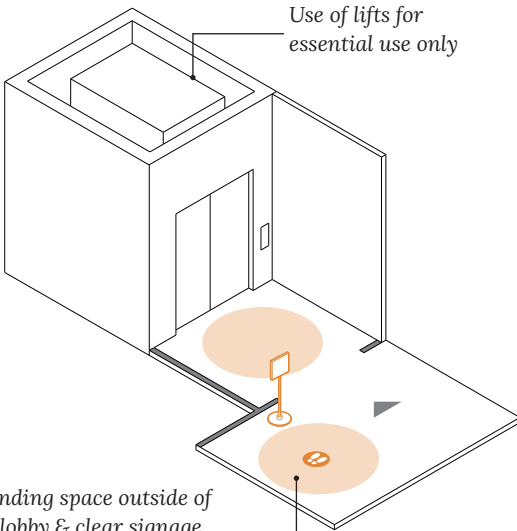Use mirrors to increase visibility around corners to avoid crossing

Ensure safe distance is maintained at entrances of lift and staircase
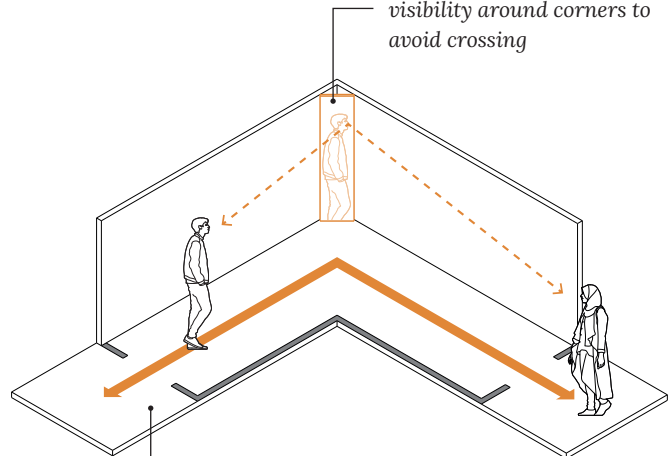
2m

Lift & Stair Core

Use of lifts for essential use only

Standing space outside of lift lobby & clear signage stating use of lift for essential use only

Lift & Lobby

Use mirrors to increase visibility around corners to avoid crossing
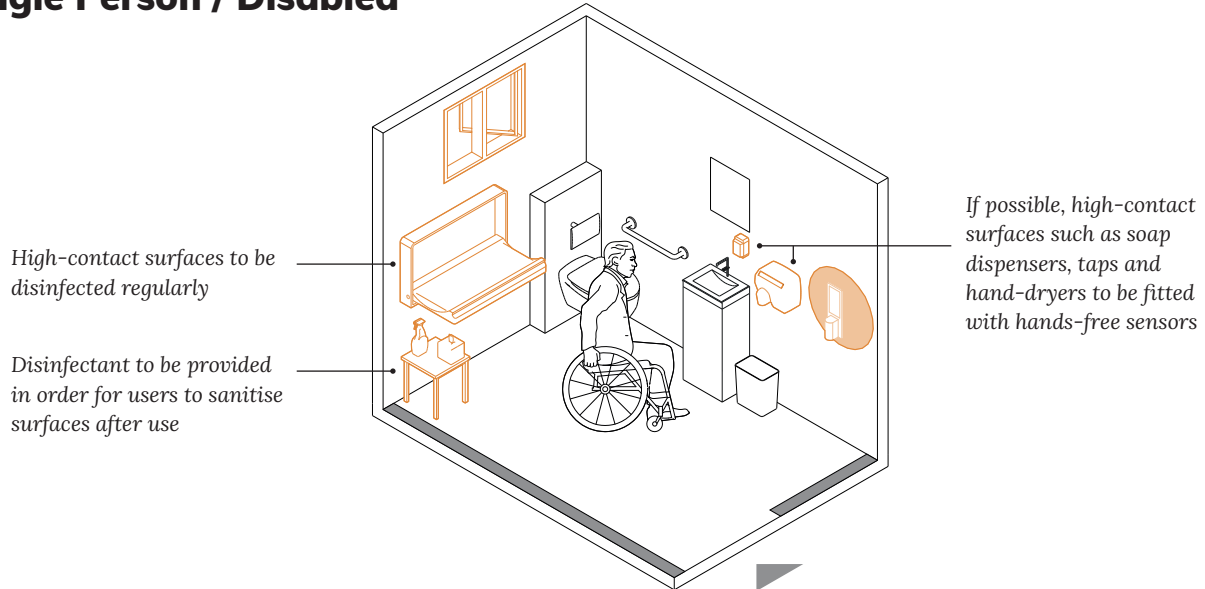
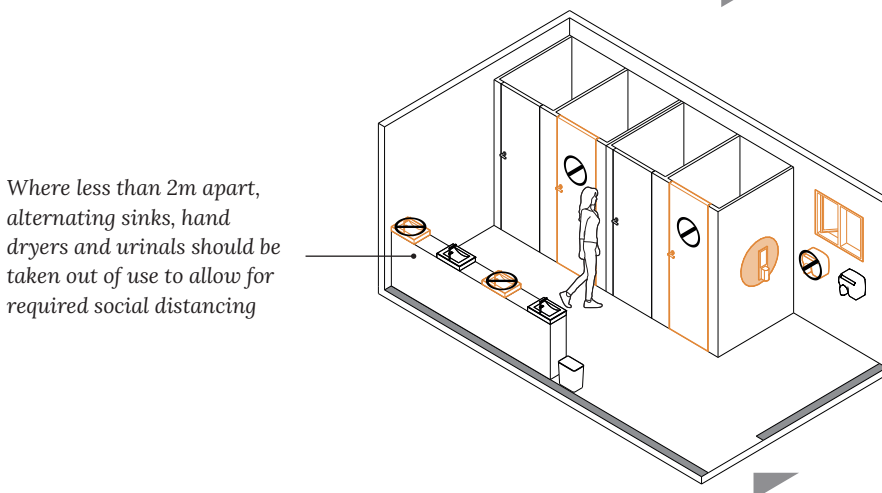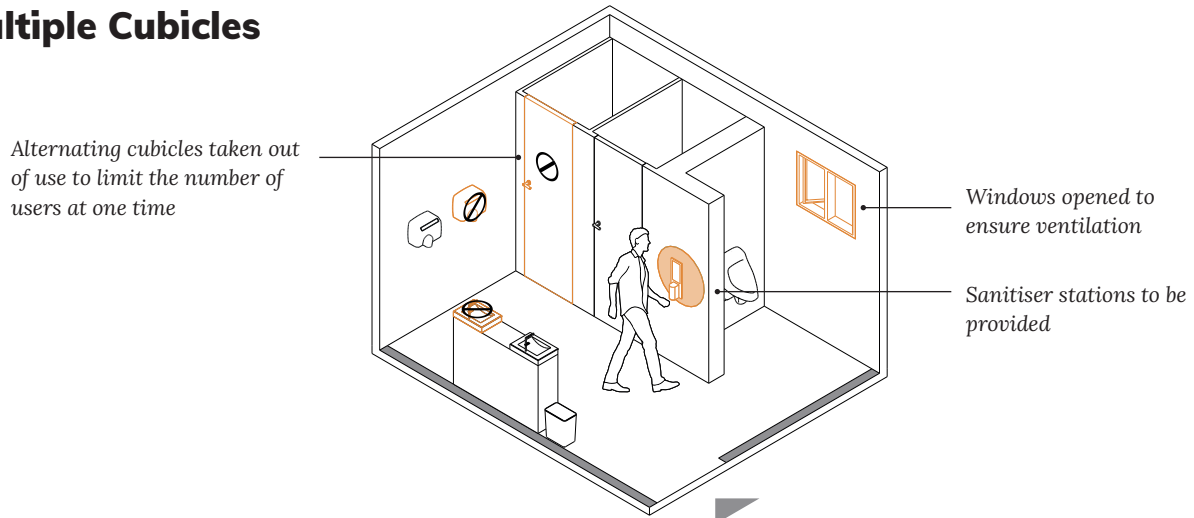If corridors width less than 2m, consider one-way system

Corridors

GENERAL FACILITIES
TOILETS

Appropriate cleaning protocols to be established and maintained to comply with government guidance.
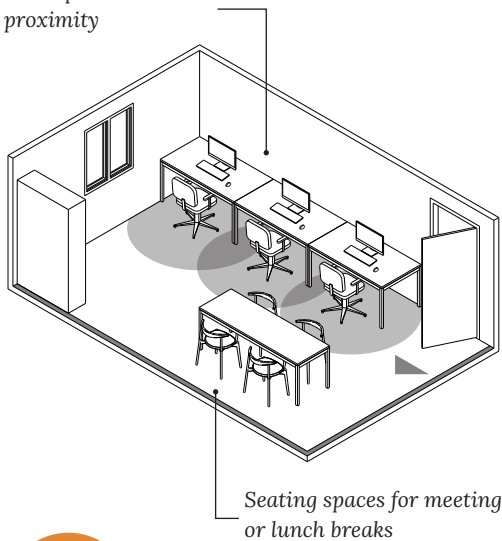
Single Person / Disabled

High-contact surfaces to be disinfected regularly

Disinfectant to be provided in order for users to sanitise surfaces after use

If possible, high-contact surfaces such as soap dispensers, taps and hand-dryers to be fitted with hands-free sensors

Multiple Cubicles

Alternating cubicles taken out of use to limit the number of users at one time

Windows opened to ensure ventilation

Sanitiser stations to be provided

Where less than 2m apart, alternating sinks, hand dryers and urinals should be taken out of use to allow for required social distancing

GENERAL FACILITIES
OFFICE

BEFORE

Small/Medium Office
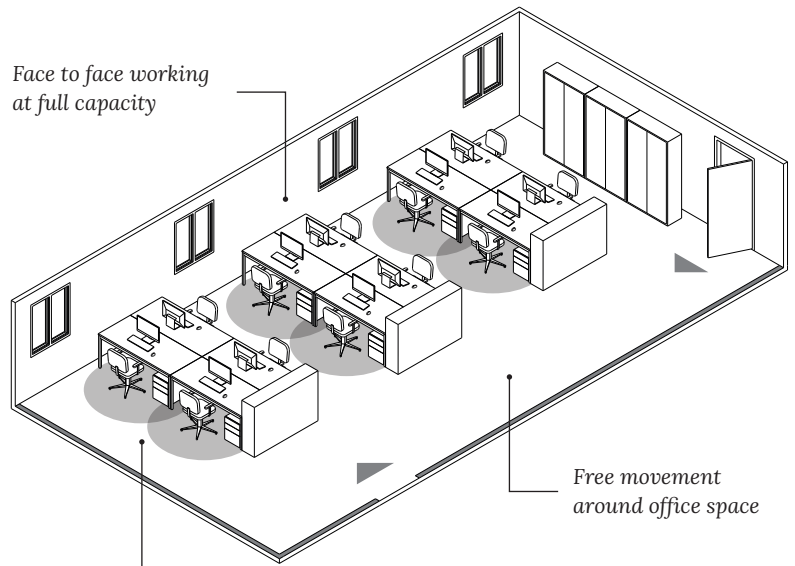
Desk spaces in close proximity

Seating spaces for meeting or lunch breaks

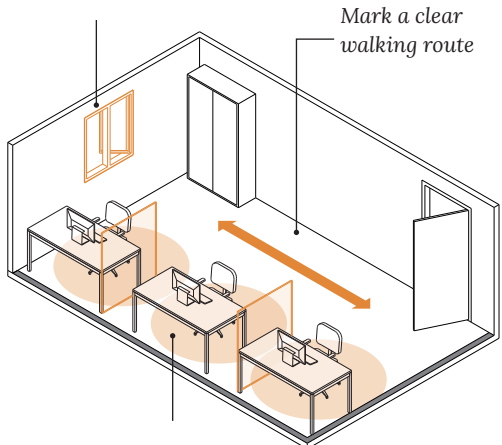## Medium/Large Office

Face to face working at full capacity

Free movement around office space
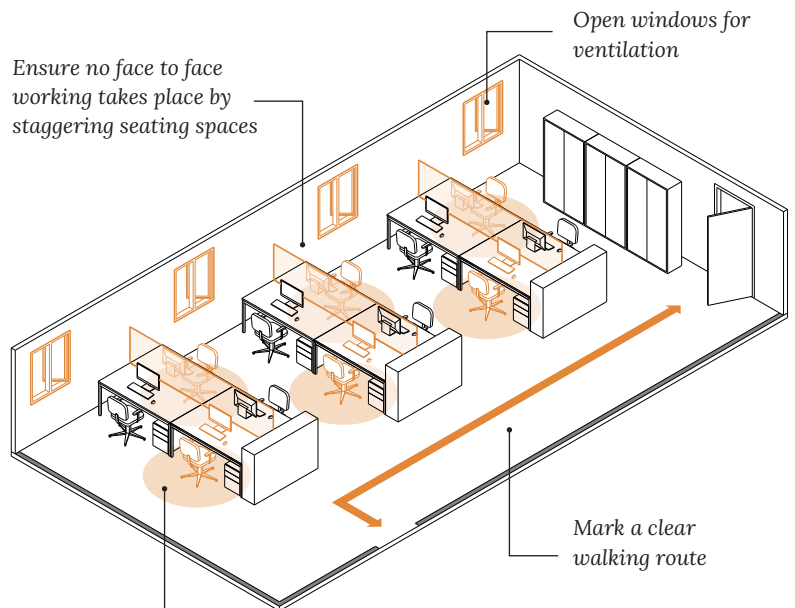
Desk spaces in close proximity

AFTER

Open windows for ventilation

Mark a clear walking route

Ensure minimum 2m between desks or install screens between desks where this is not possible

Ensure no face to face working takes place by staggering seating spaces

Open windows for ventilation

Mark a clear walking route
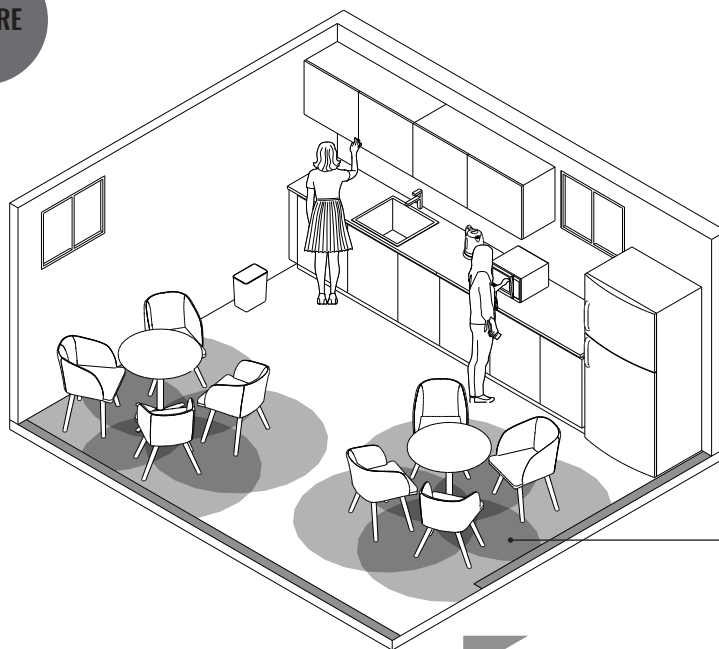
Stagger staff working patterns to minimise numbers

GENERAL FACILITIES
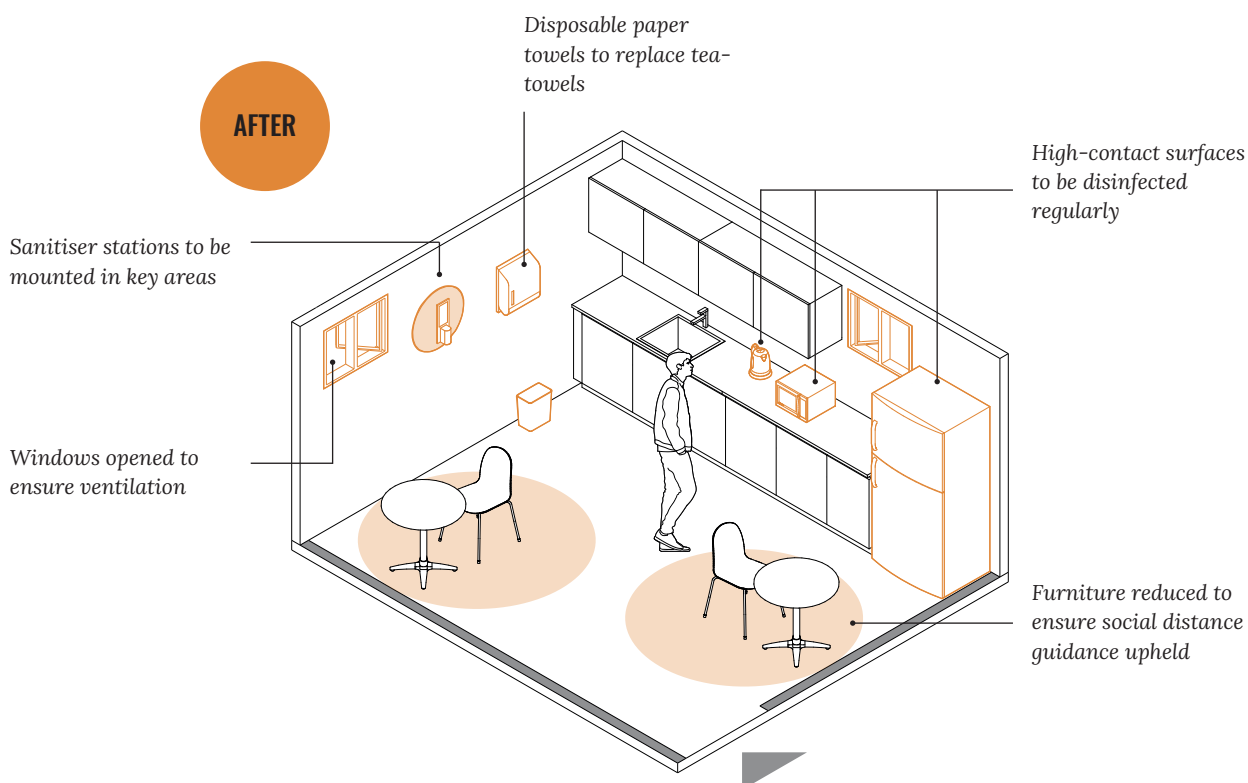# STAFF AMENITY

Staff Kitchen

Limited to essential use with limited capacity determined by size of room.

BEFORE

Existing arrangement of furniture does not comply with social distance guidance

Disposable paper towels to replace tea-towels

AFTER

High-contact surfaces to be disinfected regularly

Sanitiser stations to be mounted in key areas

Windows opened to ensure ventilation

Furniture reduced to ensure social distance guidance upheld

KITCHEN + CAFE
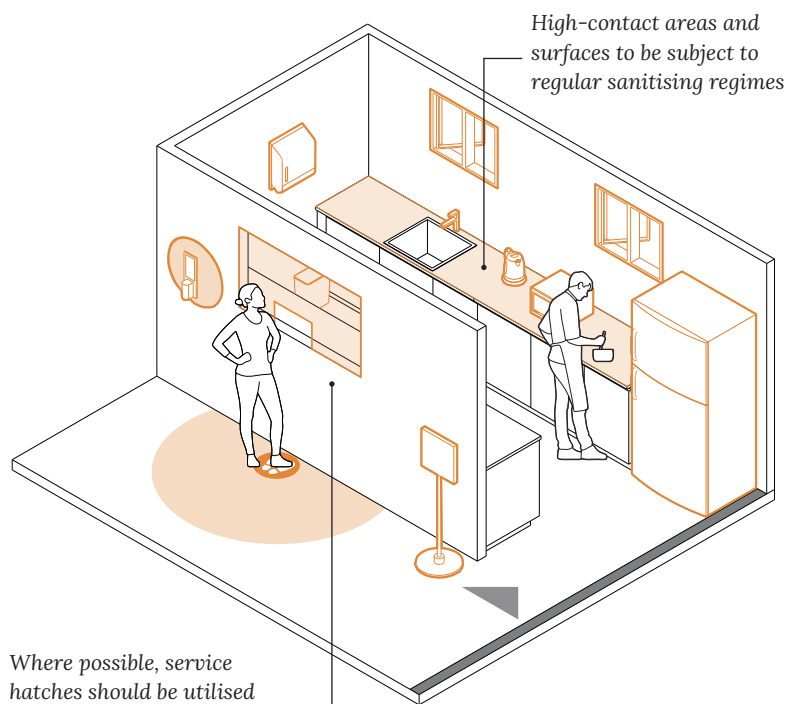
High-contact areas and surfaces to be subject to regular sanitising regimes

Where possible, service hatches should be utilised and have perspex screens installed for protection

Kitchens

Where kitchens are used for workshops and education, consider pre-preparing individual food packs for young people to use. Kitchens for staff use should be restricted to one person at any one time, and where possible, staff should bring their own lunch which is already preprepared. Any appropriate cleaning protocols to be established and maintained to comply with government guidance.
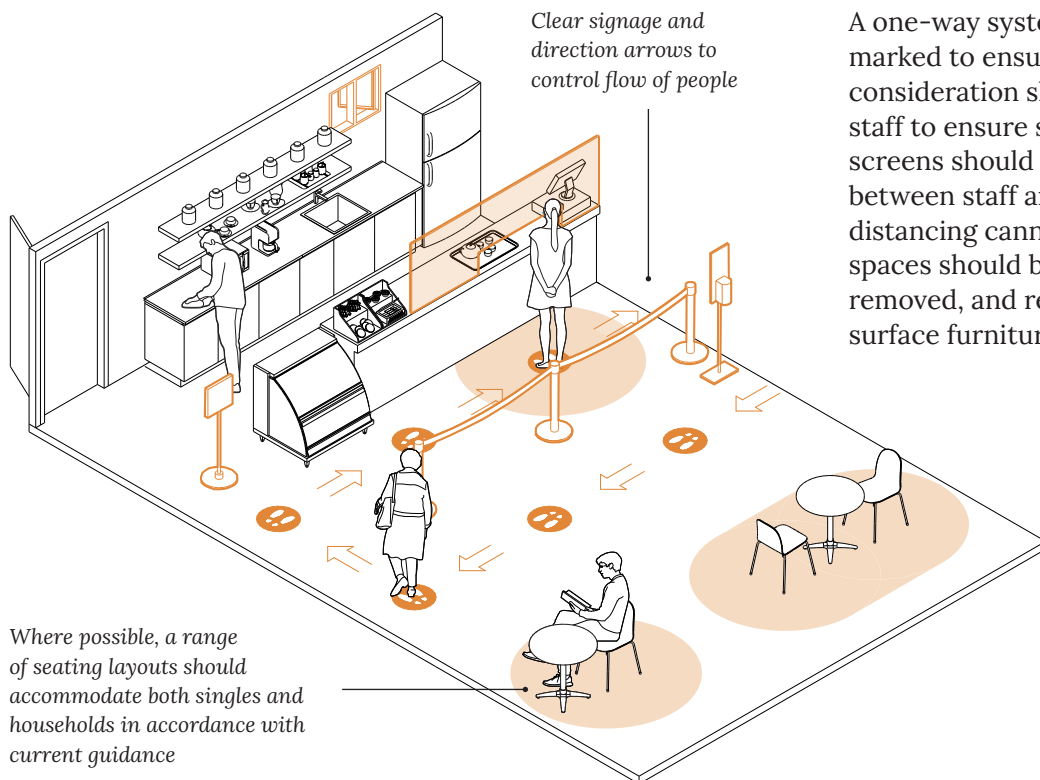
Clear signage and direction arrows to control flow of people

Where possible, a range of seating layouts should accommodate both singles and households in accordance with current guidance

Cafés

A one-way system should be clearly marked to ensure safe distancing, and consideration should be made to reducing staff to ensure safe distancing. Perspex screens should be installed on counters between staff and customer where safe distancing cannot be maintained. Seating spaces should be reduced, fabric chairs removed, and replace with easily cleaned surface furniture, such as plastic chairs.
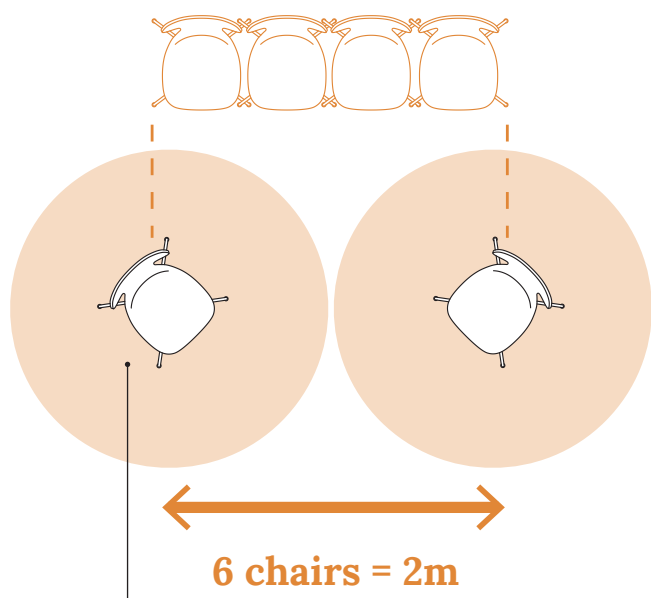
ONE-TO-ONE

*"I've been cleaned" sticker to help identify furniture that is safe to use*
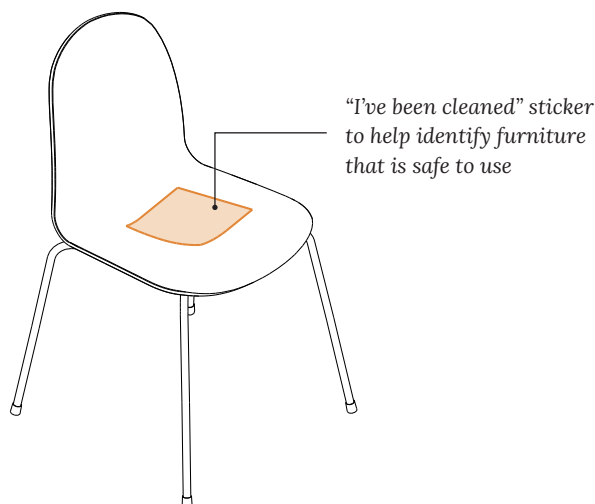
Furniture

Careful consideration needs to be made when using furniture between different users. Stickers can be used to identity clean and dirty chairs, as well as creating dedicated storage areas to safely manage furniture. It is important that adequate time is given between meetings to clean furniture, or quarantine objects for 72 hours. If your youth club is operating inside a community centre, or other building, please see Community Centre guide on room hire protocols.

Maintaining Engagement

One-to-one meetings with young people should be maintained at all times, and can occur both inside and outside of the youth club, depending on the current government and NYA guidance. A useful rule of thumb is the width of 6 chairs is 2m safe distance.

6 chairs = 2m

Angle chairs 45 degrees to ensure discussion feels private and yet avoids face-to-face working
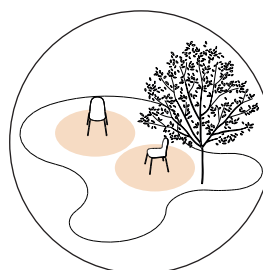
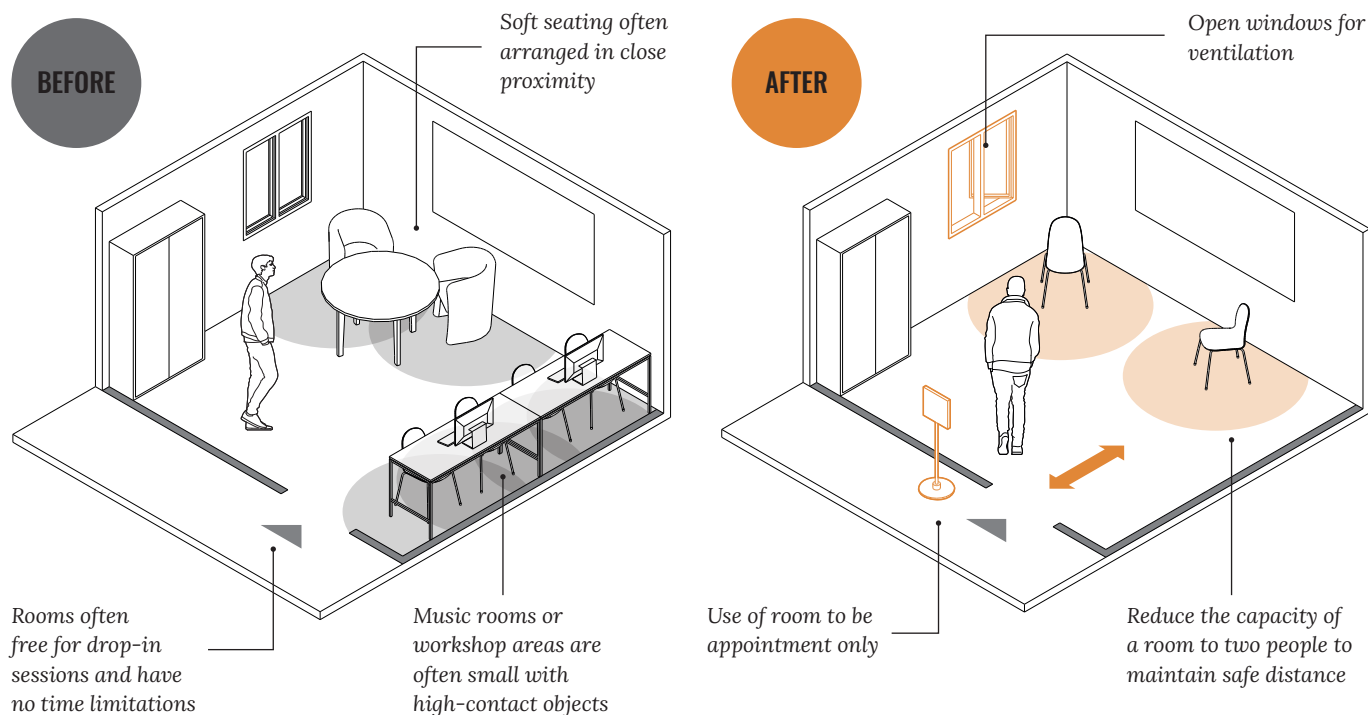**OUTSIDE**

Meetings outside can occur at all times
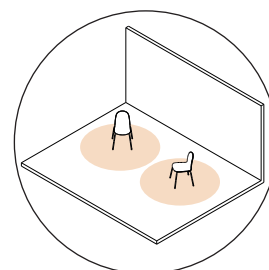
INSIDE

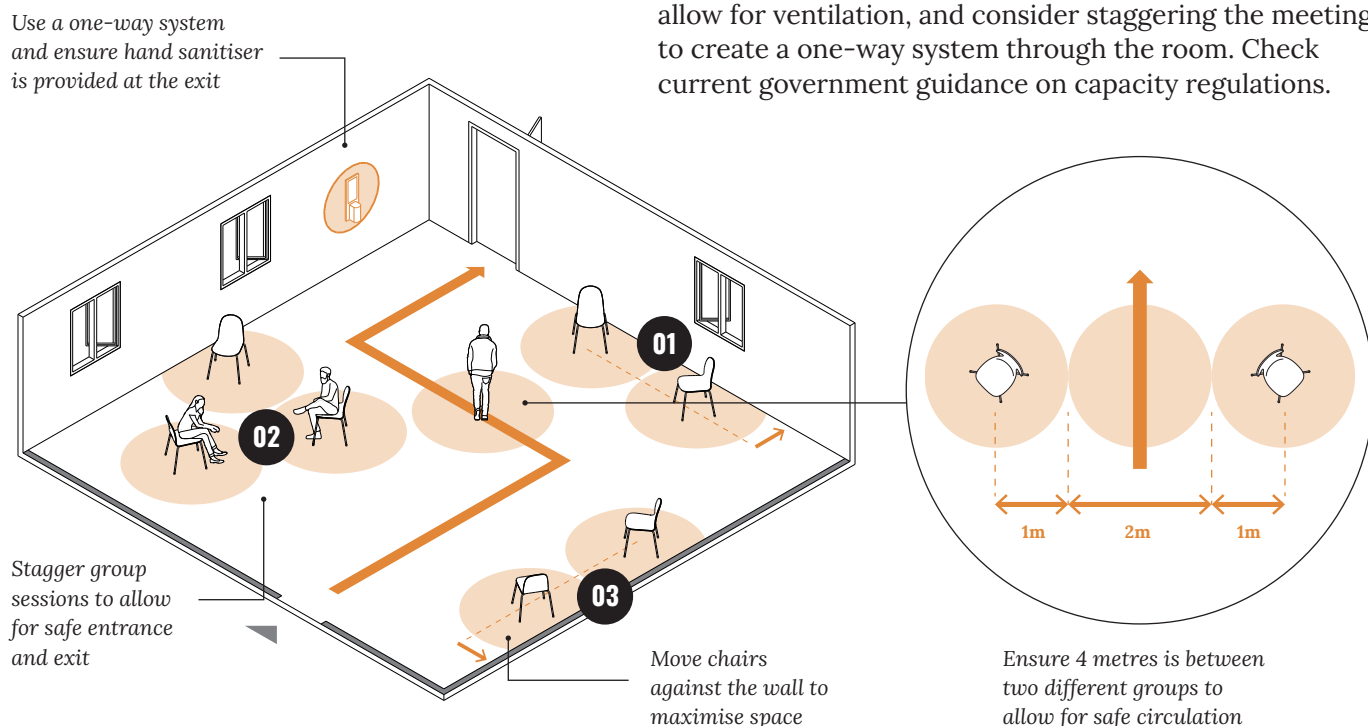*Meetings inside can occur between amber & green NYA guidance*

Smaller Rooms

Small rooms such as workshops or studios can be used for one-to-one meetings, as these areas can offer safe spaces for young people. Rooms should be big enough for safe distancing and meet capacity regulations. Where windows are open to allow for ventilation, check the sound proofing of the room to ensure the space is appropriate for use.
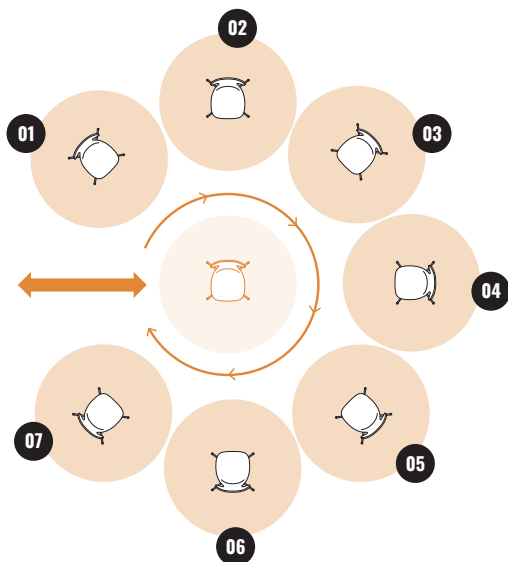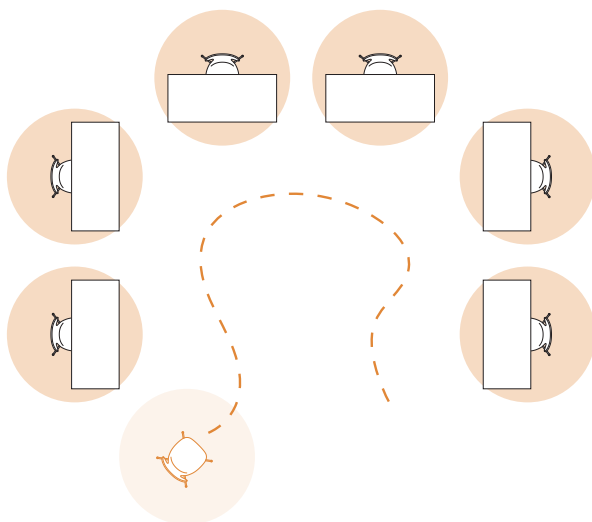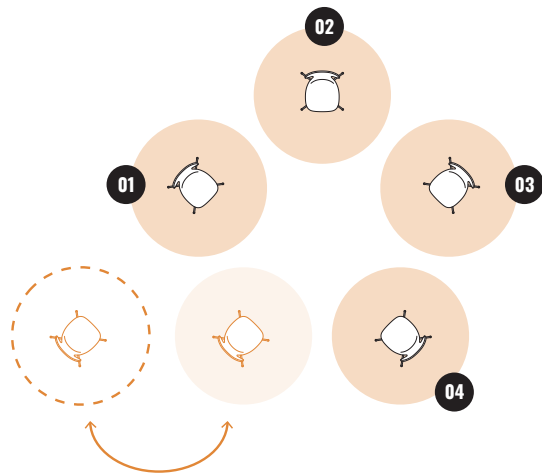

BEFORE

Soft seating often arranged in close proximity

Rooms often free for drop-in sessions and have no time limitations

Music rooms or workshop areas are often small with high-contact objects

AFTER

Open windows for ventilation

Use of room to be appointment only

Reduce the capacity of a room to two people to maintain safe distance

Multiple Sessions

Multiple meetings in one room should only occur when in line with NYA yellow guidance. Windows should be open to allow for ventilation, and consider staggering the meetings to create a one-way system through the room. Check current government guidance on capacity regulations.

Use a one-way system and ensure hand sanitiser is provided at the exit

Stagger group sessions to allow for safe entrance and exit

01

02

03

Move chairs against the wall to maximise space

1m   2m   1m

Ensure 4 metres is between two different groups to allow for safe circulation

INDOOR ACTIVITIES
SEATING

Small Groups

Use circular arrangements to ensure everyone can see each-other, while maintaining safe distancing. Seats should be arranged at safe distances before the meeting, and consider numbering the chairs to help direct young people to avoid unnecessary handling of furniture. The youth worker should only move their chair if necessary.

Table Based Activities

Tables can be arranged in a 'U' shape to create a more closed group configuration while maintaining safe distancing. The youth worker can sit in the middle of the group, and walk around internally at a safe distance to give any assistance necessary.
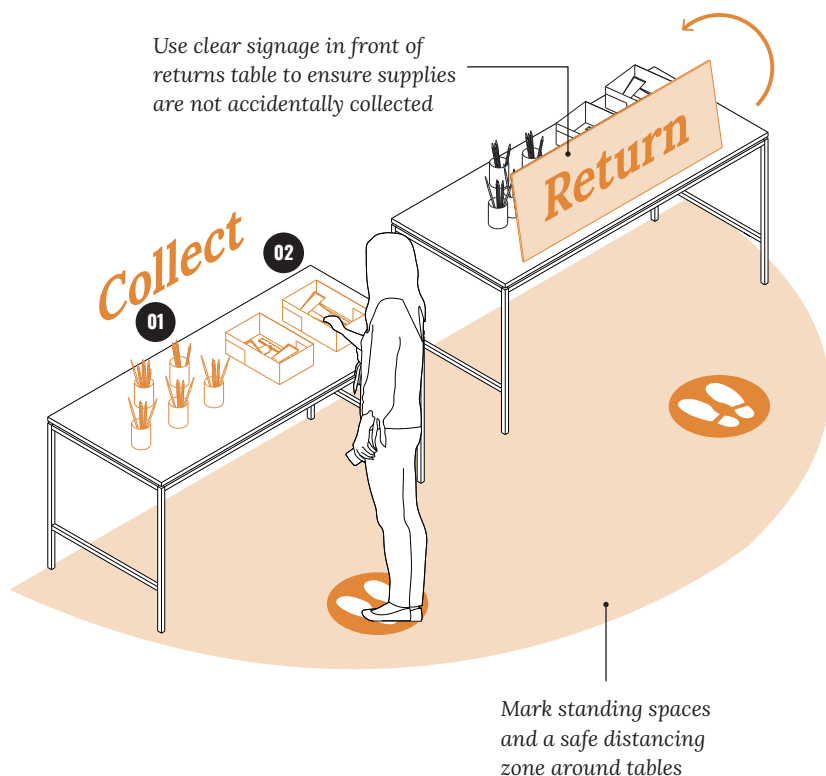

Larger Groups

The central focus point of a larger group discussion can be the youth worker. Safe distances should ensure the worker can move around the group, as well as exit the group if necessary. Chairs should be arranged prior to the meeting, and consider numbering the chairs to help direct young people to seating spaces.

Note: Size of groups should meet current government and NYA guidance. Room capacities should be calculated to ensure numbers do not exceed limitations. Please see appendix for further group configurations.

BROADER CHOICE

Use clear signage in front of returns table to ensure supplies are not accidentally collected

Collect 01 02 *Return*

Mark standing spaces and a safe distancing zone around tables

Arts & Crafts

Use clear signage to identity collection and return areas for any equipment to be used. Preprepared equipment in collection pots or boxes helps minimise contact across multiple objects. Equipment used should be cleaned or quarantined for 72 hours before they are used again.
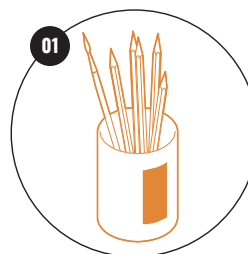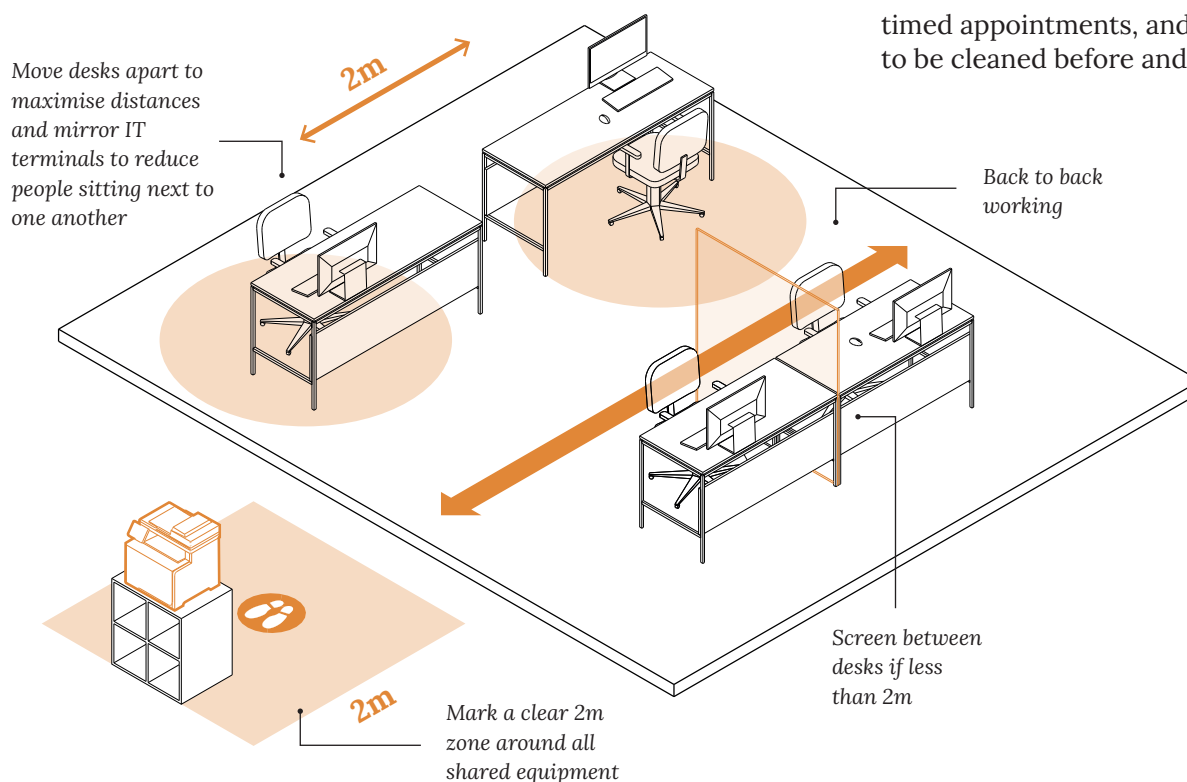

01 *Pot for pens & pencils*
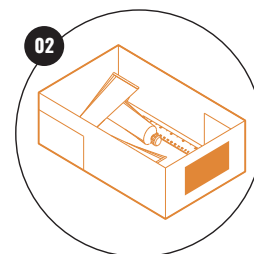
02 *Box for larger supplies*

ICT Facilities

Use of ICT should be controlled using timed appointments, and stations need to be cleaned before and after use.

Move desks apart to maximise distances and mirror IT terminals to reduce people sitting next to one another

2m

Back to back working

Screen between desks if less than 2m

*Mark a clear 2m zone around all shared equipment*

2m

Active Games

Games such as foosball that do not comply with safe distancing guidance should be removed, allowing more room for other activities to occur. Use of games that do comply, such as table tennis, should be controlled with time slots. Equipment must be cleaned, and players should wash their hands before and after games.

Foosball games are often small and not compliant with safe distance guidance
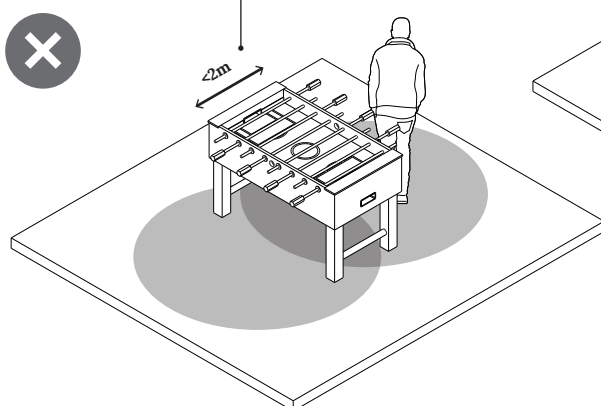
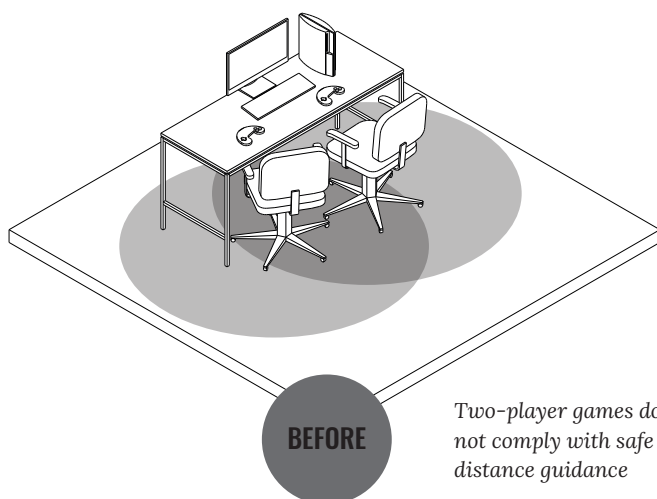*Ensure equipment is clean or quarantined for 72 hours before & after use*

Larger games such as table tennis comply with safe distancing guidance

>2m

<2m
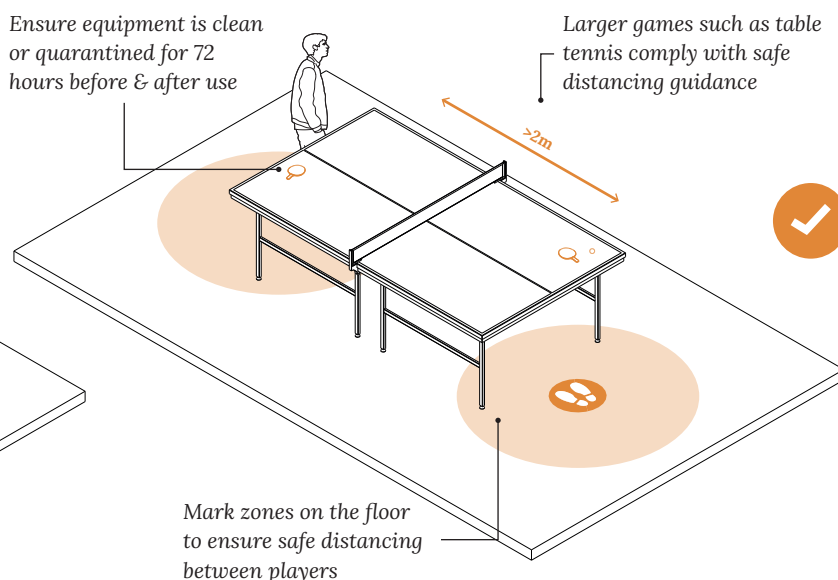
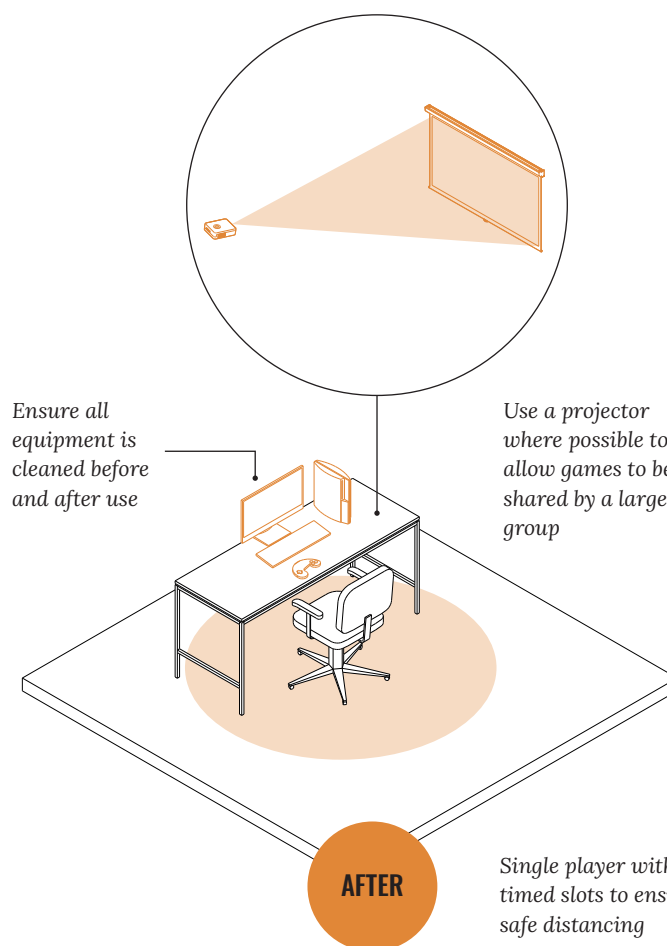*Mark zones on the floor to ensure safe distancing between players*

Stationary Games

The use of games consoles should be controlled using time slots, and players should wash their hands before and after use. Consider using projectors to ensure games remain a shared activity.

Ensure all equipment is cleaned before and after use

Use a projector where possible to allow games to be shared by a larger group

BEFORE

Two-player games do not comply with safe distance guidance
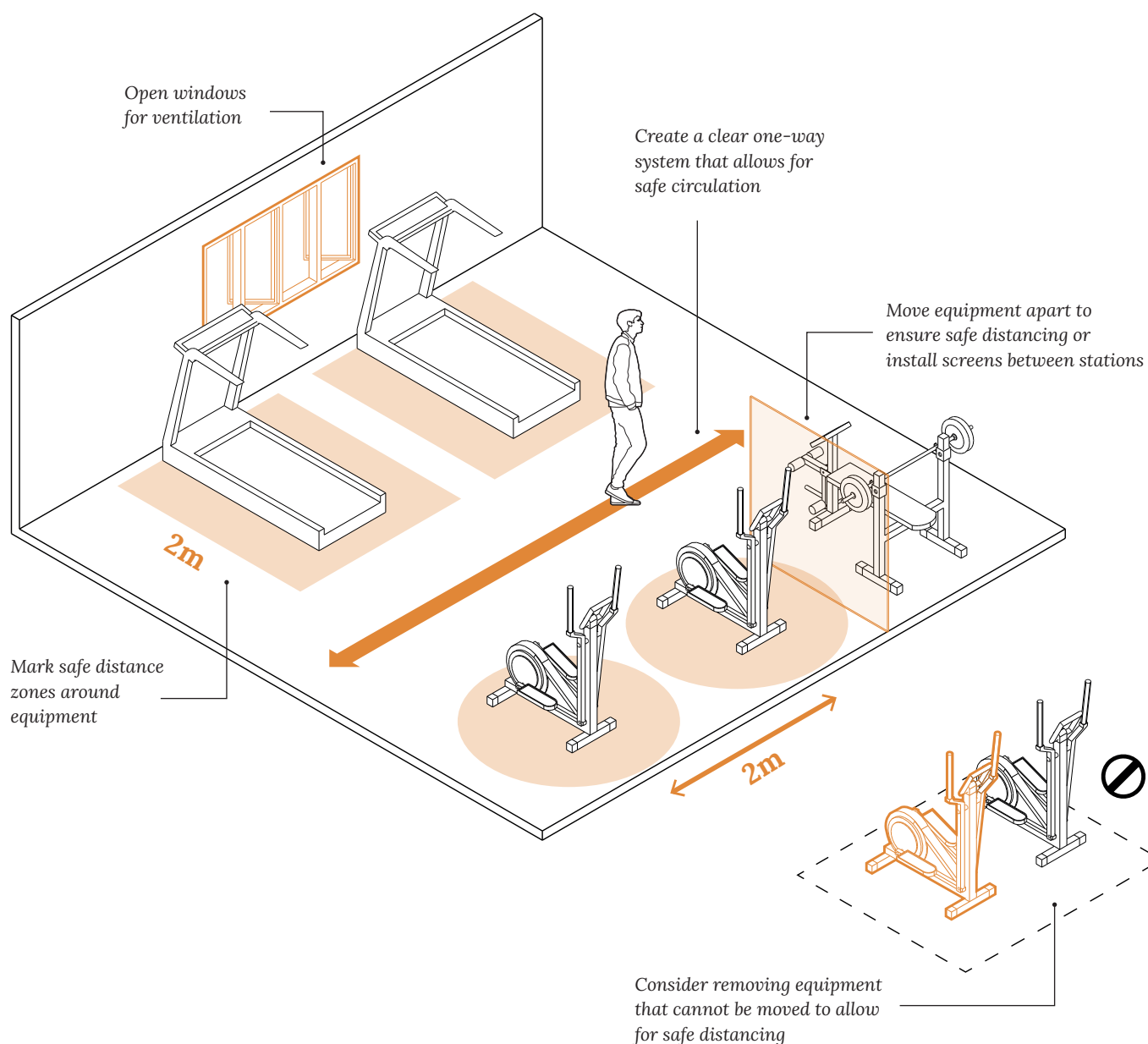
AFTER

Single player with timed slots to ensure safe distancing

Gyms

Appropriate cleaning protocols should be established and maintained to comply with government guidance before the gym is reopened. Pieces of gym equipment should be spread out so as to comply with safe distancing guidelines, with a suitable margin for adequate circulation. A one-way system through the gym is also advised, and use of the facilities should be controlled with timed appointments to manage flow of users, and ensure the capacity of the space meets government guidance.

Open windows for ventilation

Create a clear one-way system that allows for safe circulation

Move equipment apart to ensure safe distancing or install screens between stations

2m

Mark safe distance zones around equipment

2m

Consider removing equipment that cannot be moved to allow for safe distancing
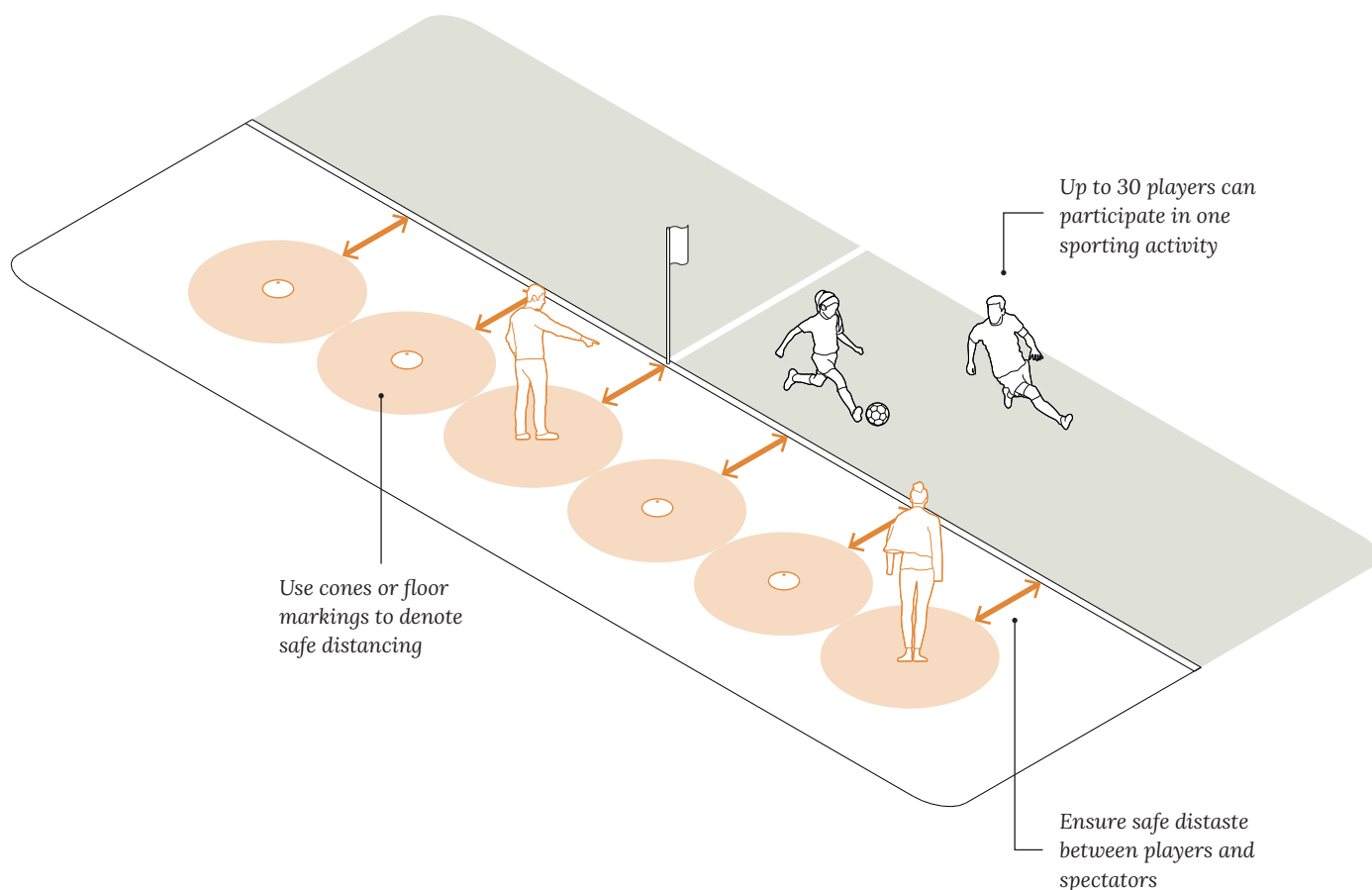
OUTDOOR ACTIVITIES
SPORTS

High Active Sports

Sports activities should be grouped into set teams or pairing to reduce the number of people each person has contact with. Current government guidance allows up to 30 players participating in a sports activity, and the length of activities should be reduced where possible. Safe distancing needs to be maintained between the sports pitch and the spectators. Consider using chalk or cones to mark safe distancing areas.
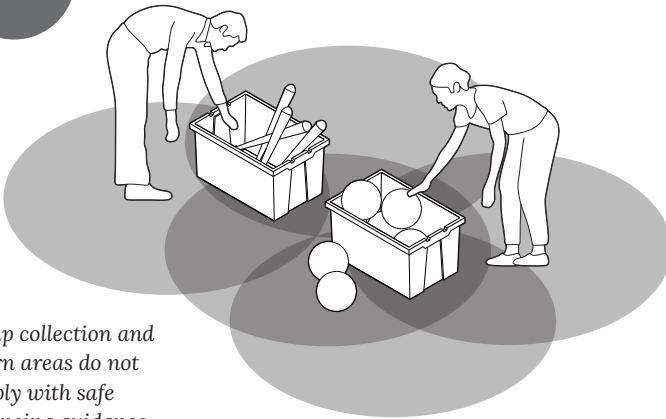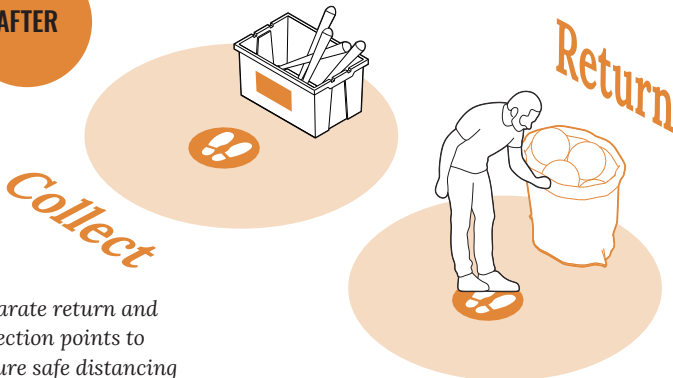
X30

Up to 30 players can participate in one sporting activity

Use cones or floor markings to denote safe distancing

Ensure safe distaste between players and spectators

EQUIPMENT +
CHANGING

BEFORE

Group collection and return areas do not comply with safe distancing guidance

AFTER

Collect

Return

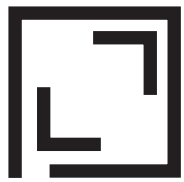*Separate return and collection points to ensure safe distancing*

Equipment

Shared equipment should be collected and returned using separate areas that allow for safe distancing. Equipment should be cleaned before and after use, and players should wash their hands before and after games. Consider using a bag for returned equipment, and the use of steam sanitisers. The use of objects such as bibs can be avoided by one team of players simply turning their shirts inside out to differentiate between teams.

Players to wash their hands before & after games

Changing Rooms

Appropriate cleaning protocols should be established and maintained to comply with government guidance. Use of changing rooms and showering facilities should in general be avoided where possible, although these must be available for participants with disabilities or special needs. Particular care should be taken to manage congestion and ensure social distancing, such as limiting use to alternate lockers. Attendees should be encouraged to arrive in sports kit, and to shower at home if possible.


Windows open for ventilation

Limit use of cubicles & lockers, and provide hand sanitiser

*One-way system & reduce room useage*

UNFOLD THE YOUTH CLUB

Face-to-face & Digital Events

Creating events that are both online and within the youth club helps to engage with a wider group of young people. The use of digital technology, such as projectors and online advertisement, can create interactive and memorable events. This physical and digital pairing also allows for those who do not have access to online resources the opportunity to take part.
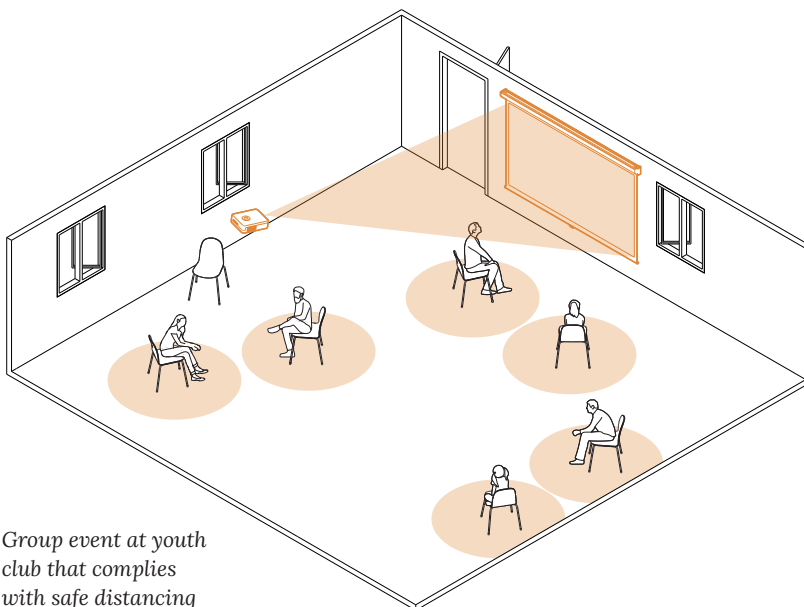
Group event at youth club that complies with safe distancing
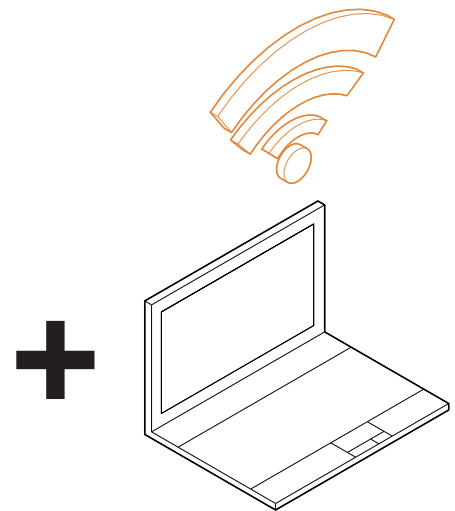
*Connect to other young people at home via wifi*
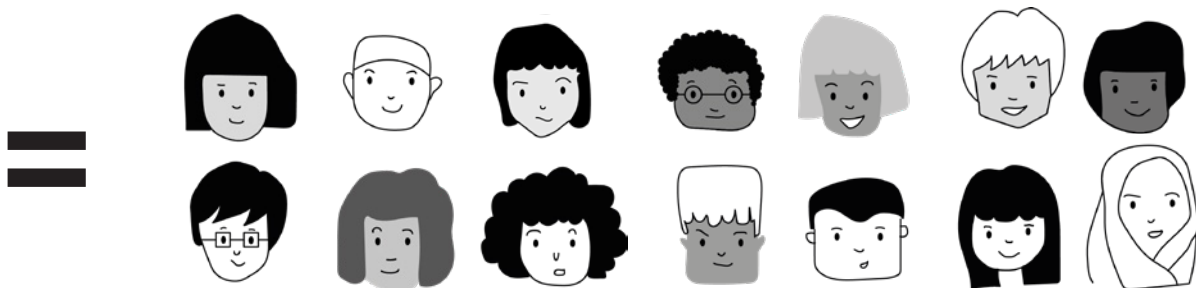
A large event that outreaches to a wider group of young people which is engaging and memorable

Outdoor Space

The use of outside space does not only need to be for sports, but other types of gathering, such as one-to-one meetings and group activities. This will free-up internal space for other services to be used, such as ICT equipment and games. Consider outreaching to nearby venues that have outdoor space for other events - this will allow for the safe control of people attending.

Group meetings can occur outside of the youth club, freeing up the internal space for other services
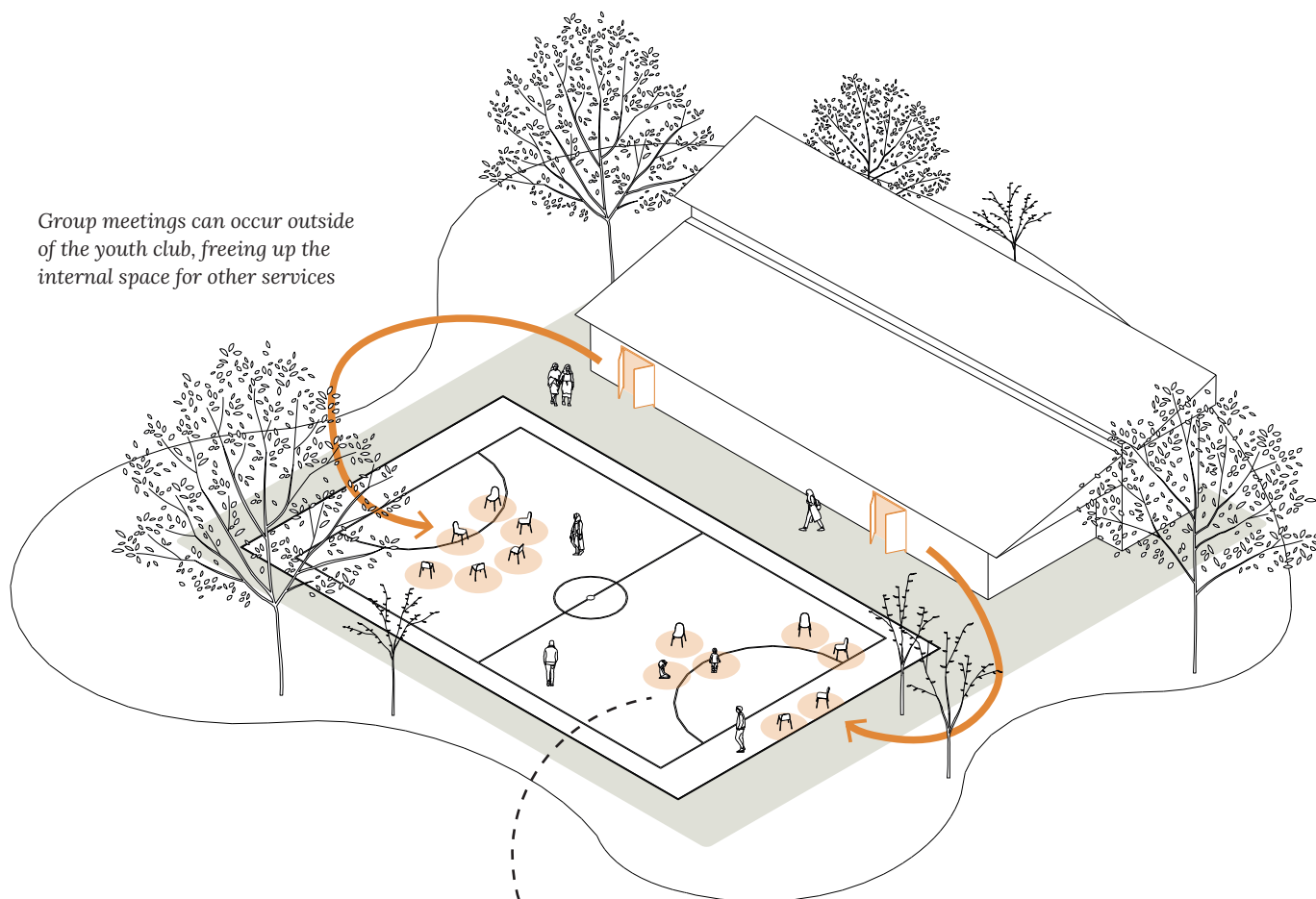
Collective activities could take place at other venues such as community centres to ensure numbers at the event can be safely controlled
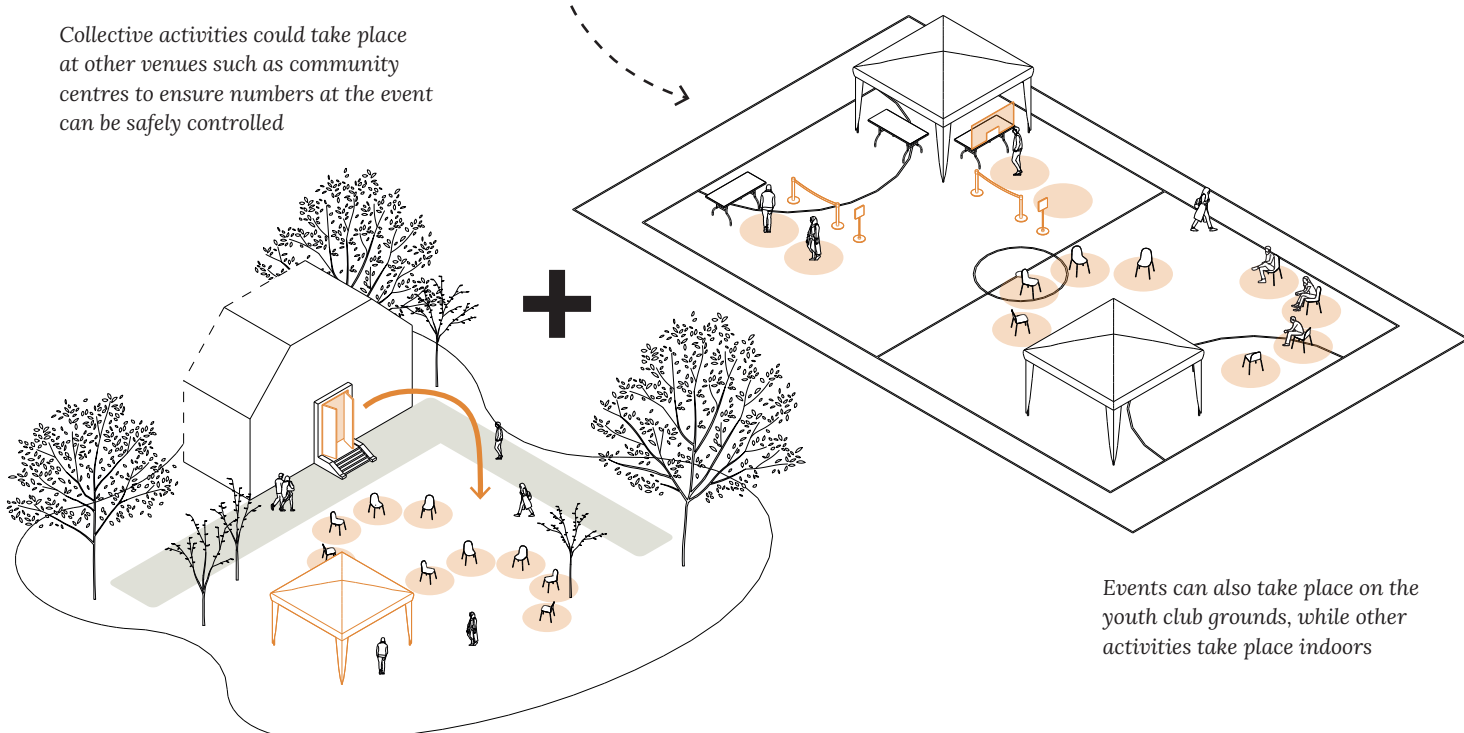
Events can also take place on the youth club grounds, while other activities take place indoors
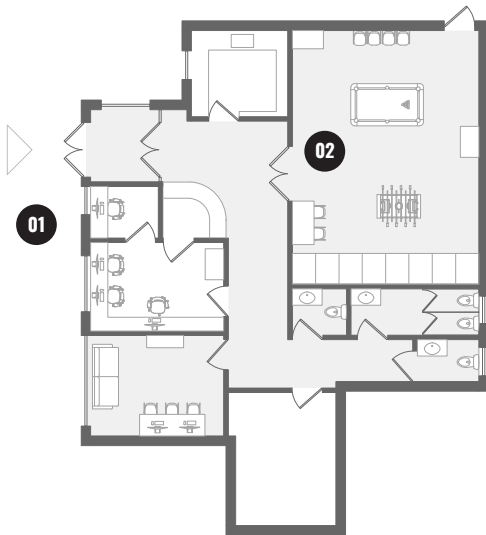
CASE STUDIES

SMALL-MEDIUM

New Venture, Success House, Southwark

BEFORE

01
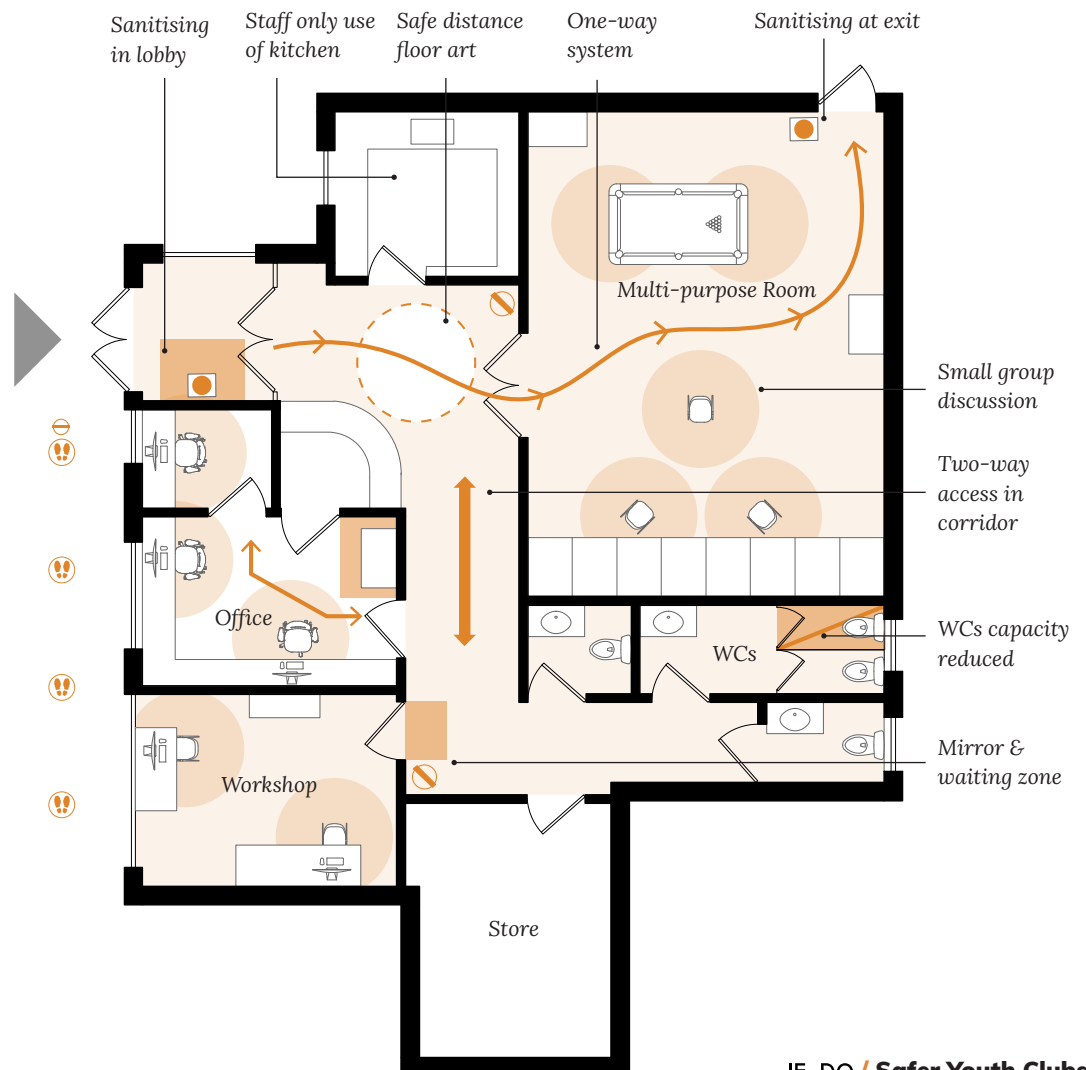Single entrance door is kept closed with a buzzer for entry

02
Multi-purpose room with pool table and projector screen

AFTER

This small youth centre has a single main entrance, with lobby and shared corridor. A sanitising station is located directly inside the entrance, and a safe distance art piece is inside the main foyer. Mirrors increase visibility around the corners of the shared corridor. Within the multi-purpose room, a one-way system has been created by using the fire exit door. The smaller workshop room has two tables at safe distances, and young people can use ICT equipment and games on timed appointments.

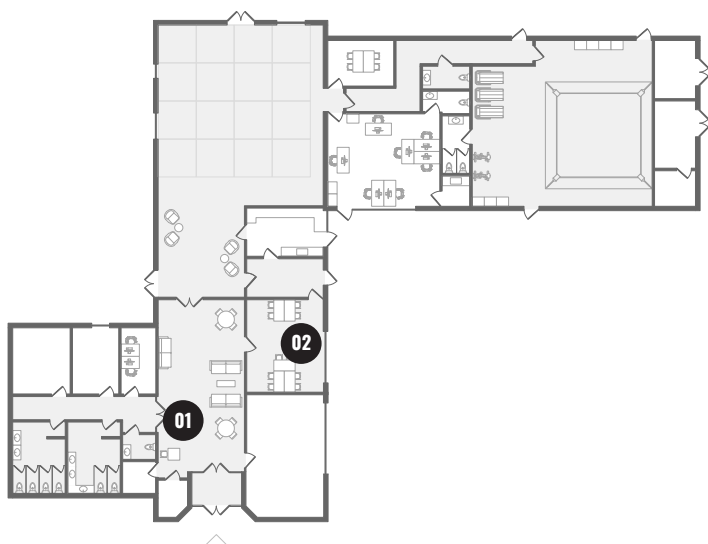Sanitising in lobby

Staff only use of kitchen

Safe distance floor art

One-way system

Sanitising at exit

Multi-purpose Room

Small group discussion

Two-way access in corridor

WCs capacity reduced

Mirror & waiting zone

Office

WCs

Workshop

Store

MEDIUM-LARGE

Pallister Park Centre, Ormesby Road, Middlesbrough

BEFORE

01 *Entrance foyer with soft seating*

02 *Youth club room with tables, chairs, and a projector screen*

AFTER

Safe distanced staff areas

Mirrors in corridor

Reduce capacity gym area

Judo Training

Office

Boxing

Safe distanced seating space

One-way system

WCs capacity reduced

Kitchen

Club

WC WC
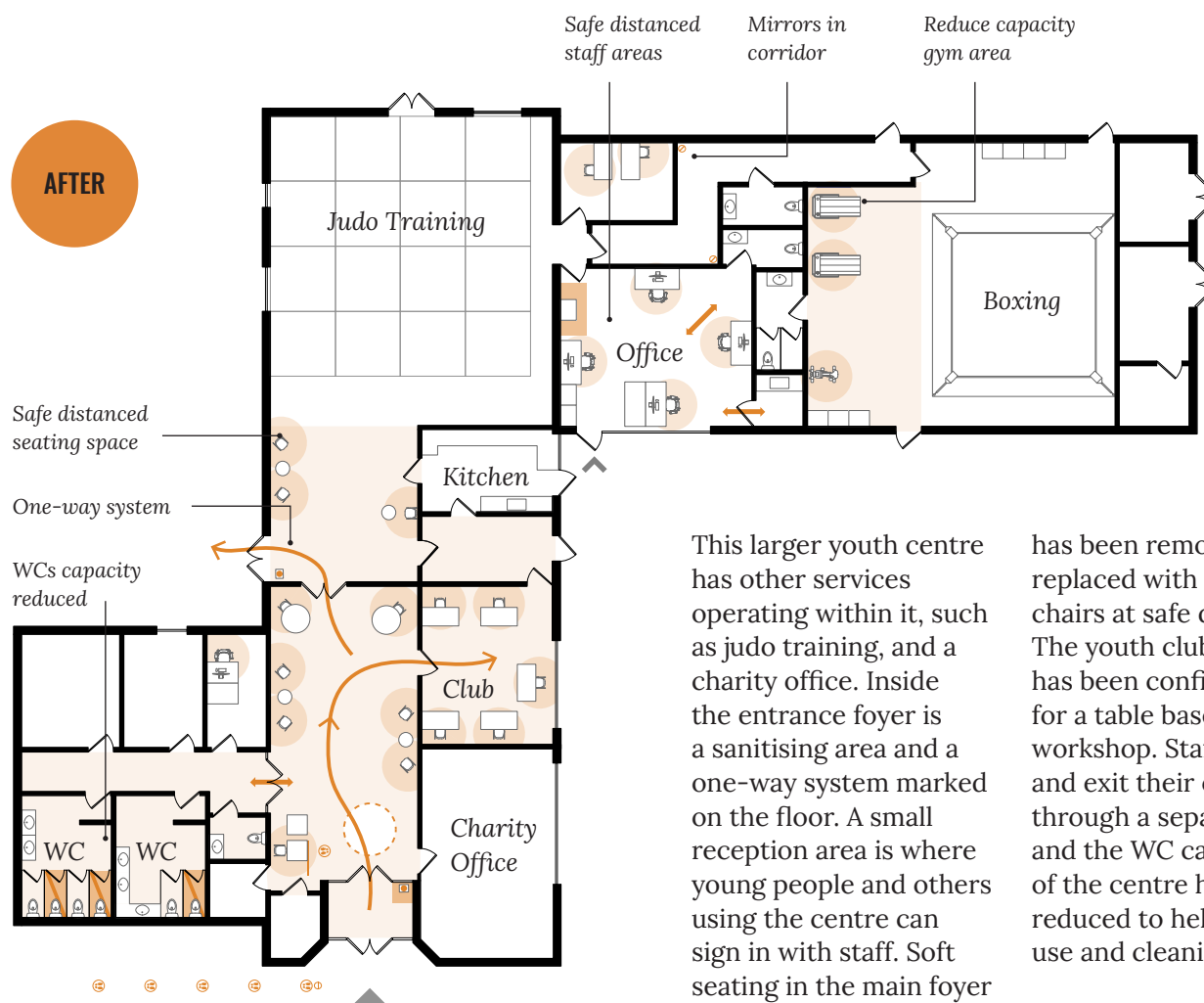
Charity Office

This larger youth centre has other services operating within it, such as judo training, and a charity office. Inside the entrance foyer is a sanitising area and a one-way system marked on the floor. A small reception area is where young people and others using the centre can sign in with staff. Soft seating in the main foyer has been removed and replaced with plastic chairs at safe distances. The youth club room has been configured for a table based group workshop. Staff enter and exit their office through a separate door, and the WC capacity of the centre has been reduced to help manage use and cleaning.

GROUP DIMENSIONS TABLE

Scale of Groups & Configurations

This table is an aid to help understand the size required to safety distance different groups. The table is split into three types of group - seated, multiple and table based activities. Staff must ensure the capacity of the room does not exceed government guidance, and the size of groups are in line with current government and NYA guidance.

	Seated	Multiple	Tables
S	02 — 4m × 2m 04 — 4m × 4m	04 — 6m × 4m	04 — 6.5m × 4m
M	05 — 5.5m × 5m 08 — 5.5m × 7.5m	09 — 13.5m × 6m	08 — 6.5m × 10m
L	12 — 9.5m × 10m	12 — 10m × 10m	11 — 8.5m × 10m

This document has been developed with UK Youth. For further information and support, visit the UK Youth website www.ukyouth.org. General Enquiries: E-mail: London.office@ukyouth.org. Telephone: 0203 1373 810. Engagement and Advocacy Team: E-mail: movement@ukyouth.org.

This document should be read alongside National Youth Agency (NYA) Guidance for updates on local guidance, and all relevant Government guidance. Please note that knowledge of Covid-19 and best practice guidelines in response to it are evolving, and that this document may be updated to reflect ongoing learning.

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For more information on the Covid-19 Safer Spaces project, and find out about upcoming guides and future revisions, please visit the website and sign up to the mailing list, or follow us on social media:

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