



## Coronavirus Policy



The aim of this policy is to limit the occurrence and transmission of Coronavirus at the setting, protecting all who attend and visit.

### Symptoms and Self Isolation

Any visitor to the setting who is unwell with symptoms of Coronavirus should not travel to or attend the nursery.

Any staff member or child displaying these most common symptoms of Coronavirus:

- new continuous cough and/or
- high temperature and/or
- loss of, or change to, sense of smell or taste.

must return home and stay at home for 10 days from when symptoms first started. They may return to the setting after 10 days if the temperature has gone, even if the cough remains, as this can last for several weeks.

If a member of the household displays symptoms, you must stay at home for 14 days from the day the person in the household first became ill.

Children displaying symptoms will be moved away from other children and placed as near to a ventilated area as possible (open window). If close contact is required, e.g. in a very young child, the member of staff should wear suitable PPE (gloves/apron/facemask) and the areas the child has used after they have left, disinfected. Parents will be asked to collect their child as soon as possible and parents must ensure that their emergency contact details are up to date. The member of staff does not need to go home unless exhibiting symptoms too. The same advice applies to staff exhibiting symptoms. Once that person has left the setting, the cleaning procedure **COVID 19: Cleaning in Non-Healthcare Settings** should be followed.

Refer also to the setting's Sickness and Medication Policy for protocol to follow for responding to a suspected and/or confirmed case of Coronavirus.

### Testing

Please read below regarding testing. If your child is tested and returns a negative result, they may return to the setting provided they meet the criteria that they feel well, have not had a temperature for 48hrs and no other member of the household has tested positive.

The government's Essential Worker Self-Referral Portal means that staff who are self-isolating can apply online to book a test directly or for a member of their household who are experiencing symptoms. If your test results are returned negative you may return to work provided:

- you feel well enough
- you have not had a high temperature for 48 hrs

- anyone you live with also tests negative.

## **Positive Test Result**

If a child or staff member tests positive, the rest of their class group who have had close contact should be sent home and told to self-isolate for 14 days. The criteria for who needs to isolate will be determined by calling the DfE Helpline where you will be directed to a dedicated NHS team. This service can be reached by calling the DfE's existing helpline 0800 046 8687 and selecting the option for reporting a positive case. You will be informed of what action is needed after working through a risk assessment to identify close contacts.

Staff who follow advice to stay at home and who cannot work as a result will be eligible for Statutory Sick Pay (SSP) even if they are not sick themselves. Staff are also entitled to time off work to help someone who depends upon them, e.g. for childcare or another dependent, although there is no right to pay for this time off.

***All positive confirmed cases of any staff or children must then be reported to Ofsted using the usual reporting method.***

## **Limiting the spread of Coronavirus**

### ***Parents/Carers***

Where possible, parents/carers will be asked to hand over their child outside the entrance to the nursery. If a child is finding it very hard to settle, parents may be permitted to enter the nursery, but no more than three parents at any one time and for as short a period as possible.

Social distancing of standing apart outside the nursery is requested whilst you wait. If you do enter the nursery, we ask that you use the hand sanitiser upon entry and limit the surfaces and areas that you come into contact with inside the building whilst also maintaining social distancing when talking to staff.

Parents and visitors are requested not to gather in the lobby/entrance area.

### ***Staff***

From March 2021, all staff are invited to participate in the setting's Rapid Testing programme initiated by the DfE. Procedural guidance on this is contained in the NHS Test and Trace '***How To Guide***' for the ***Rapid Testing of Education and Nursery Staff***. Participation in the Rapid Testing programme is voluntary, however, if staff do choose to participate they are committing to self-administer their tests at home and provide their results on a twice weekly basis.

Staff must wash their hands for 20 seconds in the bathroom area (not kitchen sinks) as soon as they enter the setting. Regular and thorough hand washing should take

place throughout the day and in any case before serving food and after the personal care of any child (e.g. wiping noses, nappy changing).

Scientific advice indicates that staff do not require personal protective equipment.

Staff are encouraged, but not required to change into their uniform whilst at the setting. Uniforms can be laundered at the setting.

### ***Children***

On arriving at the setting staff will supervise children to wash their hands and dry them thoroughly.

### **General Operating Procedures**

Childcare settings remain a safe place for children and infections of Coronavirus in children is usually mild.

Social distancing within childcare settings and very young children is accepted to be very difficult and hard to maintain. Staff should implement these measures as far as they are able, which will not eliminate cross contamination, but will limit it. These measures will be taken wherever it is possible and whilst the overall priority is to still ensure that children are kept safe and well cared for.

### ***Visitors***

- Any person entering the premises must be asked if they are displaying any symptoms of Coronavirus, where possible deliveries and suppliers will not enter the premises unless absolutely necessary.
- We reserve the right to take the temperature of any person (including children) entering the setting and to refuse access if management have any reason to believe they are unwell.
- All visitors to leave full details and contact numbers in the Visitors Book in reception, including tradesmen visiting outside of normal opening hours.

### ***Staff***

- Staff are encouraged not to use public transport to arrive at work, and wherever possible to travel to work alone.
- Staff must wash their hands in the staff bathroom as soon as they enter the building and before they start work.
- Staff will be able to leave their uniform at work and launder it on site.
- Long hair should be tied back, nails kept short and jewellery (particularly rings), kept to a bare minimum.
- Lunchtimes and breaks for staff will be staggered to maintain social distancing and a limit on number of staff in the staff room at any one time will be imposed.
- Increased cleaning of surfaces and high traffic areas will take place regularly e.g. handles, door frames, toilets and appliances. This must be undertaken at adult and child height for high contact areas.

- Increased cleaning/sterilisation of toys is encouraged and limited use of shared soft toys between children. Where used, soft toys and furnishings will be laundered regularly.
- Wherever possible staff will be allocated to a group of children and remain with this group throughout the day, not moving between groups if possible.
- Tablets and electronics will be allocated to individual staff members. They should only be shared if cleaned with disinfectant wipe first.

### **Children**

- Children who are able to, will be encouraged to wash their hands when arriving at the setting.
- Children will be grouped and their exposure to other groups of children will be as limited as possible. Activities will be rotated and groups should not swap around children or staff wherever practicably possible.
- Young children will be encouraged and helped to wash their hands and discouraged from touching their faces. Tissues used to clean children will be disposed of immediately. Towels, flannels, bedding etc. must never be shared between children or staff.
- Children old enough to use the toilet area will be encouraged to not go to the toilet in groups and wherever possible, one at a time.
- Children will be discouraged from bringing toys from their home environment into the setting.
- Circle time and sleep times will be managed to ensure children are spaced apart where possible.
- Children will remain in their groups at meal and snack times and wherever possible, a suitable distance is maintained between each child.
- Activities involving sand, water play and cooking will be managed carefully and suspended if necessary to avoid cross-contamination.
- Outdoor play will be encouraged and used as much as possible.
- Windows will be opened whenever comfortably possible to facilitate good ventilation throughout the setting.

### **Familiarity with 'System of Controls'**

This is the set of actions that providers must take to effectively reduce risks in settings and create a safer environment:

1. Minimise contact with individuals who are unwell/displaying symptoms or who have someone in their household who does, to not attend the setting.
2. Frequent and thorough hand washing.
3. Promoting 'Catch it, Bin it, Kill it' throughout the setting.
4. Ensuring enhanced cleaning of high traffic areas throughout the setting.
5. Minimise contact between groups.
6. Wear PPE when and where necessary.
7. Engage in Test and Trace programme.
8. Manage confirmed cases amongst the setting community.
9. Notify Ofsted

Further information can be found in the DfE Guidance which should be complied with AT ALL TIMES:

***Coronavirus (COVID-19): Implementing Social Distancing in Education and Childcare Settings*** and ***Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings***.

***Coronavirus (COVID-19): Safe Working in Education, Childcare and Children's Social Settings, including the use of Personal Protective Equipment (PPE)***.

***Coronavirus (COVID-19): Actions for Early Years and Childcare Providers during the Coronavirus Outbreak***.

### **Early Years Foundation Stage (EYFS)**

Legislation has been temporarily amended with the disapplication and modifying of a number of requirements. This gives the setting flexibility to respond to changes in workforce availability and fluctuations in demand whilst ensuring children are still kept safe. These temporary changes came into force on 24 April 2020 and full details can be found in the **DfE Guidance: *Early Years Foundation Stage: Coronavirus Disapplications***.

Managers must familiarise themselves with these changes, particularly with regard to staff qualifications and ratios, paediatric first aid and age 2 progress checks. All other aspects of the EYFS with regard to safeguarding and welfare still apply.

### **Vulnerable Children**

Vulnerable children are defined as children who have a child in need plan, a child protection plan, or who are looked after, or an EHC plan and cannot be safely looked after at home. The government encourages vulnerable children to attend the setting unless they have underlying health conditions that put them at severe risk.

All children not attending the setting who were on register prior to pandemic, attempted contact made and maintained to ensure wellbeing.

Managers should familiarise themselves with the **DfE Guidance: *Actions for Early Years and Childcare Providers during the Coronavirus Outbreak.***

### **Clinically Vulnerable Children and Staff**

People (including children) who are clinically extremely vulnerable should have received a letter telling them they are in this group from their GP. This group is at greater risk of severe illness from Coronavirus and a list of possible conditions/diseases can be in the ***PHE publication: Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19.***

At present this group of people are strongly advised to stay at home and shield. It is for the protection of yourself or your child, but is your choice whether you follow the measures advised. We reserve the right to refuse access to the setting if we feel, at any time that you or your child are being put at increased risk.

### **Department for Education (DfE) Coronavirus Helpline**

This helpline is available to answer questions about Coronavirus relating to education and children's social care. Staff and parents can contact this helpline on 0800 046 8687. For reference purposes this setting's URN is EY411978.

## **Coronavirus Risk Assessment**

<b>What are the hazards?</b>	Spread of Coronavirus at the setting, the aim of the risk assessment is to reduce cross contamination wherever possible and minimise risk to staff, parents, children and all visitors to the setting.
<b>Who is responsible?</b>	Managers and line managers will have overall responsibility for ensuring that risk is minimised by actioning the controls detailed.
<b>When does this apply?</b>	April 2020 and ongoing until further notice.

<p><b>Hand Washing</b>  Hand washing facilities with soap and hot water in place.  Stringent hand washing taking place.  Paper towels for drying of hands  See hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>  Gel sanitisers in any area where washing facilities not readily available</p>	<p>Employees and children to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.  Staff to wash hands in bathroom area on entry to the setting before starting work. Children encouraged to wash hands on arrival at the setting.  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>  <a href="https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf">https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>
<p><b>Uniform</b>  Staff will wear black trousers and uniform T-shirt. When staff get home, they are to remove their uniform, place in a laundry bag and wash on the highest temperature permitted for that type of fabric. Staff are also to shower as soon as they get home. These steps are to be taken daily to minimise the chance of cross infection.</p>	<p>Staff are additionally encouraged/have the option to change into their uniform on the premises when they arrive. Facilities are available to launder uniform at the setting.</p>
<p><b>Visitors to Setting</b>  Children will be dropped off and collected at the front door of the setting where possible. Handover will be kept to a minimum.</p> <p>Non-essential visitors and delivery personnel will not be permitted access to the setting, and wherever possible interaction will take place through intercom facility or outside the setting.</p>	<p>Where parents do enter the premises social distancing to be encouraged wherever possible and no more than three parents to enter setting at any one time.</p> <p>Parents and visitors discouraged from gathering in the lobby/entrance area.</p>

<p><b>Cleaning</b> Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toys and resources using appropriate cleaning products and methods.</p>	
<p><b>Social Distancing</b> Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency where possible. <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Minimisation of staff rotation between groups of children.</p> <p>Management checks to ensure this is adhered to wherever possible.</p>
<p><b>Wearing of Gloves</b> Where Risk Assessment identifies wearing of gloves as a requirement of the job (for example, nappy changing), an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>
<p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new, continuous cough or a high temperature attending the setting, they must be sent home and advised to follow the <a href="#">staying at home guidance</a>.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	<p>The temperature of staff and children will be taken if there is any raised concern. Anyone displaying a temperature of 37.8 degrees and above and/or new, persistent cough will and/or change to or loss of sense of smell or taste, be denied entry to the setting and medical advice must be sought.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>

<p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p> <p>Line managers will maintain regular contact with staff members/parent of child during this time.</p> <p>Tools for use in childcare and educational settings There is a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents. Telephone Number: 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)</p>	
<p>Mental Health Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Regular communication of mental health information and open-door policy for those who need additional support including through the use of regular supervision meetings.</p>
<p>Rapid Flow Testing</p>	<p>All staff offered information and invited to voluntarily participate in the Rapid Flow testing programme.</p>