



## Coronavirus policy and Procedures

Written in line with current advice from The Department for Education publication

**'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak'** (Last updated 17<sup>th</sup> August 2021)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

and

**Contingency framework: education and childcare settings (August 2021)**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

To minimise the risk of Coronavirus in the setting the follow control measures have been put in place:

### **Ensure good hygiene for everyone**

- Staff will wash and sanitise their hands regularly
- Children will be prompted and supported to carry out regular hand washing and sanitising
- Staff and children will always wash hands after using the toilet and before eating
- The 'catch it, bin it, kill it' approach continues to be very important
- Tissues, a bin and hand sanitiser will be provided at the 'snuffle station'
- Personal care skills such as; catching a cough/sneeze in a tissue or the fold of their arm, will be taught

### **Maintain appropriate cleaning regimes**

- Snack and lunch tables are cleaned immediately prior to use, in-between sittings and after use
- All equipment and resources are sprayed/wiped/washed before being packed away each day
- Toilets are monitored and cleaned as and when required throughout the day
- Floors are swept at the end of each day
- Full cleaning is carried out daily by the community centre staff in-between user groups of the room
- Any toys that have been in a child's mouth will be removed and disinfected

August 21<sup>st</sup> 2021

Reviewed 18<sup>th</sup> October 2021

### **Keep occupied spaces well ventilated**

- All available windows will be kept open
- The doors will remain open when the garden is in use – free-flow is operated for the majority of the day

### **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19-**

- Staff, children and their families should follow public health advice on when to self-isolate and what to do <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- No-one should enter the setting if they have symptoms of coronavirus (Covid-19) <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- If anyone displays symptoms of coronavirus whilst in the setting, they will be sent home and asked to take a PCR test
- If a child is awaiting collection, PPE will be worn by the supervising member of staff if close contact is necessary
- We will keep up to date with any updates and work with the necessary agencies in the event of a confirmed case of coronavirus in a member staff or child.
- In addition to the above, staff will carry out twice weekly Lateral flow tests
- Lateral flow tests are only to be used if the person taking them has NO symptoms of coronavirus - anyone with symptoms should arrange a PCR test.
- All staff are double vaccinated against coronavirus

### **Attendance:**

Children or staff are not permitted to attend pre-school if they present with symptoms of coronavirus as defined by UK government as:

- new continuous cough - this means coughing a lot for more than one hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual
- a high temperature
- Loss or change of taste/smell

Anyone experiencing any of the above symptoms will be required to arrange a PCR test, contact the pre-school as soon as possible and self-isolate until a result has been confirmed.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

To ensure the safety of all children and staff we are requiring anyone who has symptoms to arrange a PCR test. To access testing please go to:

<https://www.gov.uk/get-coronavirus-test>

If the child or member of staff tests negative to the PCR test they can resume coming to pre-school as long as they are well within themselves.

If a child or staff member has tested positive, we are requesting confirmation of the results so that we can keep a record in the event of any further cases.

If the child or member of staff tests positive, they must follow government guidelines of isolating and must not attend the setting.

We are required to notify Ofsted (Office for standards in education) of any positive cases of coronavirus from either staff or children.

If we have several confirmed cases within 10 days, this may be deemed as an **outbreak** defined by the Department for Education thresholds as:

5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or

10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

### **'Outbreak' plan**

In the event of the above thresholds being reached (confirmed by PCR tests) we will review and reinforce our existing testing, ventilation and hygiene measures. This may include but is not limited to the re-introduction of face coverings when dropping off/collecting children and when on pre-school grounds, enhanced deep cleaning, spending more time outdoors, serving snacks to the children rather than the children choosing, increased supervision on handwashing, removal of equipment that cannot be cleaned easily e.g., fabrics, cushions.

Additional public health advice will be sought by contacting the Department of education helpline (0800 046 8687, option 1)

### **Staffing**

If the outbreak is because of staff testing positive with a PCR test, the manager will look at the number of staff required for each session – morning and afternoon. If

there are enough remaining staff, that are not affected, to meet the adult to child ratios then the pre-school will operate as normal. If there are not enough staff to safely care for the children then the manager will initiate the staff emergency contingency plan. This will ensure the pre-school can remain open. Spaces will be offered to the following groups in order of priority:

1. Vulnerable children
2. Children of key workers
3. Children starting school in September 2022
4. All other children

## **Children**

If the outbreak is amongst children in the setting we will work closely with all of the relevant authorities and be advised by them. In the first instance a deep clean of the setting will take place. All parents will be notified of confirmed cases. No names will be given. All staff will book and undertake a PCR test. Staff that are double vaccinated will not be required to isolate but will be encouraged to limit social contact as much as possible whilst awaiting the results of the PCR test.

Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if they develop symptoms or there is a positive case of coronavirus in their household.

## **Community**

If we are advised of an increased amount of coronavirus cases within the community we will be advised by the local health protection authority.

## **Isolation**

Current government advice is that children under 18 years old and adults that have been double vaccinated do not need to isolate if they have been in contact with a person who has tested positive for coronavirus. This would mean that if a child/ staff member at pre-school tested positive for coronavirus, the other children as they are under 18, and staff (those who are double vaccinated) do not have to isolate and we will not have to close as we did previously. All families will be notified of any case of coronavirus and it will be the choice of the parent/carer if you wish your

child to continue attending. If you decide not to send your child in you will not be charged for sessions and your child's place will be secured.

If **someone in your household** has tested positive for coronavirus, we ask that the child/children of that household do **not attend pre-school**. Although children under 18 do not have to isolate, they are more likely to become infected due to living with an infected person who provides care for them. The rule of non-attendance if someone in the household test positive also applies to staff. This decision has been made to further protect staff and other children and their families and to try and prevent any possible spread of infection in the pre-school or the wider community. In this instance no charges will be made and your child's place will be secured.