

# Corona virus (Covid-19) Policy

This policy covers Corona Virus updates to the pre-school's current policies of which some may be affected, and states the procedures we follow to minimise the risk of transmission of infection to the children and staff, and the plan of action to deal with a potential outbreak of Corona Virus in the setting.

In setting out this policy we have followed guidelines as stated by Public Health England (PHE), Gov.Uk, Department for Education (DfE), and have regard to guidance from Bucks Early Years and Ofsted.

## **Aim of Policy.**

**To minimize the risk of transmission of infection to the children and staff. To outlay a plan of action to deal with a potential outbreak of the virus in the setting.**

## **Admissions.**

We currently accommodate up to 28 children per session. This may be subject to change if Corona Virus guidelines advise a reduced number should be implemented.

Consideration of priority will be given to children of keyworker families (NHS, School teachers etc.); children with special educational needs; a child in need (level 3 threshold) or under child protection; a looked after child; children with English as an additional language; children with 2 year funding or EYPP and children the preschool considers may be vulnerable.

## **Child Protection.**

The pre-school will continue to follow all aspects of our child protection policy including requirements relating to child protection arrangements. We will pay regard to the pressures- financially, physically and mentally, that the restrictions of lockdown and the Corona virus can bring to the children and families

- We record child absences and will contact parents if no reason for absence is given.
- If a lockdown is in place, the keyworker/Manager will maintain contact with each parent to ensure families are being supported and offer external services as needed.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/03/What-to-do-if-you-re-worried-a-child-is-being-abused.pdf>

## **Confidentiality.**

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We will ensure that infected or suspected infected children, parents and staff are treated respectfully and although notice of the infection must be shared, we will maintain confidentiality to all parties involved.

## **Food and Drink.**

The preschool will continue to follow all aspects of the food and drink policy including regard and updates to potential allergies.

Corona amendments to policy:

- Handwashing/sanitising before **and after** eating snack or lunch.
- Consideration will be given to seating children at the tables to allow for space to minimise the risk of infection.
- Food/utensils must not be shared at any time to minimise risk of infection and potential allergic reaction to shared foodstuffs.
- Tables must be thoroughly cleaned before children sit and after leaving to minimise risk of infection.
- Staff must wear gloves while on lunch/snack duty and encourage children to open lunchboxes, packages etc. independently to avoid the risk of cross contamination.

## **Health & Safety.**

Corona amendments to existing policy:

- Only children/ staff that are symptom free or have completed the required isolation period should attend the setting.
- All children & /staff will wash/sanitise their hands on arrival.
- Parents will be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently.
- Children will be supported in age appropriate ways to keep themselves safe by regular handwashing, coughing into an elbow and using a tissue “Catch it, kill it, bin it”
- All children & staff will wash hands/sanitise before departing the pre-school at the end of session.

**If there is a suspected/positive case of Covid-19 in the setting.** ( check gov.uk early years

If a child/staff member is taken ill at pre-school with covid symptoms. The ill child will be isolated while waiting for collection with a staff member who will wear ppe while attending. Once the child is collected the area/resources used will be thoroughly disinfected, and the staff member will wash and sanitise in accordance with guidelines. The ill child will be asked to stay home for 10 days from the onset of symptoms and parents to phone 111 for advice.

**Positive case.**

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Child/staff member must isolate for 10 days from onset of symptoms-other household to isolate for 14 days.

**In this event the preschool will phone DfE helpline for advice and a trained call handler will assess the risk and advise the preschool the next course of action. Parents will be advised by email if closure will happen and the advice given**

## **If there are 2+ confirmed cases within 14 days.**

Preschool will follow above procedures in accordance with the latest PHE flowchart. The Thames Valley Health Protection Team (HTP) will be informed and they will provide advice and assistance with the next steps

**Parents will be advised by email if closure will happen.**

## **Staff shortage due to Track & Trace isolation warning or a family member isolating with suspected covid symptoms.**

If a staff member has to isolate for 10/14 days either from contact with an infected family member, or by the track and trace system advice and prior to getting a covid negative test result, the children are still able to attend preschool. This may lead to staffing issues which will affect the number of children we can legally take in a session.

In exceptional circumstances we may have to consider

1. Reducing the number of children in each session, so that every child has either a morning or an afternoon every day.
2. Reducing the number of session's children can attend each week.
3. Prioritising children based on whether the parents are classed as critical workers e.g. NHS, carers, teachers and individual children's needs.
4. **As a last resort**, close for a short time subject to multiple staff returning from isolation.

## **Sibling of a pre-school child in isolation from a positive covid case in their school.**

If a sibling of a child at pre-school has to isolate due to a positive case in their year at school, we will ask the parents **to consider** keeping their pre-school child at home for the isolation period; or until a negative test has been confirmed by the isolating sibling.

However, we are unable to refuse them entry to pre-school, if a parent decides to do this, as current guidelines advise that a child who has had indirect contact can continue to attend. If the sibling then starts to show symptoms and is tested positive the pre-school child will be sent home immediately to isolate for 14 days and the pre-school may be forced to close for 14 days.

## **First Aid.**

- A staff member with a current first aid training must be on duty at all times.
- Staff attending an injury will ensure PPE is worn-minimum gloves. Full PPE must be worn in the case of a suspected infected child with an injury.
- Bodily fluid spills should be cleaned following the correct procedures as normal. If a child is suspected to be infected, disposal of their fluids and soiled tissues and

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used PPE should be disposed of in accordance with the corona virus guidance. I.e. Wear gloves to double bag and seal soiled products. Leave in a safe area for 72 hours (side garden shed) to de-contaminate after which the bag will be placed in the outside waste bin.

## Visitors.

- Attendance inside the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted inside the preschool unless essential (e.g. essential building maintenance).
- We will advise and encourage parents to follow the social distancing guidelines while waiting to drop off children through the main door.
- A staff member will be ready to greet each family at the foyer, direct the children through and the parent will then exit down the slope away from the waiting parents. A second staff member will be inside the door to remind the children to wash hands before starting to play.
- Parents will be encouraged to follow social distancing guidelines on collection of their children from the side gate entrance. Staff will bring each child individually for collection by a parent or known representative.
- A staff member will sign each child in and out of the register, recording the time and person who collected.
- If required, a parent can be directed into the outer side area or garden to settle a child if they are distressed at drop off.
- During a child's first few visits a parent can be invited into the garden to help with settling and prior to the other children coming out to play.
- Parents who are visiting the pre-school to view for their child prior to starting will be invited to arrive between 9.15am to 10am to play in the garden before the children in session come out. The Manager/ Deputy will be on hand to answer any questions.
- Visits can also be arranged outside of pre-school operational hours if necessary.

## Cleaning.

- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment.
- Communal areas, touch points and handwashing facilities must be cleaned and sanitised regularly and cleaned thoroughly at the end of every session.
- A deep clean may be needed after a child has become ill in the area they were waiting.
- All contaminated waste must be disposed of in a safe manner following current government guidelines.
- Nappy changing mats must be cleaned and sanitised after every use and replaced at first evidence of wear and tear.
- Colour code cleaning areas.

**Red bucket and mop used in High risk area** e.g. Toilet and wash basin floor.

**Green bucket and mop used in lower risk area.** E.g. kitchen floor, main hall.

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- Aprons are available to help cover clothing and reduce potential for splashes, spills and contamination.

### **Toy and play equipment.**

- All activities should be risk assessed and due consideration given to any adaptations to the usual practice. We will give special consideration to learning materials which are not easily washable or may pose heightened risk. (E.g. malleable materials; cooking activity) and either adapt or withdraw the activity to ensure cross contamination remains minimal.
- Children are not permitted to bring in items from home unless absolutely essential to their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.
- All play resources are cleaned daily, either by washing in soapy water or using disinfectant wipes. Items that are not easily wiped down or cleaned will be removed from use.
- Toys are changed daily and a 4-day resources rotation is in place and if items are not washed, they will be isolated for 72 hours to eliminate contamination.
- We continue to follow the EYFS framework through play and adult led activities.

### **Staffing.**

- Staff should only attend preschool if they are symptom free or have completed the required isolation period or have received a negative test result following a suspected covid symptom.
- Staff should avoid physical contact with each other including handshakes, hugs etc.
- Government guidance is that PPE is not required for general use in early years settings. However full PPE is available to use if staff request, and must be worn while attending to a child suspected case of covid.
- Where possible, staff meetings and training will be conducted through virtual conferencing.

### **Shared Hall.**

The pre-school is a shared communal space and full consideration and a risk assessment has been conducted by the Village Hall Committee prior to reopening the hall to multi users. Full details are attached with this policy.

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- There is a clear and concise cleaning routine by each hall user before they vacate the premises. A cleaning notice board is available and each group will mark when the areas were cleaned and by whom.
- The Village hall has its own cleaner, to clean between each hall use, in addition to the hall users cleaning regime to ensure cross contamination is kept to a minimal.
- We will keep a record of the name and contact telephone number or email of all those who attend the preschool and will be able to provide these records to NHS Track and Trace if required. (People are not obliged to provide details)
- We will advise the Village Hall committee if there is a confirmed case of Corona Virus at the pre-school either from staff, child or visitor. **Inform the Trustees as soon as possible by contacting Kate Lewis on 07795 077140 or 07968 042589.**

This policy was agreed and adopted at a Committee Meeting held on	
Signed .....	For and on behalf of the Marlow Bottom Pre-school CIO

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