

Beanstalks Childcare Ltd

Epidemic and Pandemic Policy

With Regard for COVID-19



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- COVID 19



## **1. Information about the virus**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019. The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected. The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever (37.8 degrees or above)
- Loss of sense of smell/taste Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

### **1.1 How COVID-19 is spread**

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission. There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

## **2. Preventing the spread of infection**

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often (for 20 seconds or longer) - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. (See Catch it, Bin it, Kill it)



- people who feel unwell should stay at home and should not attend work or any education or childcare setting (see below: Guidance on dealing with suspected or confirmed cases of COVID-19)

Pupils, students, staff and visitors should wash their hands:

- before leaving home or on arrival at nursery
- after using the toilet or after outdoor play/walks
- before food preparation or before eating any food, including snacks
- before leaving nursery
- use an alcohol-based hand sanitiser that contains at least 70% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- Wearing appropriate PPE if supporting a child or colleague who has suspected or confirmed COVID-19

If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment. See further information on the Public Health England Blog and the NHS UK website.

### 2.1 Cleaning Routines

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

- ❖ All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, key boards/mouse, telephones, office desks, printers, phone, money safe, banisters, children's chairs.
- ❖ Disposable cleaning cloths will be used throughout the setting, for example blue roll for cleaning hard surfaces and disposable mop heads.
- ❖ Toys will be rotated each day and sterilised between uses to prevent cross contamination between children who attend on different days.
- ❖ The toys available will be toys that can be cleaned effectively, and resources will be limited to enable rotation.
- ❖ Toys that are difficult to clean, such as toys with lots of fiddly parts, soft toys and the wooden blocks will not be available at this time.
- ❖ Sand, water and sensory play such as playdough will also be removed from the rooms to further prevent the possible spread of infection.
- ❖ Children will leave the settings by 1730 to allow time to clean at the end of each day.



## 2.2 Hand Washing Routines

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to nursery all adults will sanitise their hands in the kitchen.
- On arrival all children will be taken to the bathroom to wash their hands by a team member.
- Members of the team should wash their own hands before supporting any child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before meals or snacks, and when coming back into the building from outdoors.
- The team should wash hands before putting on any PPE.
- Beanstalks will introduce the Hand Washing Song to encourage the children to wash their hands with soap and water, and for at least twenty seconds. This is based on Peppa Pig.
- Children's guides on handwashing will go in all bathrooms.
- Staff must wash their hands before preparing or serving food even if wearing gloves.

## 2.3 Personal Protective Equipment (PPE)

In line with recommendations from the DfE and PHE PPE will be worn as follows:

- ❖ The member of team in each room leading registration at the start or end of each day will be required to wear a face mask (three ply medical grade) and disposable apron.
- ❖ Their sleeves should be rolled to their elbow to allow good handwashing before registration and throughout if necessary. (see registration procedures)
- ❖ In the event of a child or team member showing symptoms of COVID-19 during the day the person supporting this person will need to wear a disposable apron, disposable gloves, a disposable face mask and a face shield. (see How to isolate an adult or child)

## 2.4 Social Distancing and further measures to protect from infection

### 2.4.1 Managing Pickup and Drop off Managing Registration Times at Pickup and Drop off

- ❖ One adult only per child to attend setting to drop off or collect. Parents will not be permitted to enter the setting.
- ❖ Parents will drop their child to the relevant door, parents will be required to social distance queue outside. One parent at a time to drop off.
- ❖ Staff at each setting will be responsible for maintaining school "bubbles" in line with their own policy.
- ❖ The team member will sign the child into the setting on our register and the parent should not have any physical contact with this.
- ❖ The team member leading registration will ensure messages are passed to the key person and the child is welcomed into the setting in a warm and friendly way.

### 2.4.2 Regulating movements within our settings



Signs will be displayed on front doors/gates stating:

Please do not enter the nursery if you or your child has any COVID-19 symptoms.

- ❖ No visitors allowed into the settings.
- ❖ Virtual tours will be conducted with pre-recorded videos and remote meetings with prospective parents with the manager via Zoom.
- ❖ Office to be limited to two people at a time.
- ❖ Library staff toilet to be used by team members, please walk around the building rather than through the library to limit the spread of infection. (Coppice Only.)

#### 2.43 Other measures

- Office to be kept closed and a mark taped on the ground to prevent visitors getting too close.
  - Buggy storage will be closed at all sites.
  - Children cannot bring in toys and belonging from home. A bag of spare clothes and nappies can be kept on site and topped up as required, bottles and sippy cups for the youngest children can be kept on site and sterilised between uses.
  - Water will be available to children in cups, which will be washed after each use. Children will not be able to bring in water or juice from home.
  - Gardens will need to be cleaned each day and limited to use of only one group of children.
- Breakfast and afterschool club at Coppice will be suspended for the foreseeable to prevent cross infection by children attending multiple groups/rooms.

#### 2.5 Management of Team and organisation of groups of children to prevent cross contamination within Beanstalks

The team will work within an allocated room/group and not be moved around the setting to provide cover. This may mean that one setting requires team to work overtime to cover the ratio even when other settings have spare team. In emergencies (for example a staff member is sent home ill) the nursery ratios may need to be met across a site not in an individual room, in such an incident a risk assessment will be conducted to ensure children are adequately safeguarded.

In the event of not being able to safely care for the children the setting may be closed for that day. The interconnecting rooms at Coppice must be kept separate. The shared toilets at Coppice will need to be used by one group at a time. Children will not be moved to different rooms for any reason. Children will be in smaller groups of no more than 16 in Pre-School and groups of 4 two year olds in the larger. Where demand for places does not allow this, children may have to be re-allocated to another room permanently, for example a Two Year Old child may have to join the Pre-School group etc.

#### 2.6 Settling in new children

- ❖ On the first day the parents will be invited to a Zoom meeting with the manager to discuss their child's care needs and answer any questions.



- ❖ On the second day the parent will be invited to attend with their child for one hour, this will be in the nursery garden, or in the case of poor weather, in a space inside that is not used by another group of children. The child will meet their key persons and have an opportunity to play with the security of their parent present. The parent and keyperson will socially distance during this session.
- ❖ On the third day the parent will be permitted to enter the Pre-School garden to have a hand over, the child will join the nursery group without their parent for 2 hours.
- ❖ On day four, the session will extend to 3 hours
- ❖ On the final day they will join the social distancing queue and be greeted at the nursery door and stay with the group for their full session.

### **3. Guidance on dealing with suspected or confirmed cases of COVID-19 at Beanstalks**

#### **3.1 What to do if child or adult becomes unwell with symptoms of COVID-19**

- Call the child's parent to request they collect their child from the nursery immediately.
- The staff member should leave the nursery immediately and return home.
- Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), you can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or a hospital.
- Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If this is not possible, please allocate one person to wear all appropriate PPE. If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be deep cleaned once they leave.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Make sure that the children who are old enough know to tell a member of staff if they feel unwell.

#### **3.2 How to isolate an adult or child at Beanstalks If an adult becomes unwell with symptoms of COVID-19**

If they become unwell in the workplace the person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as the office or kitchen, if it is possible to open a window, do so for ventilation. If the person is well enough they should leave the nursery immediately and return home. The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms.



If the person affected is not able for any reason to call NHS 111 themselves, then a staff member should call on their behalf. Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people, if this is not possible, please allocate one person to wear all appropriate PPE. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet, if available.

#### If a child becomes unwell with symptoms of COVID-19

The child must be isolated in the same manner as an adult; however their key person should remain with them, and keep their distance from the child, at least 2 meters. The adult must wear appropriate PPE. To ensure the child and staff members safety, the child will be sat in a chair, which could be strapped into a buggy if appropriate, in order to maintain their distance from the adult supporting them. They will be provided with a tablet or book for entertainment. The child's parent would be called to collect the child immediately, 111 will also be called for advice and if required an ambulance will be called. The child should be off the nursery premises within thirty minutes of becoming unwell. After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

#### 3.3 Getting tested

The parent of the child or team member who has symptoms must contact 111 or apply online immediately and request a test. Tests are available to all team members and their families, children attending the nursery and their families. If any person in a team member or child's household shows signs of COVID-19 the family must get tested immediately. They cannot attend the nursery whilst they await the results and the entire household must isolate. The nursery must be informed of the result as soon as possible to enable appropriate action to be put in place if required.

#### 3.4 What to do if a case of COVID-19 is suspected in the nursery

If anyone has been in contact with a suspected case in the nursery, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home. Once the results arrive, those who test negative for COVID-19 will be advised individually about return to nursery.

#### 3.5 What to do if a case of COVID-19 is confirmed in the setting

The Designated Person will need to contact the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team. If there is a confirmed case, a risk assessment will be undertaken by Beanstalks with advice from the



local Health Protection Team. The room or group that has been affected will be required to close, all team and children within this group will be required to self-isolate for 14 days along with the other members of their household. In most cases, closure of the whole setting may be unnecessary.

### 3.6 What to do if children or staff in the nursery are contacts of a confirmed case of COVID-19 who was symptomatic

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- they will be asked to self-isolate at home for 10 days from the last time they had contact with the confirmed case and follow the home isolation guidance and relevant testing guidelines.
- they will be actively followed up by the Health Protection Team and potentially NHS Track and Trace
- if they develop any symptoms within their 10-day observation period they should call NHS 111 for assessment and testing
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID19
- if they are unwell at any time within their 10-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection.

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell.

If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the setting the local Health Protection Team will provide advice and will work with the management team to place guidelines and time limits.

Outside those that are defined as close contacts, the rest of the setting does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a





suspected case depending on their symptoms. This advice applies to staff and children in the rest of the group.

The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the setting and (if they are old enough) the child.

Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath (as described in the introduction) they will be asked to self-isolate and should seek medical advice from NHS 111 and testing from gov.uk
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

#### What to do if children or staff return from travel anywhere else in the world within the last 14 days

Any of the team or children returning from abroad are required to self-isolate for 10 days upon their return and cannot attend our settings during this time.

### **3 Guidance on cleaning after a case of COVID-19 (suspected or confirmed)**

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

#### 5.1 Disposing of waste in the setting including tissues, if children or team become unwell with suspected COVID-19

All waste that has been in contact with the individual, including used tissues and PPE, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked (with a red X) for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, the setting will be instructed what to do with the waste.

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#### **4 Guidance to assist professionals**

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published.

Up-to-date advice can be found through the following links Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings

<https://www.gov.uk/coronavirus/education-and-childcare>

Guidance for parents

<https://www.gov.uk/government/publications/closure-of-educational-settingsinformation-for-parents-and-carers>

Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19>

<https://www.acas.org.uk/coronavirus>

This policy was adopted on: 20-05-2020 Reviewed @ 01/09/2020 Reviewed @ 18/01/2021

Signed on behalf of the company: *Saskia L Nield*

Date for review 31/03/2021

### **Call NHS 111**

**PHE South London Health Protection Team**

**Floor 3C Skipton House,**

**80 London Road London**

**SE1 6LH**

**phe.slhpt@nhs.net; [slhpt.oncall@phe.gov.uk](mailto:slhpt.oncall@phe.gov.uk)**

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