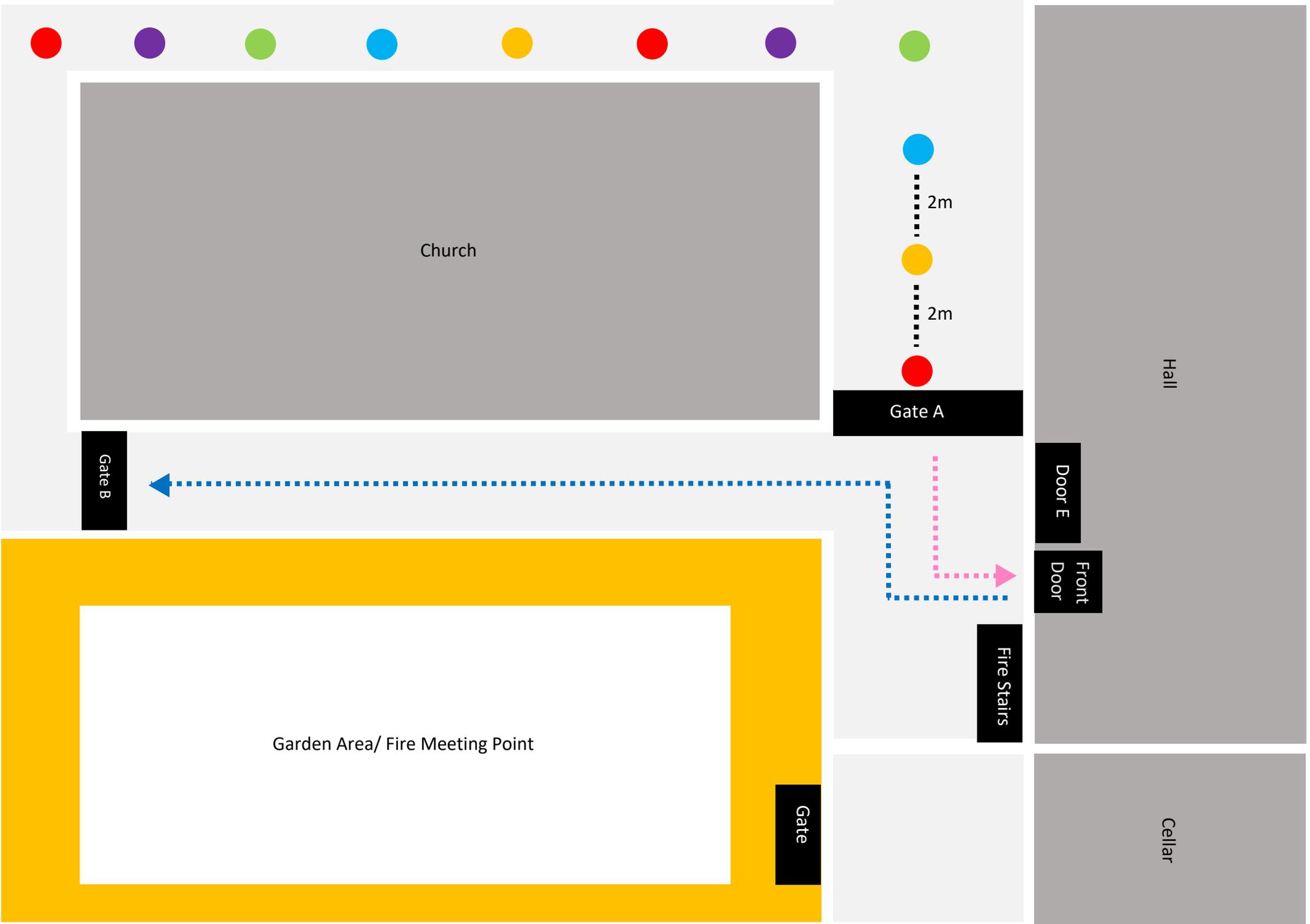


**URC Preschool Covid-19 Policy & Procedure**  
May 2021



	MAIN ROOM GROUP 1	RED GROUP 1
9-9.15am	Main Room Children Arrive	Red Group Children Arrive
9:15-9.30am	Activities in the Main Room	Activities in Red Group Room
9:30-10am	Activities in the Main Room	Garden Activities
10-11am	Garden Activities	Activities in Red Group Room
11-12pm	Activities in the Main Room	Activities in the Red Group Room
12-1pm	Lunch then activities in Main Room	Lunch then Activities in Red Group Room
1-1:15pm	<i>Children not staying for the afternoon leave</i>	<i>Children not staying for the afternoon leave. Those staying move to main room</i>
1.15-2:50pm	Activities in Main Room and garden	
2:50-3pm	All children get ready to go home and leave at 3pm	



## **Covid-19 Policy**

### Documentation & Guidance

- The URC Preschool will be following guidance set out by the Government, Department of Education and Herts County Council. This policy will be updated to fit the regulations that are being released regularly.
- A risk assessment will be put in place in advance of the reopening date and regularly reviewed.
- An evaluation of procedures and risk will be carried out by the manager on a daily basis and any amendments will take place before the children and staff enter the setting in the morning.
- A cleaning schedule will be adhered to daily.

### Arrivals

- All children will be invited into the setting from 9am – 9:15.
- No parent will enter the setting.
- Staff members will always be located by a sink to meet their group at the start of the mornings.
- Parents line up around the back of the church and parents are asked to enter the queue from the nearest set of stairs on Bowers Way where they don't have to pass other parents.
- Parents will drop off their child by entering Gate A and leaving the child at the front door, they will then quickly exit by walking down the path to Gate B and exit on to Vaughan Road.
- This process will continue until all of the children are in the setting.
- All arrivals throughout the morning should use Gate A.
- Parents are encouraged to communicate with their group leader over Tapestry however face to face meetings are available preferably in the garden or in a well-ventilated room if both parties agree.

## Departures

- All children will start to be picked up from the setting at 12pm if they are not staying for lunch.
- Parents will be expected to line up similarly to drop off in the morning.
- The parent will collect the child and walk out of the premises through Gate B on to Vaughan Road. Only once they have left will another parent be able to come to the door and another child will leave.
- The member of staff on the door will sign child out with own pen – parent is not to do this and instead acknowledge that the information is correct.

## Staff

- Staff will be required to complete the virtual college Covid-19 training before their return and have their certificate for this in their file.
- All staff will be required to conduct twice weekly (Mon/Wed morning) lateral flow test and report the results to the manager and NHS.
- If any member of staff is unhappy with the procedures or policies put in place during this time, they should address their concerns with the manager immediately to ensure their safety is not compromised.
- All staff will have access to a risk assessment in advance of their return to make sure that they are aware of the working conditions that they will be returning to.
- Both staff and children's safety are paramount and is of our utmost importance.
- All staff will have access to full PPE if desired and will be encouraged to take extra precautions when changing nappies or dealing with a suspected case of Covid 19.
- If a member of staff has a family member who tests positive for Coronavirus, they can they return to work if they have no symptoms but will be asked to take a Lateral flow test for a 7-day period every morning.

## Children's Handwashing & Hygiene

- Upon arrival into the setting all staff and children will be required to wash their hands or use anti-bac gel.
- Children will be required to wash their hands after using the toilet, when coming in from the garden and before eating.
- Catch it, bin it, kill it?

## Food Hygiene

- All staff will continue to follow their level 1 & 2 food hygiene safety training where appropriate.
- Children staying for lunch should have a lunch box with their name and surname clearly visible on the front, any water bottle should also have a name and surname on it to avoid confusion.

### Ventilation

- All rooms will be kept well ventilated. CO2 machines that the govt have provided will be used to identify any poorly ventilated areas and action will be taken to try to improve ventilation in these areas.

### Cleaning

- All communal areas of the setting will be cleaned daily
- All toys will be deep cleaned weekly after being used.

### Symptomatic Children

- We will not be taking routine temperatures of the children every morning and staff will instead be vigilant in watching their children and acting quickly if they notice symptoms.
- If your child is poorly before bringing them into Preschool in the morning and you have to administer Calpol, please do not bring them into the setting that day.
- If a child is showing symptoms of illness/ Covid-19, a member of staff will stay with the child wearing full PPE and a parent will be called.
- Symptomatic children in the main room will be taken into the back room or preferably the garden with the member of staff until their parent arrives, symptomatic children in red group will be taken into Meeting Room 2 until their parent arrives.
- If either Rainbow Room or Meeting Room 2 is used by a symptomatic child or member of staff, it will be deep cleaned as soon as possible before the next use.
- If a member of staff tests positive with the lateral flow test they will be asked to isolate for 5 days and can only return to the setting once they produce 2 negative lateral flow tests
- If a member of staff is showing symptoms of the illness, they will be sent home and another member of staff will be called in to take their place.
- If a child or a member of staff tests positive for the virus then the remainder of staff will be asked to test daily for up to 7 days.
- Depending on the number of positive cases for Coronavirus within the setting, the following organisations will be notified: Hertfordshire County Council Early Years Service, Public Health England Health Protection Team and Ofsted.
- If the setting has an Outbreak of Coronavirus as set out by Public Health, then a Contingency Plan will be followed: Please see separate sheet.