

Springwood Park Preschool and Nursery And Springwood Preschool System of controls:

For: /Employer/ Springwood Staff/ Parents/ Carers/ Visitors/Children

Level: Medium to High risk

We will:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms or have tested positive do not attend the setting, and those who have someone in their household who does will adapt safe approach.

We ensure children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and anyone developing those symptoms during the day is sent home and advised to do a PCR Test.

If anyone in the setting becomes unwell with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia):

- They will be sent home and advised to follow <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-to-do-if-you-develop-symptoms-of-covid-19-during-your-10-days-of-self-isolation>
- They MUST arrange to have a test (PCR Test), to see if they have coronavirus (COVID-19)
- If LFT is positive they must book for a PCR Test and MUST self-isolate until the result came in.
- If LFT was positive but PCR Test, which was taken within 2 days from the LFT, is negative, than this override the LFT result.
- If a child is awaiting collection:
 - they will be moved, if possible, to a room where they will be isolated behind a closed door with appropriate adult supervision
 - window will be opened for ventilation
 - if it is not possible to isolate them, we will move the child to an area which is at least 2 metres away from other people
 - if they need to go to the bathroom while waiting to be collected, they will be taken to a separate bathroom if possible - the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
 - PPE will be worn by staff caring for the child while they await collection
 - Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital
 - You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19. It is possible for PCR tests to remain positive for some time after COVID-19 infection. If your test result is positive, follow the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period. This begins from when you took the PCR test, regardless of where you are in your original 10 day isolation period. This means that your total isolation period will be longer than 10 days.

- NHS Test and Trace will get in touch with anyone **who is a contact** of someone who has tested positive for COVID-19 by text message, email, phone or the NHS COVID-19 app.
- Other members of their household (including any siblings) that do not have symptoms normally do not need to self-isolate. They should follow the guidance on [how to stay safe and prevent the spread of COVID-19](#). **If for example, a parent will continue to bring their siblings in, they will be asked to wear a mask and remain outside of the building.** If you have been contacted by the NHS and identified as [close contact](#), you must stay at home and self-isolate and book a PCR Test. Your isolation period includes the date of your last contact with the person who had a positive test result for COVID-19 and the next 10 full days. This means that if, for example, your last contact with them was at any time on the 15th of the month your isolation period ends at 23:59 on the 25th. If you have a negative PCR test result during your 10 day isolation period, you must continue to self-isolate as you could still become infectious and pass the infection onto others. Stay at home for the full 10 days to avoid putting others at risk.

Contacts who are not required to self-isolate from 16 August

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible. Children aged 4 and under will not be advised to take a test unless the positive case was someone in their own household.

- Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate - however, they will be asked to continue with the LFT, and will be asked to do PCR test if they develop symptoms or LFT is positive.
- Everyone will wash their hands thoroughly for at least 20 seconds with soap and running water and/or use hand sanitiser after any contact with someone who is unwell - the area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people,

PHE is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) and Springwood will not be checking it, unless advise otherwise. However, if your child appear not well, and feels warm, we will contact you to collect your child as we believe that that best place for an unwell child is at home.

2. Where recommended, use of face coverings

Springwood staff have a choice, and will use face covering to greet children, parents, and essential visitors on arrival and collection. Staff can choose to wear visors while in the setting, along with PPE.

Necessary visitors, essential external staff will wear face covering at all times while inside unless they agree to do LFT just before coming in. We will accept the negative result from the LFT, PCR Test, which was taken within 2 days prior coming in. This includes Ofsted, etc.

Exemptions

Some individuals are [exempt from wearing face coverings](#). This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or a disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

Further information can be found in [face coverings: when to wear one and how to make your own](#).

3. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitizer.

Springwood will ensure that children and staff clean their hands regularly, or use hand sanitizer:

- when they return from breaks
- when they change rooms if necessary
- after toilet breaks and after assisting a child with the toilet or nappy change
- before eating and when entering kitchen
- anytime when necessary

Regular and thorough hand cleaning is needed for the foreseeable future.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, and we will ensure we have enough tissues and bins available in the setting to support children and staff to implement this routine. As with hand cleaning, we will ensure younger children are helped to get this right, and all children understand that this is now part of how the setting operates.

Some children with complex needs will have individual risk assessment in place to ensure best support.

5. Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents

Springwood is adhering to Public Health advice, as much as we can, and we are to remove soft toys, and any toys that are hard to clean, such as those with intricate parts. We, where practicable, remove soft furnishings, for example pillows, bean bags and rugs. Where toys are shared, we regularly disinfect them and always between users.

6. Minimise contact between individuals where possible

Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff. If this is not possible, Springwood, parents and carers will work through the system of controls collaboratively, to address any risks identified and allow to jointly deliver appropriate care for the child if necessary.

7. Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff in early years settings will not require PPE beyond what they would normally need for their work.

8. Engage with the NHS Test and Trace process

As a setting we understand the NHS Test and Trace process. As a setting, we must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been identify as close contact with someone who tests positive for coronavirus (COVID-19) symptoms.

We ask that Anyone who displays symptoms of coronavirus (COVID-19) will book a NHS test (commonly known as PCR Test). Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet.

COVID-19 LATERAL FLOW TESTS

We understand there are Lateral Flow/Quick Covid Tests available on the market and in some workplaces.

We encourage you to use the NHS (PCR) test to be 100% sure or to confirm the result from the Lateral Flow tests by doing the NHS/PCR test as a next step.

- If the Lateral tests are negative and you or your child is still feeling unwell please book a NHS/PCR test.
- We are trying to stay open for our children and families and if a child is unwell and/or not well enough to be in the setting we will be asking you to collect your child and if appropriate to book a NHS/PCR Covid test.
- If a child is displaying some symptoms of Covid-19 and the Lateral Test is negative we will ask you to book a NHS/PCR test. We encourage you to do that as we will not accept negative Lateral/speed tests if a child is displaying some Covid-19 symptoms or is unwell.

Moreover, the Department of Education does not file Lateral Covid tests so they cannot advise us and they will not send appropriate information to Health Protection England. We know that some families decide, not to do the NHS/PCR Covid test and only to self-isolate for 10 days. Again, we encourage you to book a NHS/PCR test as this way we know if any more children and staff members will need to isolate.

Lateral tests are not 'in the system' and Authorities will not have accurate representation of how many children can be affected by COVID-19 and how quickly it can spread when child has tested positive to Covid-19.

We do understand, as some of us have been through it and so as our children, and that it is not a nice experience, but we do believe it is for yours, your child and our best.

Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

PARENTS and CARERS and MEMBER OF OUR TEAM MUST inform Springwood immediately of the results of the test they had themselves and the test results from the person from their household and:

- If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result. YOU MUST INFORM US IF YOU OR YOUR CHILD ARE NEEDING TO/HAVE BOOKED/OR PLANNING TO BOOK A TEST – YOU MUST START TO SELF-ISOLATE IMMEDIATELY, EVEN WHEN YOU WAIT TO TAKE A BOOKED TEST.

If you feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case **we will ask to avoid contact** with other people until they are better. You must contact the setting and we will advise when the child can come back.

- If someone tests positive, they should follow [guidance for households with possible coronavirus infection](#). They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting **only if** they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone.

If they still have a high temperature, we ask they will keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days* - * It has come to Springwood attention that sometimes Track and Trace will advise that 10 days isolation period restart for every positive case in the household or the supporting bubble. Please inform us if you receive such advice. We will seek additional advice from Department of Education if needed.

9. Managing confirmed cases of Coronavirus (COVID-19) in the setting

SPRINGWOOD MUST INFORM DEPARTMENT OF EDUCATION, LOCAL AUTHORITY, OFSTED (AND HEALTH PROTECTION AGENCY IF NEEDED), ABOUT EVERY POSITIVE CASE IN OUR SETTINGS. WE NEED TO SEND OVER INFORMATION CONNECTED TO EACH OF THE CASES. THEREFORE, WE WILL ASK YOU ABOUT: DATE THE SYMPTOMS HAS STARTED, IF NO SYMPTOMS THE DATE OF THE POSITIVE TEST, WHAT SYMPTOMS WERE PRESENTED, THE LAST DAY OF ISOLATION AND THE LAST TIME THE CHILD OR ADULT WAS IN THE SETTING. IF we are asked to provide more information, we will contact you.

We will contact the dedicated advice service introduced by Public Health England (PHE) if anyone linked to the setting has tested positive for coronavirus (COVID-19).

DfE Helpline: 0800 046 8687, selecting option 1 for advice on the action to take in response to a positive case.

If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.

If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period).

10. Contain any outbreak by following local health protection team advice

If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will work with their local health protection team who will be able to advise if additional action is required.

11. New admissions

For new admissions, we have a virtual tours available. If parents and carers are keen to visit in person, they will:

- wear face coverings
- wash their hands, especially before and after the visit
- try to accommodate visiting after hours. If this is not possible, we will consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed

Prior to a visit, we will ensure that parents and carers are aware of our risk assessment.

12. Parents settling in new children

Parents and carers are able to enter a setting to help their children adapt to their new environment if absolutely necessary. Parents and carers will:

- wear face coverings, if required, in line with arrangements for staff and other visitors to the setting
- stay for a limited amount of time (not more than an hour)
- avoid close contact with other children and remain at least 2 meters apart from members of the staff

13. Other visits by parents and carers

Parents and carers can be allowed into the setting.

Children will be dropped off and collected at the door, when possible.

Play and Stay sessions for parents will be suspended. We will inform you when this will change.

14. External professionals, including OFSTED, or LOCAL AUTHORITY

In instances where settings will need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, we will assess whether the professionals need to attend in person or can do so virtually.

If they need to attend in person, they will:

- follow our risk assessment
- wear face covering if asked by us, unless they agree to do a LFT prior coming in. We will accept the negative result from a LFT, PCR Test, done within 2 days to coming in.
- keep the number of attendances to a minimum
- wash hands frequently
- where possible to do so, maintain social distancing

15. NHS QR CODE

Springwood has a QR code. For Springwood Copnor it will be under the church name.

Springwood has a daily register, we do know who is bringing, and collecting the children, therefore our parents and regular carers do not need to use it. We do store parents and carers contact details, and we will be able to contact you if needed.

QR code is for visitors who are entering the setting where we cannot contact them or we do not store their personal details.

16. TRIPS AND OUTINGS

Springwood will continue to take children outside, in own gardens or to attached safe fields/school grounds only:

- it is for education and exercise purpose
- we remain within EYFS staff child ratio
- we conduct the risk assessment
- we can ensure everyone will remain at least 2 meters apart from other people

The trips will be carried out in line with relevant local restriction if relevant. Trips to enclosed busy public spaces like shops, library, bus rides, school visits, etc., are suspended until further notice.

17. VENTILATION

We will keep all our occupied spaces well ventilated throughout a day. We ask parents to dress children appropriately to the weather and we will advise you if we feel that child would benefit from an extra piece of layer for the inside.

18. HOME RESOURCES

Springwood will support parents whose children are at home. We may also share links via our Facebook pages.

You can also visit

OUR WEBSITE: <https://springwoodpreschoolsandnurseries.co.uk/self-isolation-resources>

<https://hungrylittleminds.campaign.gov.uk/>

<https://www.bbc.co.uk/tiny-happy-people>

<https://literacytrust.org.uk/family-zone/>

SHORT FACTS of SELF-ISOLATION:

PLEASE CONTACT US AND WE WILL ADVISE YOU ON THE LENGTH OF THE DAYS YOU OR YOUR CHILD MUST ISOLATE.

- IF someone has COVID-19 symptoms – must book a NHS test (commonly known as PCR Test), and you and your household must self-isolate, unless they are exempt.
- IF you Helped someone who is unwell with COVID-19 symptoms or any children who have been in contact – you/they do not need to self-isolate UNLESS:

- you are exempt

-this someone will test positive even with LFT

-you/child will develop symptoms them-self (must book a NHS/PCR test)

-or will be requested to self-isolate by NHS Tract and Trace

More information on:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-to-do-if-you-live-with-someone-who-develops-covid-19-symptoms>

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>