

## 6.7 Coronavirus (COVID-19) Policy

To all service users of The Greenwood Pre-School

This policy applies to all employees, parents, children, volunteers, students and anyone else working for visiting the Pre-School.

The purpose of this policy is:

- To protect all employees and service users including parents and children from coming into contact with Coronavirus (COVID-19).
- To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
- To prevent the spread of Coronavirus (COVID-19)

### **Monitoring**

The Pre-School is closely monitoring and gathering information from The Department of Health about the spread of Coronavirus (COVID-19) and the committee communicate regularly and report back to employees.

### **Children**

#### **Attendance**

- Parents to drop and pick up the children from the rear garden using the larger grey gate. Parents are to demonstrate social distancing at all times. A member of staff will be at the green wooden gate to welcome children and take the register.
- The gate will be opened at 8:40-9am in the morning and 12:30-12:45 in the afternoon. For pick up, it will be open from 11:45-12 and 3:00-3:30.
- Only children who are symptom free or have completed the required isolation period attend the setting.
- On arrival at the Pre-school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough, a loss of, or change to, your sense of smell or taste). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed.
- We have adopted the governments "System of Control" which is mandatory for parents to follow too.
- Children to leave a coat and water bottle at pre-school on their first day back.
- No toys, teddies or blankets (or similar) to be brought in from home.
- At drop off, the children remove coats and give to parents to take home.
- Wash hands thoroughly on arrival at the setting, when changing rooms and before eating.
- Encourage children to avoid touching their face, eyes, nose and mouth.
- All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.
- Any child who has been told to shield or who is clinically vulnerable or lives in a household with someone who has been advised to shield or is clinically vulnerable should not attend the setting.
- Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48hours after symptoms have ended.

- Any child who displays signs of a cold will not be allowed in preschool until 48 hours after symptoms have started and you are sure this is just a common cold.
- Children taking time to settle after prolonged break and change in routine.
- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Children to be dropped off and picked up by 1 adult per family.

### **Physical distancing/ grouping**

- From 20<sup>th</sup> July, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes, therefore we will no longer be splitting the children into “bubbles”.

### **Play and Learning**

Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.

### **Wellbeing and education**

- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
- Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.

### **Toileting and cleaning up of accidents.**

- Children should be supported to do as much for themselves as possible.
- Limit number of children using sinks.
- Children should not attend if unwell.
- If an accident happens whilst it is dealt with no one else should use the bathroom. Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- A member of staff will regularly clean the bathroom.

### **If a child starts displaying symptoms.**

- If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.
- A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them, move them to an area where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (staff toilet). The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

- If a child or member of member of staff has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.
- If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.
- This only applies to those who begin their isolation on or after 30 July.
- Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow [COVID-19: guidance for households with possible coronavirus infection](#). They should get a test, and:
  - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the 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 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [COVID-19: guidance for households with possible coronavirus infection](#)

## **Workforce**

### **Attendance**

- Staff should only attend the Pre-school if they are symptom free, have completed the required isolation period or achieved a negative test result.
- We may consider risk assessing with regular health questionnaires for returning staff.
- Consideration should be given to limiting the number of staff in the Pre-school at any one time to only those required to care for the expected occupancy levels on any given day.
- All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.
- Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.

### **Physical distancing/grouping**

- Coronavirus disapplication of the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. (Aim to work with ratio of 1:6)
- Social distancing must be maintained during breaks.

- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Where possible, meetings and training sessions should be conducted through virtual conferencing.

### **Training**

- All staff members must receive appropriate instruction and training in infection control and the standard operation procedure and risk assessments within which they will be operation.

### **Parents**

#### **Physical distancing**

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible.
- Arrange drop off and pick up from the rear garden using the larger grey gate. Parents are to demonstrate social distancing at all times. A member of staff will be at the green wooden gate to welcome children and take the register.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area (rear garden)

#### **Communication**

- Parents will receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- All communication will be done via email or the telephone.

### **Visitors**

- Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual Pre-school hours where possible.
- All committee involvement, should where possible, be conducted via virtual conferencing such as zoom.
- New family show rounds should be done virtually outside of preschool hours.

### **Travel**

#### **Travel associated with setting operations**

- Wherever possible staff and parents should travel to the Pre-school alone, using their own transport.
- If public transport is necessary, current guidance on the use of public transport must be followed.

- Parents to ensure they do not leave travel accessories including buggies, scooters and bikes in the setting premises.
- Outings from the setting into the local community will not be permitted until all restrictions are lifted by the government.

### **Food Preparation /Snacks**

- Staff and Children MUST wash hands before prep or eating,
- Staff and children MUST wash hands after eating.
- Children are not to share food or drink.
- Adults to handle eaten food as little as possible.
- Children and adults to be responsible for their own food rubbish

### **PPE**

#### **Both Workforce and children**

- Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:
  - Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
  - If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

### **Cleaning**

#### **Undertake regular cleaning**

- Clean AND disinfect frequently touched surfaces throughout the day.

- This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.
- Wear disposable gloves for cleaning and dispose of immediately after cleaning.
- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

#### **Cleaning of electronics**

- Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.
- Use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.

#### **Cleaning of clothing and towels**

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Dirty laundry can be washed with other items. Clean and disinfect hampers according to guidance above for surfaces

#### **Disposal of potentially contaminated waste**

- Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:
  - 1) the individual tests negative; waste can then be put in with the normal waste
  - 2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste

#### **Premises**

##### **Building**

- Keep windows open where possible to ensure ventilation

#### **Resources**

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival
- All resources required for play and learning experiences of children should be regularly washed and/or sterilised
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly

**Supplies Procurement & monitoring**

- The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other Pre-School washing.
- Pre-school to ensure snacks and milk are available for all children.

This policy was adopted at a meeting of The Greenwood Pre-school held in May 2020.

Updated September 2020

This policy is due for review in May 2021

Signed on behalf of The Greenwood Pre-school .....Chair Person