



COVID-19 MANAGEMENT POLICY

References:

- A. GOV.UK Coronavirus (Covid-19); implementing protective measures in education and childcare settings. 12 May 2020
- B. CHDN/FDN – Health and Safety in the Nursery
- C. CHDN/FDN – Sick Child, Medicine and Exclusion Policy

Introduction

This policy is produced in response to the government's response to the Covid-19 outbreak which resulted in the lockdown of much of the country and countries around the world. The latest update to be confirmed on 28th May 2020 is that Nurseries and Schools can reopen from 1st June.

Aim

The aim of the Coach House Day Nursery & Fordingbridge Day Nursery COVID-19 POLICY is to update all staff, parents and carers who use the setting. This policy includes measures we are taking to mitigate the spread of Covid-19 and with this ensure that the nurseries continue to operate a nursery provision for children during this time.

This policy will be susceptible to changes as the Government provide further guidelines.

Conditions of Entry

With the ambiguous warnings from the Government's Chief Medical Officer and Chief Scientific Officer, it is therefore the responsibility of all staff, parents, carers and children to follow this policy diligently.

Information regarding your private health and personal data is treated with high confidentiality and sensitivity.

**Only staff and children will be permitted inside the buildings at both settings.
Parent/Carers and deliveries will be permitted on site but they will not enter the building.**

Categories of Key Workers and Vulnerable Children

The guidance on what the Government denotes as a Key Worker is included in this list but this is not exhaustive as such does not include extenuating circumstance; this is also subject to change.

- NHS Staff and Carers
- Police, Fire and Military
- Teachers and Early Years Practitioners
- Supermarket Staff and Food delivery drivers

Vulnerable Children include;

- Those with SEND
- Low income
- Have a social worker

Infection Control Measures

The measures below must be adhered to anything you do not understand please seek advice from the Manager.

- Only one Parent/Carer to escort the child to the allocated door for their group
- The parent and child are required to use the hand sanitiser provided
- Children will be met outside by nursery staff.
- The 2 metre distancing rules will apply when dropping off or collecting children
- Parents/Carers are asked not to loiter on site. A brief verbal handover will be given at a distance of two metres; longer discussions can be had on request over the phone or via email.
- All forms are required to be completed before drop off, accident forms will be signed outside the building, pre-existing injuries to be emailed through or completed outside.
- **Parents/Carers must not bring a child that has been administered Calpol or displayed any of the COVID-19 related symptoms.**
- One room will be identified as an isolation room and marked up as such. This is to allow the safe isolation should a child become ill whilst in the Nursery.
- PPE may be worn by staff as a personal choice. Full PPE including a face shield is to be worn by staff caring for a sick child in the isolation room if a distance of 2 metres cannot be maintained. Staff will bring a spare set of clothes to change into following spending time in the isolation room with a sick child.
- Staff have full use of the laundry facilities if wishing to shield their families from possible infection.
- We will use individual face cloths used once and then sent to laundry. A bowl containing hot washing water and disposable hand towels/wipes will be used.
- No items are to be left overnight on pegs – everything must go home
- At 9.30am, 12.30pm and 3.30pm staff will undertake a full disinfection of all surfaces, door handles, telephones and other high traffic areas.
- At the end of the day when the children have left the doors will be left open to air the rooms and a deep clean will take place
- If parents are unable to commit to our strict guidelines, then we will withdraw care in order to protect all staff and children.

Ofsted

Ofsted has announced that routine inspections will be suspended. Urgent inspections where specific concerns have been raised will still go ahead. This will allow Ofsted to prioritise the immediate safety of children where necessary.

Self-Isolating

All Staff, Parents, Carers and Children **must** self-isolate for 10 days from the **onset** of symptoms;

- A high temperature
- A new, continuous cough
- Loss of taste or smell

any individuals in their household must self-isolate for 10 days from that moment as well.

Children that have been sent home with symptoms can return earlier on the production of a negative test result. Call 111 to get advice on how and where to obtain your test.

Further advice, based on scientific evidence can be found here;

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Social Distancing

Social distancing measures are steps you can take to reduce the social interaction between people. Reduce the transmission and spread of COVID-19, this is the basis for the Governments delay strategies.

Further guidance for social distancing when outside nursery can be found;

<http://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

All parents must follow these measures to minimise risk of infection to our staff, children and their families.

Social Distancing in the Nursery

Social distancing is extremely difficult when caring for babies and young children. We cannot avoid physical contact and must still provide young children with the care and comfort they need. However, the following guidelines must be **adhered** to during this time and 'where possible, safe and practical'.

- Children will be grouped and allocated staff members, this family group will be kept separate and avoid any social contact throughout the day
- A key person will be allocated to a group of children and they will be responsible for nappy changing, wipe noses, and keep children generally safe, clean, fed and supported to play. This group will stay together throughout the day, avoiding contact with other groups.
- Children will be taken outside for parents to collect to avoid unnecessary "traffic" coming in and out of the nursery

- Cuddles and sitting on laps to be kept to a minimum
- Children will be kept in their own group outdoor area.
- Social distancing by staff will continue through break times.

The following guidelines for the environment must be adhered to until further notice

- Water for water play must be changed at the end of each sessions, small bowls will replace the large water tray, to prevent overcrowding
- Sand if permitted will require overnight air drying and discarded on a Friday
- Playdough must be made daily and split into portions for Key Groups
- All resources which are difficult to disinfect will be removed, soft toys and furnishings
- Disinfect frequently touched objects and surfaces in the nursery regularly. Hot, soapy water with a clean cloth is best, or an antibacterial wipe. Viruses are killed with soap and water, so use this wherever possible.
- Follow the usual strict health and safety hygiene procedure for nappy changing and food preparation areas.
- Cloths must be used once for cleaning a surface and then binned. Bedding, towels etc. must be washed on the hottest wash according to the label.

Handwashing and respiratory hygiene

- Wash your hands more often – with soap and water for at least 20 seconds when you enter the nursery, when you blow your nose, sneeze or cough, after using the toilet, eat or handle food.
- Encourage and support children to wash their hands regularly and thoroughly.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- If you cough or sneeze, use the following principle: Catch-it, Bin-it, Kill-it. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Encourage children to do the same, or sneeze or cough into their elbow. Then ensure that any clothing they have sneezed or coughed into are removed and placed in the wash immediately. Bare arms are to be washed with soap and water.
- Talk to the child in an age appropriate way, about the importance of hand washing and catching sneezes and coughs.
- Open the windows and outside doors regularly to ensure ventilation to rooms
- Spend time outside in wide open space whenever possible in your Key Groups.

Staff – Sick leave arrangements

- If you are showing any symptoms you must not come to nursery unless a negative test result can be seen by the manager.
- If you have a positive COVID-19 diagnosis, you can return to work only after you have received a negative test result which must be seen by the nursery manager.
- Staff will be on unpaid leave from day one of time off work due to self-isolation
- All visits from assessors will be cancelled/postponed until further notice, to prevent unnecessary visitors entering the building.

- If you normally commute to work by public transport you must try to source alternatives, such as walking or cycling.
- Due to the continuing changes in Government advice is on non-essential overseas travel any restrictions put in place will be adhered to. If you are planning to travel overseas, we ask you to self-isolate upon your return home for 10 days or as recommended by guidelines at the time of traveling. However, this will be unpaid as overseas travel is strongly discouraged. You will also be asked not to come into physical contact with any colleagues during this time.

Summary

This policy is effective immediately and is based on Government guidance which in turn has been set on the best Scientific and Medical modelling and advice. Adherence to this policy will not only keep our children safe but also keep those key workers at work delivering front-line services that our country needs right now.

If you have any questions, then please do not hesitate to ask.

This policy was adopted on 21 st May 2020	<i>By: Christina Watson</i>	<i>Updated on</i>
	<i>Authorised by: Liz Morey</i>	<i>11th January 2021</i>