



# Theydon Bois Pre-School Group

## **8.8 Coronavirus Policy for Theydon Bois Preschool: 10.03.2020.**

Theydon Bois Pre-school intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

Legislation and leading authorities which have guided and influenced this policy are: Coronavirus Act 2020, Health, and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

### **Aim of Policy.**

This Policy defines and assists the operating arrangements in place within the preschool that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as COVID-19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

### **Method**

As early years providers we ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure reasonable social distancing are enabled and that good hygiene practices are implemented as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states that the protective measures put in place for children, parents and staff reduce the risk of transmission. We will continue to follow all our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (hand washing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- Minimising general contact and mixing
- The use of Protective and Personal Equipment (PPE)

### **Children**

Focus/ Areas of Consideration / Recommendations:

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Providers will risk assess any children /staff who are returning after a period of isolation.

- Anyone presenting a fever of 38 degrees or above will be asked to return home.
- Extremely vulnerable children should continue under government advice (to shield).
- Families who attend at least two settings should choose only one, to ensure the children remain in small groups. This will be reviewed periodically in line with current guidance.
- Sunscreen should be applied by the parents/carers before the child arrives at the preschool. T-shirts covering shoulders and leggings, loose trousers or long shorts would be preferable to minimise how much top up of sunscreen the preschool staff will apply.

### **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, coughing into an elbow, using a tissue, and adopting a catch it, kill it, bin it regime.
- 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.
- EYFS framework will continue to be delivered through play and adult-led activities.

### **Staff**

- Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result.
- Consideration should be given to limiting the number of staff in the preschool at any one time to only those required to care for the expected occupancy levels on any given day.
- Any unauthorised absents will be unpaid leave and could result in a disciplinary action.
- All staff to wear a face covering at all times indoors and to understand and follow correct procedure of safe wearing, removal, and disposal of face coverings.
- Face visors can be worn as extra protection, as a personal decision and at any time but not compulsory.
- Face coverings or shields can be worn outside if staff wish to but not necessary.
- Any member of staff exempt from wearing face covering should speak to the management team and procedures will be put in place.
- Staff will be asked to take lateral flow test (LFD) twice a week in line with government guidance. They will be supplied with home tests once they arrive but have the option of testing at the village hall.
- Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.
- Staff with a positive LFD test result will need to self-isolate in line with the [stay-at-home guidance](#). They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures.

### **Social distancing/ grouping /safety**

- Staff will ensure appropriate safety measures are in place to control risks.
- Staff to be informed of measures in place and will sure this policy and procedures through training sessions.
- If a member of staff is caring for a child who has developed symptoms of COVID-19 throughout the day, they will be required to wear a face mask whilst they look after the child who is isolated from the group waiting to be collected. This is because a 2 metres distance is not able to be kept from a child displaying symptoms.
- The staff member who was caring for the unwell child should continue to wear PPE and clean the affected area with disinfectant.

- All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- Social distancing must be maintained during breaks.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each session. If uniform is not able to be laundered in time for the next session they are in, the staff member should speak to their manager and fresh suitable clothes should be worn instead.
- Advise staff to remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.

### ***Training***

- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- All staff members must receive appropriate instruction and training in infection control and the standard operating procedures and risk assessments within which they will be operating.
- Online training may be available to allow their training levels to be maintained if appropriate.

### ***Parents***

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Parent must follow the social distancing guidelines and ensure that queues are avoided for families waiting to drop off their child.
- Parents must wear masks when picking up or dropping off their child. We ask that only one adult is responsible per child.
- When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area sticking to government social distancing policies. Failure to comply with government guidance may see parents issued with a warning and repeated warnings may jeopardise their child's place at the preschool.

### ***Communications***

- Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents should inform preschool of their circumstances and if they plan to keep their child away, this helps preschool to conform to our safeguarding policy.

### ***Visitors***

- Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the preschool unless essential (e.g., essential building maintenance).
- Where essential visits are required, these should be made outside of the usual preschool operational hours where possible.
- As far as possible parents and carers should not enter the premises unless there is an emergency.

### ***Travel***

- Wherever possible staff and parents should travel to preschool alone, using their own transport or if possible, walk.

- If public transport is necessary, current guidance on the use of public transport must be followed.
- Parents are advised that they cannot leave any travel accessories including buggies, car seats, scooters in the setting premises or grounds.

### ***Hygiene and Health & Safety***

#### **Hand Washing**

- All children and staff must wash their hands upon arrival at the nursery for at least 20 seconds.
- Hand sanitiser will be available for all children and staff to use regularly
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
- Bodily fluid spills should follow the correct procedures as normal.

#### ***Cleaning***

- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys, equipment and PPE visors and all staff are responsible in their area of work.
- Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly at the end of every session.
- A deep clean may be needed after a child has become ill in the area they were waiting.

#### ***Waste disposal***

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues etc. that have been used by a child or staff member with suspected COVID- 19 must be disposed of following the government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag inside.
- Bodily fluids must be double bagged and disposed of in a bin with a bag inside.
- Tissue bins will be emptied regularly throughout the day.
- Staff will not be required to wear their uniform if it cannot be safely laundered before the next session.

#### ***Risk assessment***

- The setting will be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- It is expected that this would include, but not be limited to, the suspension of learning experiences involving materials which are not easily washable such as malleable materials (playdough, clay) and the suspension of the sharing of food and utensils.
- Limit the resources that we have out available for the children including any toys which have intricate pieces that would be hard to clean.
- Remove anything which cannot be easily wiped down or cleaned at the end of the day.
- Play food, play cutlery and crockery etc. should be removed or anything else which may be 'mouthed 'by many children.
- Baking, food play and finger painting should be avoided.
- The use of the large bubble cars will be prioritised over the small cars with have a more intricate design.

#### ***Premises Building***

- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.
- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

### **Resources**

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Any comforters that are brought in from home should be clean and hygienic. Any belongings that are brought in from home should remain in the child's bag.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilised. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly in between use.

### **Supplies Procurement & monitoring**

- PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.
- If a child shows symptoms, staff should wear a face mask, visor, disposable gloves, and apron if a 2-meters distance cannot be maintained at all times. PPE should be disposed of following government guidelines.
- The preschool should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies. (Anti-bacterial sprays, Gloves, hand sanitiser, hand soap, paper towels).
- The preschool 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 and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other preschool washing.

### **Responding to a suspected case**

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
- The staff member responsible for the child during this time should be a staff member from their group. The preschool will provide suitable PPE for the staff member caring for the child such as a face mask, visor disposable gloves and apron.
- The area should be thoroughly cleaned immediately if the area cannot be left unvisited, and if the area can be left unvisited then it should be cleaned after 72 hours.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the preschool, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.
- Once early years settings open to more children, all children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, and their

parents or carers not to need to self-isolate any longer than necessary if the test proves to be negative. A positive test will ensure rapid action can be taken to protect other children and staff at preschool.

- We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Parents can access a test for under 5's by contacting 111.

<b>This policy was adopted by:</b>	Theydon Bois Preschool Group
<b>Date:</b>	January 2024
<b>Signed on behalf of provider:</b>	
<b>Name of signatory:</b>	James Mellor
<b>Role of signatory:</b>	Committee Member
<b>Date to be reviewed:</b>	January 2025