

# **Coronavirus (Covid-19) Policy and Procedure**

## **Statement of Intent:**

To prevent the spread of Coronavirus (Covid-19) within our setting.

## **Aim:**

To protect all employees, parents, children and visitors from coming into contact with Covid-19 within our setting.

## **Method:**

To ensure we (The Management) follow current UK Government guidelines throughout this pandemic.

## **Showing symptoms or testing positive:**

Parents/carers must keep children showing symptoms at home, and all other household members must isolate, either until a negative test result is received or for a period of 14 days\*

In the event of another household member showing symptoms or testing positive, the child must remain at home for 14 days\* unless a negative result is obtained.

\*Unless alternative Government guidance for household isolation states otherwise

Any children returning to preschool within 14 days\* of showing symptoms will only be permitted to do so if evidence of a negative test for that child can be shown as proof.

All children returning, either within or following, an isolation period will only be admitted if they are completely symptom free and appear to be 100% fit and healthy.

Anyone showing Covid-19 symptoms in setting will be sent home immediately and advised to follow the current government guidelines as outlined above.

In the event of a child or staff member testing positive we will follow the UK Government guidelines and use the flowchart 'Guidance for Childcare and Educational Settings in the Management of Covid-19' as our information guide alongside any further advice given from PHE (Public Health England).

## **Test and Trace:**

As part of our commitment to the test and trace procedure, a record will be kept of who drops off and collects the child each day and names and phone numbers of any visitors to the setting will be obtained and shared with anyone with a legitimate interest for this information.

Ideally we would request that the same parent/carer drops off and collects the child each time the child attends however we do appreciate that this is not always possible, therefore we ask that the alternative minimum number of adults escort your child to and from preschool.

### **Covid-19 Agreement:**

All staff, committee, parents, carers and visitors must sign a covid-19 agreement stating that they have no symptoms and have not knowingly been in close contact with anyone showing symptoms.

### **Entry and Exit:**

On arrival parents/carers are asked to ring our doorbell to announce their arrival and while maintaining social distance from other parents come around to the back garden gate, we ask that only one parent/carer drops off/picks up, ideally this is the same person each time, however we appreciate this may not be possible for our working parents.

We request that anyone dropping off or collecting a child wears a face covering. Any other adult or children over the age of 11 years, accompanying an adult at this time must wait by the bike racks and not approach the gate.

On arrival at the gate, all adults and children must sanitize their hands at the station provided.

A member of staff will open the gate to allow children through. No adults are permitted to enter the garden and the gate must not be opened by anyone other than preschool staff.

Children need to carry their own possessions.

Once a child is in the garden, their parent/carer must leave while still social distancing from other parents.

A similar system will operate when children are collected. A staff member will bring your child out to you.

A daily record will be kept of who drops off and collects each child.

Please note: NO TOYS from home will be allowed in setting, the only items permitted are a dummy or a comfort item.

Staff will keep a 2 metre distance from parents/carers at all times, only coming closer than this at parental request if their help is needed to assist with a child that is having difficulties separating from their adult.

In the event of paperwork needing to be completed, a table or clipboard will be provided and we request that adults ideally provide their own pen. However a pen and antibacterial wipes will be provided and should you use our pen please ensure you wipe it thoroughly after use and place the wipe in the bin provided.

Please note: We are only able to accept payment of fees by BACs bank transfer for the foreseeable future, no cash can be taken in setting. If you wish to order uniform this also will need to be paid for by BACs transfer, we apologise for any inconvenience this may cause. Our bank details can be found on your latest invoice or please ask a staff member for details.

### **Health and Hygiene:**

All adults and children must use the hand sanitizer provided on arrival at the preschool gate. Children will not be permitted to enter the garden unless they have done so. We also strongly advise that you wash your hands and your child's hands thoroughly for a minimum of 20 seconds, before leaving home.

Sanitizer must be available at all times in the preschool room for children and staff to use regularly throughout the day and hand washing of at least 20 seconds must take place at regular intervals, with staff giving extra help to those children who need it.

When coughing or sneezing children are encouraged to use their elbow or to use a tissue and follow the good respiratory advice of 'catch it, bin it, kill it'.

All children and staff are expected to arrive in a fresh set of clothing each day.

Staff must wear a protective face shield or mask when dealing directly with parents, carers or visitors, however face coverings will only be worn by staff within the setting when dealing with an unwell child. A staff member may wear a face covering, in addition to an apron and gloves, when dealing with a child's intimate care if they wish to do so.

In the event of a child becoming unwell in setting, the staff member staying with them must be in full PPE including an apron, gloves, a mask and a face shield. The child must be kept away from others, preferably in a separate well ventilated area or room, until collected. The room must then be thoroughly cleaned in accordance with UK Government guidelines.

### **Toilets:**

Staff are only permitted to use the disabled toilet situated in the foyer and must not access any other toilets in the building.

No general toileting facilities are available to parents/carers or visitors but they may access the disabled toilet only, in the case of an absolute emergency.

### **Cleaning:**

The building is cleaned weekly by a professional cleaning company, however due to the pandemic all cleaning regimes within the building have been intensified. Staff will continually clean throughout the day as part of their routine paying particular attention to high touch areas such as door handles and taps. These will be disinfected regularly.

There will be an intense cleaning schedule of toys daily and any toys that cannot be washed will be rotated in order to allow time for the virus to evaporate from the materials.

A declutter of toys and resources will take place to aid the cleaning process and to eliminate the risk of infection.

### **Snack and Lunch:**

Children will be spaced apart and sat side by side at these times of the day and only two children will access snack at any given time.

Staff are to wear gloves and aprons when preparing and serving snack and to use tongs when handling the fruits.

Parents/Carers are asked to provide food items in a way that the children can access themselves, for example unwrapped and in a plastic pot as opposed to in a packet that the child cannot open.

In the event of children needing assistance with their packed lunches, staff must use hand sanitiser between dealing with each individual child and should avoid touching the food when removing wrappers where possible.

### **Social Distancing:**

As recognised by the Government in their guidance for Early Years, young children are not capable of understanding the need for social distancing however measures will be put in place to minimise contact and to eliminate risk where we can.

Staff will adhere to socially distancing guidelines with other adults within the setting, especially in common areas such as the kitchen and toileting area.

Children will be spaced apart when sitting at tables, sitting next to each other rather than face to face.

The room will be well ventilated with windows and doors open and our outdoor space will be used to a maximum when possible.

Singing activities will take place outside and no large group activities will be permitted.

Our preschool room is not currently being used by any other groups outside of our operating hours and no student placements will be permitted for the foreseeable future.

No visitors are to be permitted to enter the preschool room during our opening hours.

Any prospective parents wishing to have a tour of the premises must do so after 3pm. Only one adult and child will be allowed to enter and the adult must wear a mask. Neither the adult or the child will be permitted to touch anything, however a staff member may provide a specific toy for the child to play with. If this is the case, the toy must be thoroughly cleaned once the visiting child has left.

If a visiting parent has no option but to bring a child's sibling/s when visiting, only siblings over the age of 11 years will be permitted to enter the garden but will be unable to touch anything. Siblings over the age of 11 years will be asked to wait outside the gates by the bike racks.

Visits must be limited to a maximum of 15 minutes in length.

### **Travel:**

Anyone planning to travel outside of England must inform us of their intention to travel prior to travelling and inform us of their expected arrival date back into England. We will then follow the UK Government guidelines with regard to quarantine for staff or children returning from certain foreign countries and will inform you of the date you can return to setting.

### **Meetings:**

In relation to staff and committee meetings, UK Government guidelines regarding gatherings will be followed and meetings will take place via Zoom if necessary.

### **Communication:**

We appreciate these are very unsettling times for us all and therefore feel it is essential that social distancing has no impact on our communication with parents and carers. Our member of staff who greets you daily will deal with any concerns or questions you may have and can pass on any messages to your child's keyperson. You are also welcome to call us at any time throughout the day if you wish to check in on your child's wellbeing or wish to speak to a member of staff or your keyperson about any other matter.

You will still continue to receive regular updates regarding your child's progress and development.

### **Mental Well-Being:**

As already mentioned we appreciate these are very trying times for us all, therefore we aim to keep in contact with those who are self-isolating and are available to provide help and guidance for anyone who needs it. We monitor the well-being of our staff through regular supervision sessions.

### **General Well-being:**

We appreciate the cough and cold season is on the way and under normal circumstances a child or staff member with a tickly cough or a runny nose would be permitted to attend providing they seemed well in themselves and had no signs of a high temperature. However during this pandemic we cannot afford to take any chances, therefore we politely request that children and staff do not attend preschool unless they appear to be 100% fit and well.

Any child or staff member showing symptoms of being unwell, even if the symptoms are not Covid-19 related, will be sent home.

We apologise in advance for any inconvenience this may cause, but please respect we are currently operating during very uncertain times and protecting child staff is our upmost priority.

**This policy will be reviewed monthly and is subject to change according to the current UK Government guidelines.**

**IMPORTANT: This policy overrides all other policies and procedures in place at Little Sunbeams Preschool.**

Version	Changes Made	Author	Date
1.0	Policy implemented	Lyn	29th July 2020
1.0	Reviewed, no changes made	Lyn	26 <sup>th</sup> Aug 2020
1.1	Entry and Exit: paragraph added regarding face coverings and additional persons waiting away from the gate Social Distancing: reference to visiting adults bringing siblings when coming to view the setting	Lyn	23 <sup>rd</sup> September 2020

