



## 7.16 V3- Coronavirus (COVID-19) Policy and Procedure

### 1 Introduction

It is important that everyone complies with the latest Government guidance on Coronavirus.

We have developed these Safe Operating Procedures based on guidance from the Department of Education and Kent County Council. It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone.

Everyone involved in the day to day running of the nursery will receive appropriate instruction and training on how to operate under the terms of the Safe Operating Procedures.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

#### **The key principles of these procedures are:**

1. Any pupil, staff member, parent or visitor with coronavirus symptoms must not attend nursery.
2. If showing Symptom's testing is advised – if test is returned as positive you must isolate at home
3. The Nursery is divided into three rooms based on age.
4. Increased cleaning processes are in place, throughout and at the end of the day
5. Parents and Visitors are asked to wear a face covering while in the building
6. Children will be dropped off and picked up at different entrances
7. Parents will not come on site or visit the nursery rooms unless this is explicitly arranged with the Nursery Manager

### 2 Attendance

Children and employees are welcome to attend nursery but must **not** be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell.

It is important that you seek medical advice if you are unsure.

It is important that children do not attend nursery if unwell for their own wellbeing and for the safety of others.

Children will not be accepted to nursery if they have been given Calpol, (after 4am on their day of attendance (after 9am for children with afternoon bookings)). or any other medication that can mask fever symptoms,

Anyone experiencing any symptoms cannot return to nursery until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection.

## **2.1 Drop off and collection of children**

Parents are asked to drop off and collect their children at designated entrances. Whilst parents are waiting, it is important to maintain social distancing. It is preferable if only one parent carries out drop off and collection. It is at parent's discretion to wear a mask when picking/dropping off your child to the outside areas.

The Adventurers room will be dropped off/ collected via the front entrance, using the left-hand door and will wait along the left-hand side of the railings.

The Explorers will use the side gate lining up alongside the wall of the Nursery.

The Discoverers will use the main entrance using the right-hand door accent the stairs and drop off at the door at the top of the stairs. Parents are asked to wear a mask while inside the building.

We will give you a limited handover, unless there is an important issue to discuss, as other parents may be waiting. ParentZone will be updated daily to give you a more detailed overview of your child's day.

## **2.2 Temperature and symptom monitoring**

Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough.

## **2.3 Travel to nursery**

It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport.

## **2.4 Travel**

If you have travelled internationally, please follow the current Government guidance of isolation

If you have travelled internationally and are displaying symptoms, then you must be tested and have a negative result before returning to nursery. This is to ensure every possible protection factor is in place for the staff and the children in our care. While we understand the practicality of this may seem difficult for some, we will continue to put the safety of everyone first and this is a precautionary measure that we have chosen to have in place.

## **3 Implementing social distancing**

It is very difficult to avoid a level of physical interaction with young children and it is important to have their wellbeing at the center of everything we do. To help with social distancing the children are kept in rooms arranged by age groups. We try to keep the mixing of rooms to a minimum.

Each child is assigned a key person and that person is generally responsible for the care of your child such as with nappy change times etc.

### **3.1 Playrooms and groups**

Children will be kept within their own age groups and mixing will be kept to a minimum. The only time it is necessary to mix is at the beginning and the end of the day. A room has been dedicated upstairs to these times which is separate from the usual learning areas.

Children will have access to the full range of activities that are considered safe at this time. Practitioners will ensure that the shared garden area is clean and safe ready for the next group to use.

### **3.2 Mealtimes**

- As always, children will eat in their rooms.
- Drinks will be always available in the rooms, this will be closely monitored to avoid the sharing of cups

### **3.3 Employees**

All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.

All practitioners are encouraged to undertake 2 lateral flow tests per week and will report the results both to management and to the test and trace service.

Practitioners are asked to ensure that they have clean clothes on every day.

### **3.4 Fire drills and lockdown practice**

If we have to respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible. The safety of the children and employees will always come first.

## **4 Wellbeing**

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the nursery community feels safe and secure. We will try our best to create a normal nursery environment.

We will concentrate on building secure attachments, and we will continue observing and assessing the children, regularly updating ParentZone. We will be focusing on the Prime areas of the EYFS to ensure that children are getting plenty of exertive exercise in the outdoor environment and children's wellbeing and social interactions. We will not be able to carry out lengthy handovers. We want our team to spend time with the children, playing and building their relationships.

We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform the key person/Nursery Manager.

## **5 Visitors**

### **5.1 Settling in sessions/transitions**

We are carrying out settle in sessions for new starters by the key person coming out into the front door to greet you and your child. If the child is happy to do so the key person will then take them to their room to play. Parents may (at the managers discretion) enter the nursery for the purpose of settling-in sessions, if not doing so would cause a child distress. The Manager will give further guidance on the day. It is important that social distancing continues to be maintained. The parents will not be able to spend time in the children's rooms to minimise any risk of infection.

We will aim to organise groups of children who are due to transition so they can transition together.

### **5.2 Visitors**

Visitors to the nursery will be limited and asked to wear masks. Interviews or meetings will be conducted via video conference where possible. If it is important to be in person then visitors will be asked to wear a mask at all times, sanitize their hands on entry and to read and sign the visitor's policy found inside the visitors signing in book.

### **5.3 Nursery show-rounds**

Prospective parents will be booked in for a show round appointment at 4.15pm (after the Majority of Children have left). This will be restricted to 1 adult. They will be shown around Nursery, but it will be from a distance such as along the corridors and will be required to sanitise hands on entrance and wear a mask when walking around. They are asked not to touch anything when walking around.

### **5.4 Contractors**

Any contractors to the nursery will be reminded of National Institute for Health Protection guidance prior to entering the building.

## **6 Health, Hygiene and Safety**

### **6.1 Reducing the spread of the virus**

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible, (whilst maintain a acceptable room temperature) and we will make the most of the outside spaces that we have.

### **6.2 Cleaning**

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities e.g., iPads, must be regularly cleaned. The Nursery Manager will be responsible for recording these cleaning schedules.

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands on arrival at nursery. If no wash basins are available, sanitiser will be available. There will be regular opportunities for hand washing throughout the day.

### **6.3 Use of Tissues**

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

### **6.4 Toileting**

The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the practitioners will talk to the children about why we are washing our hands.

## **6.5 Clothing**

All employees and children should wear clean clothing every day. If you have travelled on public transport, it is advised that you change your clothing on arrival at nursery.

## **6.6 Risk assessments**

All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk.

## **6.7 Items from home**

If your child requires a comforter e.g., soft toy or blanket, please bring it in a bag and then take home at the end of the day and wash it.

We request no toys to be brought into nursery from home as these can be misplaced or mixed up among the nursery toys.

## **6.8 Resources at Nursery**

The children will only share toys and activities within their groups, if another room would like to use the toys, then they must be cleaned thoroughly first. We will carry out regular cleaning on all toys and rooms will be deep cleaned every couple of weeks.

# **7 Responding to a person displaying symptoms of COVID-19**

## **7.1 A child**

If a child is suspected of displaying coronavirus symptoms whilst attending the nursery, their parent/carer should be collected as soon as possible and isolate at home in line with NHS guidance. The child must be tested before they return.

Whilst waiting to be collected, they will be taken to a separate area away from others in a designated area. This area will have a kit containing all the required PPE for the practitioner staying with the child to use.

If the child becomes very unwell, we will follow our normal emergency procedures and call 999.

The isolation area will be cleaned once the child has been collected.

## **7.2 An employee who displays symptoms**

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. They will be required to have a negative test before they return.

### **7.3 PPE Equipment**

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves and aprons will be used for nappy changing and first aid.

### **7.4 Reporting, testing, and tracing**

Everyone can now get regular rapid flow tests.

Any suspected or confirmed case must be reported to the Nursery Manager as soon as possible.

If a positive result is confirmed, practitioners (who have been double jabbed) or children who have had contact with the positive case during the previous 48 hours are no longer required to self-isolate for 10 days before returning to nursery. Practitioners over the age 18 years and 6 months who are not double jabbed but are identified as a close contact will still need to self-isolate for 10 days.

NHS Trace and Trace are now responsible for contacting close contacts of any Positive cases of Covid within the Nursery.

Positive tests will be reported to the Department of Education (DFE) and Ofsted by Nursery Management.

Nursery Management are responsible for contacting the DFE if a case is confirmed or if a symptomatic person is admitted to hospital, a possible case refuses testing, there are a cluster of possible cases/unexpected increase in absenteeism, or a suspected case has a definite link to a confirmed case.

If you are contacted by track and trace you will need to follow current guidelines on self-isolation and testing.

The Government's tracing app is a way of helping to protect everyone.

## 8 Further guidance

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

<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>

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