

Epidemic and Pandemic Policy (Covid 19)

Statement of Intent

Shenfield Day Nursery (Shenfield Day Nursery LTD) intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic.

Method

The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- The use of Protective and Personal Equipment (PPE)
- To ensure government guidelines are followed to ensure we are protecting each other.

Focus/ Areas of Consideration / Recommendations

Premises Building

- We will continue to keep windows open where possible to ensure good levels of ventilation. If doors are opened, we will ensure the children's safety is maintained with locked gates.

Risk assessment

- The setting and all activity should 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 will be put in place and policies and procedures followed.
- It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials.
- We have risk assessed and decided to bring back all types of sensory activities.

Travel

- Wherever possible staff and parents should travel to Nursery 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.

Training

- All staff members have received appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. Any new staff members joining the team will complete our COVID training before starting with us.
- Online training may be available to allow their training levels to be maintained if appropriate.

Hygiene and Health & Safety

Hand Washing

- All Children and Staff must use hand sanitiser on arrival.
- All shoes will be removed on the entrance mat.
- Children's coats and bags will be placed on their pegs, staff belongings will be stored in the staff room in the cupboard.
- Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe.
- We will be encouraging the catch it, kill it, bin it routine and displaying posters around the nursery.
- Staff will be supporting children with following this the best way we can.
- Carpets will be steam cleaned regularly.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
- For bodily fluid spills, follow the correct procedures as normal. Washing hands guides will be placed in the bathrooms for staff to follow and discuss with the children. Children will be encouraged to avoid touching their face, eyes, nose and mouth.

Cleaning

- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Communal area, touch points (door handles, light switches, surfaces etc.) will be cleaned and sanitised regularly and cleaned thoroughly throughout the nursery day. Staff will wear PPE when carrying out tasks like this (aprons and gloves) these will be disposed of immediately.
- 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. Bins will be emptied more frequently throughout the day.
- Tissues must be immediately disposed of and placed in a bin with a bag, lid and foot pedal.
- Bodily fluids must be double bagged and disposed of in a sanitizer bin.

Laundry

- All items within the setting requiring laundering must be washed on a high setting.
- Bedding will not be shared by children; bedding will be stored separately.

PPE

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
- PPE should continue to be worn and disposed of as normal for example nappy changing and the administration of first aid.
- If any child shows any signs or symptoms of COVID 19 they will be removed into isolation until parents have arrived to collect. Staff will wear a face mask, visor, disposable gloves and apron until parents arrive to collect. PPE will be disposed of following government guidelines.



Face Coverings

- As of 25th February the government announced they are lifting measures put in place under plan B.
This means from 27th January there is no longer a legal requirement to wear a face covering.
- Parents or visitors to the site that wish to wear a mask can for they own protection.

Supplies Procurement & monitoring

- The Nursery 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.
- The Nursery will not be able to operate without essential supplies required for ensuring infection control.

Visitors

Visitors are allowed into the nursery. They will need to adhere to the face coverings rule. This may be limited where possible.

Shielding

- Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.

Attendance

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. To minimise any risks parents will be asked to drop off and collect children at the door and not enter the building.
- Parents must ensure that they are following all government guidelines at all times.

Children

- Only children who are free of symptoms or have completed the required isolation period should attend the setting.
- **Coronavirus systems are:**
A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- **Any child who has been given paracetamol or ibuprofen will not be allowed to attend the setting for 48 hours.**



- If you feel your child needs any form of pain relief parents must contact the setting for advice about child's attendance.
- New variants - Where there is now so many new variants of the virus the Nursery may make the decision to send children home if a child becomes unwell. In some cases, parents may be asked to get their child tested before being allowed to return to nursery. (Where parents do not wish to get their children tested the nursery would ask that the family isolates as per the current government guidelines).
- **Children who attend more than one setting will not be allowed to attend both. Parents will need to choose one setting for the time being.**
- All shoes and belongings will be taken straight off on entering and stored on the children's peg.
- Children are required to wear a fresh set of clothes each day. We would ask parents to provide a spare clean set of clothes each day.

Physical Distancing/grouping

- Children in small groups where possible will have the same staff team caring for them to limit the amount of people coming into contact with each other.
- When the Nursery re-opened in June 2020 the children were phased back to nursery. We did this by having smaller groups of children and stipulating that children must only attend one setting. Children such as those who are vulnerable, those whose parents are Key workers and School leavers were all prioritised first.
- Care routines including provision of meals, nappy changing, and toileting should be within the space allocated to each group wherever possible.

Staff Attendance

- Staff should only attend the Nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
- Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.
- Staff **must** wear a clean set of uniform each day and also bring a clean spare set of clothes. Managers may allow staff to wear their own clothes as long as they are appropriate and clean each day.
- Staff must ensure that they are following all government guidelines at all times. Disciplinary action will be taken If the Nursery becomes aware of any staff members breaking government guidelines that would affect the health and safety of our staff, children, families or the business itself.
- All staff have to take three Lateral Flow test weekly (Sunday ,Wednesday, Friday).
- We may need to increase LFD testing. This may be advised for an individual setting or in areas of high prevalence by DsPH as part of their responsibilities in outbreak management.

Physical distancing/ grouping /safety

- Staff received training prior to re-opening. Any new staff members will receive this training before starting
- Staff to be informed of measures in place and sign a disclaimer to state they have read and understood the Nursery policies and procedures.



- After dealing with an ill child who displayed symptoms the staff member 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.

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.

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 routine.
- Children should be supported to understand the changes and challenges that 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.
- Children should be supported to understand the changes and challenges they may encounter as a result to COVID-19.

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 the Nursery of their circumstances and if they plan to keep their child away.
- If parents need to communicate with the setting during this period, we advise parent to call or email the setting straight away.

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. A member of staff will be allocated to this child and will take them into a separate area where they will be isolated from others. Where possible, a window will be opened for ventilation.
- The member of staff will wear full PPE until the child is collected. The member of staff will wear full PPE until the child is collected.
- The area will be thoroughly cleaned, immediately.
- 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 nursery, they should return home immediately and isolate at home in line with the NHS guidance.



- **Anyone (child/staff member) who has been sent home will not be able to return to the setting until a test has been carried out and come back negative or appropriate isolation has finished**
- **The Nursery will continue to follow the government guidelines. For more information please follow the link below.**

[Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Contingency planning

The following policy outlines our procedures when dealing with COVID-19.

We will continue to review the policy regularly and in line with government guidelines.

All actions will be put in to place quickly and children, parents, carers and staff will be kept up to date verbally or by email.

We will continue to ensure that every child receives the quantity and quality of education and support to which they are normally entitled.

We may have to consider extra actions or measures to manage the transmission of COVID-19 day to day.

They may be if the numbers of positive cases substantially increase. This is because it could indicate transmission is happening in the setting.

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

When the thresholds are reached, we will reinforce the testing, hygiene and ventilation measures that we already have in place.

We will also review all risk assessments in regard to these and implement our outbreak management plan.

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.

We may also therefore limit open days, transition or settling sessions, parental attendance in settings and live performances.

There should be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:

- local authorities
- clinical commissioning groups
- chief officers of police

We will continue to follow our safeguarding procedures.

We will continue to follow the government guidelines regarding self-isolation and when this is needed if a parent, carer, staff member or child has been in contact with someone who has tested positive to COVID-19.

For more information please follow the link below-

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/contingency-framework-education-and-childcare-settings)

Monitoring of this policy

This policy will be reviewed regularly by the nursery managers/director, new government legislation and policies will be incorporated appropriately as and when required or informed.

Date 28/05/2020

Reviewed Date 09/07/2020

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