

Coronavirus Policy and Procedures for Pinfold Road Day Nursery and Pre school ltd

Physical distancing between groups and space management:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Therefore, we will ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day. We will ensure that the same staff are assigned to each group and, as far as possible, these stay the same. There will be no more than 8 children in any group. The children will stay in their room throughout the day, and the garden will be used at different times for each group. We will have the preschool children occupying the ground floor, the toddlers will be on the first floor, and the babies are on the second floor.

Reducing face to face contact between parents and carers including drop offs and collection:

Parents are asked to call 5 minutes before collection to enable us to have children ready by the time the parent/carer arrives. Parents are asked to drop and collect at the front door rather than coming inside. Parents will be asked to stay outside unless it is essential to come into the building. We ask that only one parent or carer per family is to collect or drop of the children.

If there is a parent at the door, we have put markings on the front drive, we are asking parents to stand on a marking and wait for a member of staff to assist. We are asking parents to stick to the social distance guidance whilst outside the setting.

We are asking parents to refrain children from bringing items into the setting from home to prevent the spread of infection. (unless it is detrimental to the child's well-being.)

PPE:

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually

meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops.

Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Therefore staff, children and learners will not be required or advised to wear face coverings whilst in the setting.

If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.

Hand washing and respiratory Hygiene:

The Baby room, toddler room, and Preschool room all have hand washing facilities attached to the room; the different age groups will not share facilities. Hand sanitiser will be provided at the front door on Arrival, in the Kitchen Area near the garden door and there is also a Hand sanitizer dispenser in every room for the staff and children to access if needed.

We will be encouraging the children to wash their hands with antibacterial soap and water for 20 seconds, we will be encouraging the children to sing "Twinkle Twinkle Little Star" whilst washing hands to help them wash for 20 seconds. Help will be on standby for children who have trouble washing their hands independently. Guidance on Handwashing has been displayed near all of the hand washing facilities around the setting.

The children will be encouraged not to touch their mouth, eyes and nose throughout the day.

The children will be encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'), Tissue paper bins will be in every room and will be emptied at Lunch time and at the end of the day.

Enhanced cleaning:

If there has been a suspected case of Coronavirus, cleaning an area with normal household disinfectant will reduce the risk of passing the infection on to other people.

All staff must wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), staff must use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.

Disposable cloths must be used, hard surfaces must be cleaned with warm soapy water. Then surfaces disinfected with the cleaning products. Particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles will be given and these will be cleaned frequently throughout the day.

Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, baby gates, will be cleaned more regularly than normal.

What happens if someone becomes unwell at the setting?

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#). The staff member or parent/carer of the child will be advised to self-isolate for 7 days and to arrange to have a test to see if they have COVID-19. The child or staff member will not be able to return to the setting before 7 days unless their test result is negative.

If a child is awaiting collection, they will be moved, to a room where they will be isolated behind a closed door, and with appropriate adult supervision. A window will be opened for ventilation.

If the child needs to go to the bathroom while waiting to be collected, they will use a separate bathroom.

The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection the child will have to be collected within a maximum of 1.5 hours.

In the event of an emergency, we will call 999 if the child becomes seriously ill or their life is at risk. We will always contact parents to notify them.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (in which case, a test is available) or if the child subsequently tests positive.

All staff members that have cared for a child with a suspected case of Coronavirus should wash their hands thoroughly for 20 seconds after any contact.

Staff members will clean the affected area with disinfectant after someone with symptoms has left in line with the guidance [COVID-19: cleaning of non-healthcare settings guidance](#).

What to do if the child or anyone from the household starts to display symptoms:

If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill. If you have symptoms, you should stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you continue to share a household. If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you must follow the same guidance on self-isolation again.

Testing:

All children and staff will have access to a test if they develop symptoms of Coronavirus and are encouraged to get tested in this situation. If a staff member or parent needs to arrange a test, they can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending the setting will have access to a test if they display symptoms of coronavirus (COVID-19) and are encouraged to get tested in this scenario.

Where the child, young person, or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person, or staff member tests positive, the rest of their class or group within the setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the setting on the most appropriate action to take.

Taking temperatures:

We will not be taking the children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus (COVID-19).

Ventilation in rooms:

One window in each room in which the children are occupying will be kept open at all times to ensure ventilation throughout the day. Doors will be propped open and baby gates used.

Changes to the Early Years Foundation Stage:

During the coronavirus (COVID-19) outbreak progress checks for children of the age 2years will not need to be undertaken however, we will still remain alert to any emerging concerns about any child in our care and endeavour to provide or seek additional support if needed. It is expected that the checks will take place as soon as is practical.

Staff training session:

All staff within the setting will be required to attend a training session on Coronavirus with management to ensure they are completely up to date with the Coronavirus Guidance, the nursery policy, and the correct procedures to follow. This training is mandatory for all staff.

Staff travel and break and uniform:

Face masks and gloves must be worn by all staff when traveling to and from work on London transport. Everyone must be at work 15 mins before starting their shift to allow time to change.

Social distancing measures must be adhered to if staff are leaving the building during lunch breaks. Only two staff members can go to lunch at any one time.

Staff must change out of their outside clothing and into their uniforms every morning and uniforms must always remain in the building (including on lunch breaks). All staff must wash their hands for 20 seconds when returning from their lunch break.

Updated Policies and procedures:

Due to the coronavirus we have updated the following Policies and Procedures:

1. Bringing and collecting children
2. Visitors policy/procedure
3. Child/adult illness and exclusion policy
4. Medical administration policy
5. Health and safety
6. Infectious control policy

7.Outings policy

8.Safeguarding policy and Procedure.

9. Kitchen cleaning Schedule