

Policy and Procedure on attending nursery during the COVID-19 pandemic 2020 and beyond

**** We aim to keep you updated on all Covid-19 matters that affect our childcare operations ****

Unfortunately, we are still restricted by government guidelines on letting parents/carers into the building at present, but we must admit we have felt great benefit from this with our new starters and children returning. They have been so confident in coming in by themselves and have settled much faster!

Children continue to wash and sanitise hands upon arrival and throughout the day, we continue to promote 'Catch it, Bin it, Kill it!' throughout and we are still restricted on some matters of play and resources depending upon the ability to clean and sanitise them with ease and confidence. We no longer operate 'bubbles' but do keep the mixing of different aged children to a minimum unless outdoors where they can share areas together. Cleaning throughout remains our utmost important task daily.

Cleaning & Hygiene measures

As we already have stringent hygiene and cleaning procedures in place daily which are carried out as our normal day to day practise, using our usual sanitising cleaning products, there was no need for us to change these procedures but to simply increase the amount of times cleaning is carried out to ensure the reduction of possible infection.

The setting will be cleaned each evening by our cleaner after the children have left for the day.

Increased cleaning will take place throughout the day giving particular attention to high contact surfaces such as worktops, door handles, gates etc. Staff will continue to use our existing cleaning and PPE measures to do so.

Increased cleaning of toys will take place throughout the day

Increased hand washing for children and staff throughout

Cleaning of toilets will take place after each use including staff and children's facilities

Toys have been assessed and reduced and we have had to take away toys and activities that are not easily cleaned or have intricate parts that could house germs/virus

Up to now sand, water and playdough as well as other messy play has been reduced however now that children are grouped into bubbles we will allow for the introduction of such activities. These will be disposed of daily and fresh given to ensure cleanliness.

Resources and toys will not mix or be shared between groups where it is avoidable – if it is unavoidable then stringent cleaning procedures will take place of the items between use.

The bins within the setting will be emptied more frequently and taken to the outside bin

Good respiratory hygiene will be promoted throughout with all children and practitioners – reminded to cough into elbows, sneeze into tissues and to wash hands thoroughly

Staff will be more vigilant to children's respiratory hygiene as well as putting toys and resources into mouths

Children and staff will be expected to wash and/or sanitise hands on arrival each morning

Each room will be cleaned, sanitised and mopped at the end of each day

Ventilation on site is increased throughout – all windows will be opened daily

The outdoors will be accessed at every opportunity

Drop-offs and pick-ups

Parents will present their child at a specific door each day which is labelled – they will collect from the same door also

Parents/carers should follow ongoing government guidelines on social distancing from others during drop-offs and collections

Where possible drop-off times and collection times may need to be staggered to support this

In the event that a parent presents at the same time as another accessing their allocated door – we ask that they wait at a 2 meter distance away from the door and to give the parent accessing the door before them the space and time to leave effectively before moving forward to access themselves. Parents are asked to wait in their car, where applicable until others have left

We ask that only one parent presents with the child to reduce the amount of people gathering and that the same parent collects them again at the end of the day if possible

If parents are needing to speak to a staff member they should continue to remain at a safe distance to do so

Parents/Carers will not be granted access to the building in the exception of settling purposes where it is playing detriment to the child's level of well-being. If access occurs then thorough cleaning must commence afterwards of any contact surfaces

Signs and posters will be displayed around the building to support with safety measures and guidelines

Parents/Carers do not need to sign their children in and out – practitioners will do this

Practitioners

Practitioners **must** wear a clean set of clothes daily and advised to shower/bathe once home each day.

Practitioners are not permitted to go home on their breaks and must remain on site with the exception of a trip to the local shop but they must wash hands thoroughly on return and wipe over/sanitise any bought items

Practitioners must adhere to all cleaning procedures throughout, particularly when accessing further areas such as the laundry area, staff room etc

Practitioners must not make any unnecessary avoidable trips within the building and should remain in their bubble/room

Practitioners within bubbles will ensure their upmost ability to social distance from each other within the bubble as well as maintaining social distancing within passing of other staff members throughout the day. Masks are to be worn where staff cannot socially distance from one another and in non-ventilated areas such as corridors.

Practitioners are not required to wear any additional PPE to that already required when carrying through routine daily practices and also cleaning – with the exception of supporting a symptomatic child in isolation where a 2m distance cannot be maintained as well as when cleaning after a symptomatic child/adult has been present

Children

Children **are not** expected to remain socially distanced from the peers or practitioners within their bubble

Children will be expected to wash and sanitise hands on arrival to the setting each day

Children should not bring in any toys from home due to cross infection

Spare clothes can be sent in at the beginning of the week for the setting to keep hold of until the end of the week – items will not be passed between practitioners and parents daily. If children have any soiled items during the week, practitioners are permitted to wash these using the nursery facilities and are to keep hold of them until the exchange at the end of the week.

Any comforters should remain at the setting throughout the week and not sent between (where it is avoidable) – such as an extra dummy or blanket

The usual nursery policy and procedure continues for the use of bottles and giving babies milk – bottle can be passed between setting and parent daily as this is unavoidable, however thorough hand washing and a wiping over of all the bottles should take place to reduce cross infection.

Personal items such as prams and car seats will not enter the building where it is avoidable, children must be encouraged to walk into the setting independently where it is possible and younger babies can be passed over with minimal contact time taking place between practitioner and parent to do so

Medicines and illness

Children **must not** be given paracetamol before attending the setting to reduce any temperatures or to assist with any illness – unwell children **should not** attend nursery with the exception of paracetamol being given for an obvious physical injury to reduce pain

Practitioners will not be administering any requested medicines at the setting such as paracetamol or cough medicines. Anti-biotics and those of routine such as Movicol, nappy creams, eczema and allergy medicines that are needed will still be given once consent has been given by the nursery manager.

In the event of a child developing a sudden temperature, practitioners will administer paracetamol to try to reduce this and to prevent the risk of heat convulsion – however the child will then be treated as being symptomatic of Covid-19 and therefore procedures will then be followed as detailed below and the child will be sent home

Practitioners have the right to send children home and to advise parents to isolate/stay away from nursery should they feel that the child is presenting as unwell

If a child has an accident and a form is written – parents/carers will not be expected to sign the paper form to reduce contact. They will be notified of the accident via text/phone. Practitioners will continue to write up and sign the forms as normal. This will also apply to the administering of paracetamol to a symptomatic child – the practitioner will fill in the form as usual. (This rule has now been removed).

Signs and Symptoms of Covid-19 and procedure to follow if symptomatic

Symptoms remain as a high temperature, a new or persistent cough and a loss of smell and taste

As stated by the government all children, families of children and the practitioners accessing the setting are eligible for testing of Covid-19 should they begin to display symptoms – this should be accessed

Any cases of Covid-19 within the setting or within families will be recorded and possibly investigated. As part of the national trace and test programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us as a setting on the action to take

The setting will contact the public health agency with any confirmed cases to seek their advice on moving forward

Nursery will continue to advise parents/carers that if anyone within their household has any symptoms that they cannot attend and that isolation must take place. This is an ever changing situation and so we will refer to the most recent GOV.UK Guidance.

- Protocol for responding to a suspected case of Corona virus on site

The employee or child should be sent home immediately from work/nursery

The symptomatic child will be moved into isolation away from others completely until a parent or carer can collect them (please ensure you update us on any changes to contact telephone numbers)

The room will be ventilated where possible – any windows and doors will be opened

Any staff member waiting with the child should be from their group and PPE is considered if a 2m distance is not achievable at all times the www.gov.uk/government/publications/covid-19-implementing-protective-measures-in-education-and-childcare-settings guidance will be followed as well as www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care

If the child requires changing or the toilet whilst waiting to be collected, the area used for this must not then be used by any other until it has been thoroughly cleaned by the staff member waiting with the child.

The area in which the child was isolated before collection will need a thorough clean afterwards and will not be accessed until this is done.

Persons with symptoms must not present or collect a child at drop-off/pick-up

The symptomatic child will not be allowed to return to the setting until isolation has been seen through.

Any symptomatic staff or children will be encouraged to seek medical advice and to get tested

The setting will follow all government guidance and advice on testing at

www.gov.uk/guidance/covid-19-getting-tested

Where it is stated that areas will be cleaned after isolation, the following guidance will be followed

www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings following guidance on PPE also

Any items of waste produced from the above cleaning measures will be doubled bagged and immediately taken to the outdoor bin

This policy outlines and is not extensive of the measures and safety precautions put into place during these times – if you wish to see the supporting risk assessment then you can request a copy via email on reception@cccad.co.uk

Policy is under continual review to ensure it supports ever changing guidance throughout the Covid-19 pandemic

N Ambler