

MANAGING CORONAVIRUS WITHIN THE NURSERY/TRAINING CENTRE SETTING

This policy and procedures have been written using the most up to date guidance issued by the Government, UK Health Security Agency, Ofsted, Public Health England and our relevant Local Authorities and is adjusted if this changes.

Coronavirus is a new virus which came to worldwide attention in 2019. There is currently a worldwide pandemic and this policy is written to show how we are managing to reduce the risk of infection and it's spread within the nursery and Training Centre settings.

We have a full and regularly updated risk assessment in place to cover all children, families, staff and Learners in order to maintain their safety. This is distributed to all staff and is published on our website for parents and Learners to access. Parents can request their own copy if they wish and will be informed as it is updated. Specific risk assessments for clinically vulnerable users and pregnant staff are completed individually as required.

We have put in place the 5 steps to ensure we are a COVID Secure workplace

Reducing the risk of the infection to the settings

We have stringent hygiene practices in place at all times and have increased the frequency of these to reduce risks

- No children, staff, Learners or visitors to enter the settings if they have symptoms of Coronavirus which are: a temperature (we generally class a high temperature as over 38 degrees so would feel hot to touch on the back or chest), a new and persistent cough (defined as a bout of coughing which lasts for one hour or three bouts within 24 hours), a loss or change to sense of taste or smell.
- **The coronavirus vaccine program is in full swing we have a policy in place detailing that staff can have the vaccine through their own personal choice and it is not a requirement of their role.**
- **Staff and children classed as 'extremely clinically vulnerable' are now able to attend nursery. Clinically vulnerable staff and children are able to attend. Those who live in the same household as someone classed as 'extremely clinically vulnerable' are able to attend nursery.**
- **Face coverings are no longer mandatory but can be worn by choice if parents, staff and visitors so wish. Parents can request staff wear a face shield during their handover if they so wish. Staff will be able to move around bubbles in order to maintain staff to child ratios and this will be managed in the safest and most effective way by the Managers.**
- **Parents will continue to drop off and collect children at the door of their base rooms but we expect this restriction to be lifted at the end of March 2022**
- Where possible we will spend as much time outdoors and if we are indoors will ensure there is a good source of ventilation at all times. **Nursery settings have been provided with CO2 monitors to check the air quality and these should be used as directed in our risk assessment.**
- **Home visits will return from September 2021 and risk assessments are in place to manage these safely.**
- Children and staff wash their hands when entering a room, before and after eating and after using the toilet. Handwashing is promoted at all times as a positive activity.
- Children, staff and Learners are encouraged to use good respiratory hygiene by promoting 'catch it, bin it, kill it' approach when coughing or sneezing.

- We are currently providing all children's nappies. We are using disposable wipes instead of flannels. Nappy changing is completed from the leg end
- Staff have stringent cleaning guidelines in place to follow daily and all frequently used and touched areas such as door handles, light switches, telephones, key code locks, handrails etc are cleaned twice daily using antibacterial spray.
- Toys and resources are cleaned regularly and are not shared between groups of children until sanitised. **Soft toys and resources such as cushions have been returned and will be washed weekly.** Resources such as sand and dough can now be used with the children.
- Laundry is washed at 60 degrees as recommended by the NHS
- Communal areas such as the studio and bubble rooms are cleaned at the end of each day.
- All carpets are cleaned fortnightly and fogging of all settings is completed every four weeks by our Maintenance Team. Fogging areas where there have been several cases will be managed as and when required.
- Staff and children's toilets and hand wash basins are cleaned after every use.
- **Staff/teams are now able to move between bubbles as staff deployment dictates and as managed by the Nursery Manager.**
- Staff, families and Learners are expected to follow changing guidance from the Government in respect of maintaining everyone's safety.
- Appropriate PPE will be used as usual for nappy changing, mealtimes and dealing with any bodily fluids. If a child, staff member or Learner is being isolated in the Isolation hub while they are waiting to be collected, we have additional PPE to be used by the person caring for them and a procedure to be followed. **See response to infection section below.**
- We advise staff and families travelling overseas to check the requirements of entry into their destination and to follow guidance issued. There is no longer a requirement for a PCR test in order to enter the UK on return.
- We will continue to maintain data on attendance of children as allow access to this by the Early Years Team if requested in order for them to share this with the DfE.
- Managers will continue keep detailed records if staff, children or Learners have to be based elsewhere within the settings, so we are able to track back contacts if there is an outbreak
- **Visits from prospective parents will resume during working hours by appointment only. Prospective parents will be expected to be free of symptoms and use sanitiser before entering the building and any room. We will keep records and contact details of all visitors. Entry profiles with parents of new children can be conducted in the room as long as parents are symptom free and use hand sanitiser.**
- We have allowed peripatetic tutors for the children to return as of September 2020 and they have a detailed risk assessment in place which they are required to follow at all times to minimise the risk of spreading infection. **As of 6th September 2021 these classes can be held indoors in the studios or outside. If indoor areas are used cleaning must be completed in between groups and good ventilation be used throughout the classes**
- **Any additional professionals required to attend the setting or the Training Centre such as SLT or specialist help, will be able to enter the setting by appointment and are symptom free and use hand sanitiser**
- The Training Centre has a risk assessment in place for their Assessors to follow while visiting Learners in their workplaces
- **This policy will be reviewed frequently and in line with updated guidance**

Response to infection

If we have a child, staff member or Learner with a suspected case of Coronavirus we will put the following procedure into action.

- If the child, staff member or Learner is taken ill while at the setting they will be taken to the dedicated Isolation Hub with a member of staff and their contact will be called to collect immediately.
- The Manager will use their discretion and the guidelines issued by the DfE to decide what action to take. Current research suggest that if a child has a virus or infection their temperature can be expected to be raised for up to 3 days and will need paracetamol to control the rise. If there is any doubt the case will be treated as a suspected COVID 19 case and dealt with accordingly. Children will continue to be sent home with a temperature of 38 degrees and parents will have a choice to monitor this for 24 hours and if the temperature reduces without the need for dependence on paracetamol, the child can return for their next session as long as they are well. If the child's temperature rises again we will send them home from nursery again. Some parents will choose to take their child for a PCR initially to determine a result. A negative result will allow the child to return, as long as they are well in themselves and have no temperature without paracetamol. A positive result we will request the child stays at home until they have two negative LFT results 24 hours apart. These can be completed from day 5. This guidance will also apply to staff. If a child continues to have a raised temperature we will request they have a PCR test before they return. The child will be excluded until they have their results. Although there is no legal obligation to self-isolate it is still strongly recommended and as our children and staff spend so much time being so close together, we feel this is the best way forward and will be reviewed again on 1st April 2022.
- We will ask staff who are unwell to stay at home and will request parents keep their child at home to monitor a temperature and any signs of illness to try to prevent an outbreak. It is only required for staff and children to take a test if they have COVID symptoms. There is no longer a requirement for routine testing. The nurseries and Training Centre are no longer able to provide test kits for staff but they are still able to access PCR testing until this ends on 1st April 2022.
- If a child or staff member has a case in their household they are no longer required to complete a test unless they themselves develop symptoms.
- Managers will take into account additional circumstances for the case such as if a child could be teething (flushed cheeks, sore gums but as advised by NHS guidelines no fever), or if they have recently had a vaccination which could cause a mild fever, but as above, if there is any doubt whatsoever parents will be asked to get their child tested.
- If someone is taken ill very suddenly and they require emergency attention, 999 should be called as normal practice.
- The person accompanying will use the full PPE supplied in the Hub which includes a mask, face shield, gloves and apron. This will be double bagged once no longer in use and labelled with the date and time of disposal and stored in the dedicated yellow bin for 72 hours and then disposed of through our usual channels. This will be replaced with a new set after use.
- After the ill person has left the Isolation Hub will be thoroughly cleaned using bleach and resources restocked.
- If a child, staff member or Learner calls in absent because they have symptoms of Coronavirus, the Manger will complete a Coronavirus symptom form with all the required details, and this will be stored in the file until we are informed of the outcome.

- If they receive a positive test result, we **require** a period of isolation for at least 5 days although this is no longer a legal requirement. A lasting cough and change in sense of taste and smell can continue for several weeks.
- **As of 24/2/22 close contacts of a positive case will no longer have to isolate or take regular tests. They should only take a test if they feel unwell with COVID symptoms**
- **If we have a confirmed cases of coronavirus in the setting we will complete required forms for the Local PH Team. PHE will contact us directly if they have additional questions or concerns about the number of cases. In some extreme cases, the advice may be to isolate all children, staff or Learners who have come into direct contact with the positive case and we may be required to launch our 'outbreak management plan'.
COVID reporting teams outlined in our outbreak management plan will be notified in accordance with guidance.**
- **As with all aspects of managing the coronavirus spread within the nursery and Training Centre, where so many children and adults mix, there may be times where we make decisions and seek further advice and guidance from external agencies such as Public Health or the DfE and this may not be in line with usual guidance but will be based on individual cases and circumstances. This may mean sudden changes without much notice but we will ensure these decisions are as balanced, appropriate and fair as they can be.**