

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, Ofsted, Public Health England and our relevant Local Authorities and is adjusted if this changes.

Current updates have been highlighted in blue.

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 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 gathering pace in the UK and 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. Regular testing is available in our local area and staff are supported to sign up to twice weekly home test kits (LFT). Again this is a personal choice and not a requirement.**
- If they have been in direct contact with a person who has tested positive for Coronavirus or live in their household they must not enter the setting. **See response to infection section below.**
- **Staff and children classed as 'extremely clinically vulnerable' are now able to attend nursery as long as they follow social distancing and hand washing guidance. 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. If parents of children deemed 'extremely clinically vulnerable' wish their child to attend and we have concerns over this, we will seek advice and permission from the child's specialist consultants.**
- Parents drop off and collect children from the door and do not enter the setting except in mitigating circumstances managed by the individual Managers. Settings will maintain regular contact with parents by telephone and the iConnect system.
Staff collecting or dropping children to and from the door will maintain social distancing from parents and face to face contact with the children. Skin to skin contact will be limited and staff will wash or sanitise their hands in between contact with each child. Wherever

possible staff will collect and drop off children in their own bubble. Parents will wear face coverings during drop off and collection and staff will wear their own allocated face shields.

- 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. Staff are mindful that droplets can be spread further when raising voices and singing so this is managed accordingly.
- We have requested children currently only attend one setting. Where this is not manageable for the families we will ask parents to sign a declaration that they will inform us if the other setting reports a case of coronavirus or an outbreak so we can protect our children, families and staff according to guidance. Home visits are currently not being completed but we hope to return to these in the future.
- 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 have asked parents, staff and Learners to minimize the amount of belongings they bring into the setting and 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 three times daily using antibacterial spray.
- Toys and resources are cleaned daily after each use and are not shared between groups of children until sanitised. Soft toys and resources such as cushions have been minimised and those that are hard to clean have been removed. Resources such as sand and dough can now be used in small group bubbles with the children and staff will monitor how many children will come into contact with individual resources and ensure the bubble of those accessing it are not mixed.
- Laundry is washed at 60 degrees as recommended by the NHS
- Communal areas such as the studio and bubble rooms are cleaned in between groups.
- All carpets are cleaned weekly and fogging of all settings is completed every week by our Maintenance Team.
- Staff and children's toilets and hand wash basins are cleaned after every use.
- Maintaining children, staff and Learners groups so they do not mix together. If staff have to move from one room to another, where possible we will ensure they have a two day break in between. Staff will try not enter other rooms and 'mix bubbles' in case of isolation at a later date but at times this is unavoidable and the Managers will balance the risks of this. If we do need to move staff or allow access to staff from other bubbles, this will be managed alongside the LFT program and Managers will decide on the risk assessments for this as they occur. Clear registers are kept of staff and children's attendance in order to manage isolation effectively should a case occur.
- Social distancing between adults and children is not possible, or desirable, but excessive physical contact is discouraged in a way that children understand.
- Staff, families and Learners are expected to follow changing guidance from the Government in respect of maintaining everyone's safety.
- Staff maintain social distancing from their colleagues from other bubbles during their allocated break times and a limit of numbers of staff using communal areas at any one time. If staff are unable to manage social distancing from colleagues in corridors and hallways

there is a supply of face masks available to them to be used once and then disposed of immediately. Disposable masks must not be used more than once.

- 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 on 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.**
- Managers will keep details of children, staff and Learners holidays within the holiday file to ensure they are complying with current travel guidance restrictions and quarantine restrictions on their return. **Current Government guidance states no unnecessary travel overseas is allowed.**
- The Early Years Teams are collecting weekly data on child attendance for the DfE and Ofsted to manage the Coronavirus response nationwide and Managers will ensure this is collected and returned within the specified times as requested.
- Managers will 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 required at a later date.
- Visitors to the settings will be shown around out of hours, either in the evenings or at weekends and the areas they have come into contact with will be thoroughly sanitised. **Visitors will be sent guidance before they attend so they are aware of, and will be able to follow the guidance set out for their visit.** We will keep records and contact details of all visitors. Staff showing prospective parents around after hours will use a face mask and maintain social distancing. We will request prospective parents wear shoe covers and masks. Where possible we will ask just one parent to attend alone without children. Entry profiles with parents of new children will be conducted outside, as with trial sessions for new starters. If access is required indoors full PPE will be worn and the visit will be managed by staff.
- Children and staff are requested to attend appointments such as with GP's, dentists, Health Visitors etc on a day when they are not attending nursery. If this is not possible we request they go home, shower and change their clothes before coming back to the setting.
- Unless absolutely essential any contractors will not be able to access the settings while children, staff and Learners are present. If this has to happen they will have no contact with bubbles of children and the areas where they have worked will be sanitised immediately after. Deliveries will be received outside of the settings and wiped down with antibacterial spray before being brought inside
- 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.
- Any additional professionals required to attend the setting or the Training Centre such as SLT or specialist help, will be seen outside where possible. If they need to access the children indoors they will wear full PPE and their visit will be managed by staff
- Any additional course being run at the Training Centre will be held outside and Learners will be informed so they are able to wear suitable clothing. If students have to access the nursery because of inclement weather the person in charge must ensure the whole area is sanitised after the students have left.
- Learners within the Training Centre classroom will be limited to 8 at a time to maintain distancing. **Learners are expected to return to classroom teaching after the Easter break in 2021 and social distancing, wearing of face coverings and stringent hand washing and sanitisation of all areas will be in place at all times.**

- The Training Centre has a risk assessment in place for their Assessors to follow while visiting Learners in their workplaces. **Assessors will be able to observe Learners within their bubbles at Tigers settings as long as they are part of the LFT program and receive regular testing with negative results.**
- We have a temporary staff recruitment procedure in place.
- Where agency workers are required, we have requested the agency provide us with staff who have not attended another setting that week or have had a two day break in between to minimise the risk where possible.

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. **Their siblings or any other family members present in the setting will also be sent home.**
- The Manager will use their discretion and the guidelines issued by the DfE to decide what action to take. If there is any doubt the case will be treated as a suspected COVID 19 case and dealt with accordingly.
- 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.
- A Coronavirus symptom form will be completed with all the details of symptoms etc and maintained in the file until we are informed of the outcome.
- **If the child/person in the isolation hub later tests positive for coronavirus, the staff member caring for them in the hub will be required to isolate for 10 days from the date they attended to that person or child.**
- If a child, staff member or Learner calls in absent because they have symptoms of Coronavirus, the Manager 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.
- Anyone displaying symptoms of Coronavirus are unable to return to the setting until they have either:
 - a) received a negative Coronavirus test result
 - b) isolated for 10 days and the symptoms have subsided. (A residual cough may remain for some time)
- If we have a confirmed positive case of Coronavirus identified within the nursery or Training Centre we will immediately contact the DfE Helpline on 0800 046 8687 and select option 1

for further advice. The advice service will work directly with us to manage the response and actions to take. Parents and Settings will be contacted accordingly.

- In some cases, the advice may be to isolate all children, staff or Learners who have come into direct contact with the positive case for 10 days and we will contact those people directly. Everyone else will be informed accordingly.
- The Manager will follow guidance issued on our positive case checklist.
- Ofsted and the Early Years Team within the LA will be notified in accordance with guidance. If it is considered that the infection was contracted from the setting, RIDDOR will also be completed.
- **If the number of cases exceeds 2 within 14 days, if we have taken action but are still seeing more cases, if we are receiving media interest, if a child or staff member from the setting has been admitted to hospital because of coronavirus or if we need to close because of the numbers of people affected we will contact the Local Health protection Team for specialist support and advice**
- If a child, staff member or Learner is contacted by the Test and Trace program they will be expected to isolate for 10 days from the positive case first symptom, in line with current guidance. **If the person tested is asymptomatic it is 10 days isolation from the date of the test.**
- If a child misses any nursery sessions due to having to isolate or for symptoms of Coronavirus, these will be banked and can be used at another time. This also applied to Learners if they miss a paid for course due to these reasons and we will place them on the same course at a later date without charge. Full time children will be reimbursed at 50% refund for missed sessions.