



# **CORONAVIRUS (COVID 19) POLICY AND PROCEDURE**

The safety of the children, staff and parents who attend our Nursery is paramount. We will take our guidance from the Government regarding best practice in an effort to protect from and reduce the risk of the spread of infection of the Coronavirus. It is important to recognise that we can currently reduce the risk of infection, but not totally eliminate the risk. This policy and the procedures are liable to change at short notice. This policy forms part of our safeguarding policy.

## **Communication**

We will communicate changes to policy and procedure to all of our staff and users of the Nursery as quickly as possible. Communication will be electronic in all cases to ensure that there is consistency in the communication.

All communication will come via the manager of the Nursery and all questions must be directed to the manager and not to any other staff member.

## **Prior to re-opening June 2020:**

The Nursery and all washable equipment will be given a deep clean. There will be extra hand gel sanitizer units added to areas of the Nursery to make them more accessible to staff. The recommended personal protection equipment will be in place, for example, gloves and aprons for intimate care changes of the children.

As much of the soft furnishings as possible will be removed from the Nursery and stored, along with complex items of equipment that would be difficult and very time consuming to keep clean on a daily basis.

All staff will be briefed on the introduction to this policy and the procedures. They will only be allowed to return to work once they have proven that they fully understand and will comply with this policy and procedures.

Staff will be given the option to speak individually with the manager to express any concerns or anxiety that they may have about the return to work.

A full risk assessment of the building and operations specific to the coronavirus will be made prior to opening.

## **Parents - Drop off and collection**

Facemasks/visors must be worn by staff and parents

## **Pre-School**

- Drop off is from 8am unless you have booked an early session.
- Pre-school should enter through the main front entrance. Please queue responsibly to the left side of the building (when facing it) along the railings (markers will be placed on the floor).



- Parents will enter the porch and hand their child to a member of staff at the bottom of the stairs.
- Pre-school parents will not be permitted to enter the classroom.
- Collection - please ring the bell at the main front entrance (black gate). Please do not enter the building. Children will be brought down to parents and handed over.

### Toddlers

- Drop off will be from 8am unless you have booked an early session.
- Toddlers should enter through the rear garden gate and queue responsibly outside the gate. A doorbell is located outside for you to ring and notify the Nursery that you are waiting
  - Please note: Our neighbours have requested that we do not encroach onto their property and we ask that you respect their wishes.
- Parents should remain outside of the gate at all times and handover to a staff member
- Collection is from the rear of the building, through the garden. Please ring the new door bell located on the garden fence.
- Parents are asked not to enter the building but to collect from the door. Exit back through the garden gate.

### Babies

- Drop off will be from 8am unless an early session has been booked.
- Parents should enter through the main front porch area.
- Collection: Please ring the bell at the main front entrance (black gate).
- Parents will be advised by staff when they can enter the porch so that we can manage the number of parents on site.

Parents with siblings can drop both children at the main nursery porch entrance

We will monitor the flow of parents/children and the above is subject to review. If there is overcrowding in the mornings and at the end of the day the manager may wish to set parents a time slot for drop off and collection. There will be 10-minute slots and parents must adhere to these times. For example, 5 children will be given the time 8am till 8.10am, this allows for a 2 minute drop off for each child.

When children return to the Nursery please adhere to the following guidelines:

- Only one parent is allowed to drop off or collect.



- We ask that parents follow the usual Nursery sickness policy and do not bring the children to the Nursery if they are not well enough to take part in all activities or they are infectious in any way. If in doubt, please contact the Nursery manager. Please refer to the updated Sickness Policy for guidance on Covid-19.
- At drop off / collection parents will be asked to respect the social distancing and give other families space.
- Please make sure you are updating Family with your estimated collection time to help Nursery staff co-ordinate collections.
- To enable swift collection, at handover there will not be time for normal daily updates. All communication will be via the Family app, for all classrooms.
- Should any behaviour issues need to be addressed, staff will contact parents by phone during the day. If the behaviour continues, we will organise a convenient time to discuss this face to face.
- Facemasks/ visors must be worn by staff and parents
- Temperatures will be taken of all children upon arrival at Nursery prior to them entering the building.

Where possible we ask staff and parents to either drive, walk or cycle to the Nursery as per government guidance.

## Staff

- Staff will wash their hands upon arrival and follow the usual best practice washing their hands before and after intimate care procedures and mealtimes. Staff must also wash their hands in accordance with the Nursery Coronavirus Cleaning and Hygiene procedures.
- Staff must pay particular attention to handwashing before and after supporting children who need help with nappy changing, toileting or eating, as well as avoiding touching their own face whilst at work. See Cleaning and Hygiene Policy.
- Face coverings and use of Personal Protection Equipment the government guidance is as follows:  
*“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. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children, and learners to wear face coverings”*
- Other PPE equipment (gloves and aprons) will be available as per usual for any intimate care and use at mealtimes.



- Where possible we ask staff and parents to either drive, walk or cycle to the Nursery as per government guidance. If travelling by public transport, we recommend that adults wear a face mask.
- Staff have access to lateral flow testing at Mortlake Library and Rapid lateral flow test at the Nursery which they can use twice weekly.

### **Social Distancing at Nursery**

The government acknowledges that social distancing in an early years setting is difficult. The measures within this policy are intended to minimise risk of infection or the spread of infection.

The Nursery will carry out its own risk assessment.

- We realise that social distancing is difficult when dealing with small children as part of the role is to support their emotional wellbeing.
- Staff should provide comfort to children where it is necessary but not initiate contact if not required.
- Staff where possible, should practice social distancing with work colleagues and be considerate of all staff and other adults.
- Staff should use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs, and stories. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children (these ideas will be shared via the Family App and newsletters).
- Parents must follow the Nursery drop off and collection procedures.
- Staff-Children ratios will be maintained throughout all rooms. Where possible staff will remain working in the same rooms with the same groups of children. This includes bank staff as required.
- Sleep times: For children who require a sleep (usually after lunch) they must be given as much space between other sleeping children as the room allows and in no instances must they be facing each other (children must be top and tailed, so that if a child has their head at one end of the bed the next child must have their feet at the end of that bed).
- Staff will be given staggered lunch breaks and whilst in work time, where possible, only engage with staff within their own bubble. However as restrictions have relaxed, a max of 5 staff members can be in the staff room
- Kitchen Access: Only 1 chef and 1 other member of staff are allowed in the kitchen at any given time. Please ensure hair nets and shoes are worn at all times and sanitize hands upon



entry. Only enter to collect resources, laundry or food. Please always knock before entering.

- Garden: The garden area should be used by all children as much as possible, but still remain separate from other room classes. The following are the times that the children can use the garden:

Babies: 10.00am - 11.00am and 3.00pm - 4.00pm

Toddlers: 8.30am - 10am and 4.00pm until the end of the day

Pre-School: 11.00am - 3pm (they also have use of the balcony during the day)

Please discuss with other rooms if you can access the garden during their allotted times if they are not using it or if they are on an outing

### **New guidance on water play during Covid-19 restrictions – Water play is now allowed in EYFS settings**

#### **Quarantine**

In line with the government guidelines, following any travel abroad children will be required to self-isolate for 10 days and therefore should not attend Nursery.

#### **General Hygiene (Please refer to the Nursery Hygiene Policy)**

- Staff must prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys, and surfaces must be cleaned and disinfected frequently.
- Ventilation: As much ventilation as possible should be given to all rooms during the opening hours of the Nursery.
- Air Filtration: The air filtration units on each floor effectively remove 99.9% of all harmful bacteria in Coronavirus bacteria and will be on maximum filtration during Nursery hours.

#### **If a child becomes unwell with symptoms of Coronavirus (Covid 19) whilst at the Nursery**

If any child becomes unwell with a new, continuous cough or a high temperature (37.8°C) they must be sent home and advised to follow the stay at home guidance.

*“Where the child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should 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”*

If a child is awaiting collection they should be moved to the office where they can be isolated behind a closed door, with appropriate adult supervision. The adult with them will be required to wear a disposable face covering, gloves and an apron and cover to the eyes if necessary. Ideally, a window should be opened for ventilation.



If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

<https://www.gov.uk/apply-coronavirus-test>

### **Children with Siblings showing symptoms of Coronavirus**

In the event that any family siblings show signs of any coronavirus symptoms then following government advice, your child should remain home and isolate for 10 days. **Under no circumstances should your child come in to Nursery.**

### **Childcare at Other Settings**

Children attending Nursery can be also be cared for in another childcare setting, however please inform the management team that this is occurring.

### **If a staff member becomes unwell whilst at the Nursery**

If a staff member becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the stay at home guidance. If they need to go to the bathroom then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

### **Testing**

If a staff member is unwell, we want them to stay at home and recover. However, we also need to be able to have the information if a member of staff has coronavirus or not. We will ask all staff with symptoms to book in for a test via the Government website <https://www.gov.uk/apply-coronavirus-test> and ask for the result to be shared with us as soon as they have the information. Lateral flow testing is now available to all EYFS staff.

Staff now have access to Nursery Lateral Flow testing, which is encouraged but not mandatory, to be done twice a week at home, or if you are feeling under the weather. These rapid tests can be taken as long as you are not showing any signs or symptoms of COVID-19. If you would like to take part in weekly lateral flow testing please discuss this with your management team and they will take you through the steps in accordance to the government guidance.

Staff must not attend with immediate effect and for at least 10 full days from the day after:

- the start of their symptoms
- the test date, if they did not have any symptoms but had a positive rapid lateral flow device test or polymerase chain reaction (PCR) test (if a rapid lateral flow test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting).



**Should a confirmed case happen within the Nursery, the manager and the team will implement the following government guidance**

*“Where the child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days after symptoms present and if no symptoms presented 10 days after a positive PCR test.. 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”*

Our policy of ensuring that children remain in their respective classrooms should ensure that only small groups of children and staff are forced to self-isolate, rather than closing the entire Nursery.

**Children with symptoms on the current NHS or PHE list of Coronavirus Covid-19 symptoms must not attend Nursery under any circumstances. This includes, but is not limited to, cold symptoms, or the need for Calpol (or similar) to control a temperature. You must inform the Nursery manager if your child is absent due to Covid-19 symptoms. Adults with Covid-19 symptoms will not enter the Nursery site at any time.**

We encourage all households to get tested if they have symptoms of the coronavirus. Test results MUST be shared with Nursery staff.

If any child or member of staff receive an official NHS covid19 POSITIVE test then that child’s classroom will be closed for 10 days. During those 10 days all children and staff from that classroom must self-isolate.

Due to the shared responsibility for social distancing and good hygiene practices between Nursery and families any subsequent Nursery closure resulting from a POSITIVE official NHS Covid-19 test during this 10-day period we reserve the right to charge the standard fees. This is necessary as no Nursery insurer will cover any Nursery for business interruption due to Covid-19 related closure.

Nursery will confirm via email any closures due to isolation periods and reopening dates.

**Visitors to the Nursery**

- Show rounds will now be held from 7.30am-8am and 6pm-6.30 to limit transmission of infection as much as possible. Face masks must be worn and temperatures taken upon arrival as well as sanitising hands.
- Maintenance will be limited to essential works as necessary.
- Deliveries should be left in the walkway and gloves should be worn by staff to bring in all items.
- Ofsted and Local Authority Local authority advisors must notify us in advance if they are to visit the building and the reasons why.



**Risk Assessment**

A full risk assessment will be carried out by the manager and members of the senior team prior to opening. Protective measures will be put in place for staff and children, as far as is possible, to ensure that the risk of transmission is reduced. The staff must adhere to these measures outlined in this risk assessment and report any breaches or concerns immediately to the manager.

**Cleaning and Hygiene Policy and Procedure**

The Nursery will have its own cleaning and hygiene procedure that must be adhered to at all times. Within this policy staff must ensure that they are keeping themselves, their colleagues, and children free from risk and harm.

**Zero Tolerance**

To ensure that children, staff, parents, and our wider community are protected the Nursery policies regarding Coronavirus must be followed. Any staff member that does not follow these procedures either through choice or poor practice will face disciplinary action that may lead to dismissal.

We shall continually review this procedure to ensure that firstly it minimises risk of infection and secondly it causes the least disruption to our children, parents and staff

**At all times please follow government guidance. For further information see:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/984864/Actions\\_for\\_early\\_years\\_and\\_childcare\\_providers\\_during\\_the\\_COVID-19\\_pandemic.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984864/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf)

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
25 May 2020		25 May 2020	25 May 2021



## Stay at Home guidance for households: current guidelines illustrated

Criteria and guidance applied as of 17/03/2020:

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

**Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation**

		DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Person in household																							
Example household 1	A	X								✓													
	B				X								✓										
	C																✓						
	D																✓						
Example household 2	A	X								✓													
	B				X								✓										
	C														X							✓	
	D																✓						

Key: X = when illness started - first day of symptoms  
✓ = allowed to go out again