

## Littleport Community Pre-school Pandemic Policy (In response to COVID-19 outbreak)

Littleport Community Pre-School intend to use this policy to provide precautionary measures and to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

### Aim of Policy

This Policy defines and assists the operating arrangements in place within the Pre-School, that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid-19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The Policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

### Method

As early years providers we endeavour to offer a continuum of extremely high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure reasonable social distancing is enabled and that good hygiene practices are implemented, as well as avoiding contact with infected children and adults or anyone displaying symptoms. It states that the protective measures put in place for children, parents and staff reduce the risk of transmission. We will continue to follow all our other policies if they do not conflict with this policy and be guided by the EYFS as best as we can.

**In the event of a scenario not covered in this policy, the most senior member of staff onsite should telephone the DfE advice line to seek clarification and the most appropriate course of action.**

### Focus/ Areas of Consideration / Recommendations

#### Children Attendance

- Only children who are symptom free, have not been contacted by Track and Trace, (or have completed the required isolation period) and are well enough to attend with a temperature below 37.8, for the past 48hrs, should attend the setting. If children have displayed symptoms, they must have a negative Covid-19 test and not had a temperature for the past 48hours before they can return.
- For isolation purposes any inconclusive tests will be considered as positive, unless another test can be taken within the 5-day window that comes back negative, then that will override the inconclusive test.
- We ask that children show a copy of a negative test before returning this can be done via email to [littleportcommunitypreschool@hotmail.co.uk](mailto:littleportcommunitypreschool@hotmail.co.uk).
- If a child develops Covid-19 symptoms in session, parents will be immediately contacted to collect their child and the measures listed in this Policy will be followed. All equipment out in the room will be removed, cleaned and isolated for 72 hours.
- **In line with our existing policies, session fees will still be payable if your child is off with COVID related absence.**
- Extremely vulnerable children should seek further advice to see if they need to still be shielding.
- Littleport Community Pre-school will remain open unless it is advised/told to close by Central Government, the Health Protection Team, The Local Authority or Ofsted due to positive cases or local lockdowns.
- In the event of a forced closure, the Committee will consider the most appropriate and fairest form of action.

- Latest guidance advises that vaccines may cause a mild fever and in this case a test is not required unless COVID 19 is suspected. However, parents and carers should monitor any side effects.

### Wellbeing and Education

- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
- Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's needs for emotional support at this time.
- EYFS framework will continue to be delivered through play and adult led activities.
- Pre-School will provide children with drinking water during session in individual beakers which will be thoroughly cleaned between sessions and will be refreshed as needed.
- Sun cream should be applied by the parents/carers before children arrive at the Pre-School. If a child attends all day, then staff will reapply sun cream in line with the Sun Protection Policy. Parents should provide children with a named sunhat.

### Staff

#### Attendance

- Staff should only attend Pre-School if they are symptom free, have not been contacted by Track and Trace (or have completed the required isolation period) and are well enough to work having had a temperature of below 37.8 for 48 hours. If staff do develop symptoms, they are to try and obtain a test within 5 days of the onset of symptoms. If a negative test result is given and they are well enough to work, then we ask that staff show a copy of the negative test result upon their return. Clearly staff with a positive result should not return to work and should follow the Government isolation advice. All staff and their household members are eligible for testing if they display symptoms.
- For isolation purposes any inconclusive tests will be considered as positive, unless another test can be taken within the 5-day window that comes back negative, then that will override the inconclusive test.
- If a member of staff is off work due to symptoms or due to Track and Trace, then they will be entitled to statutory sick pay from the first day they are off as per the current Government regulations. Staff will be expected to notify management as normal of their time away from work and advise how long they expect to be off. Staff will be required to obtain a self-isolation note from the NHS website to support the SSP claim. Alternative arrangements for staff pay may be offered at the Committee's discretion - SSP is the minimum that will be received.
- If a member of staff develops Covid-19 symptoms, cover will be found, and the member of staff will be sent home to get tested immediately. All equipment "out" in the room will be removed, cleaned and isolated for 72 hours.
- If the pre-school is advised/forced to close due to Covid-19 then the Management Committee will seek their own advice and will discuss furloughing options with all staff at this time.

#### Social distancing/ Grouping /Safety

- A risk assessment has been carried out to address any risks from the virus and ensure appropriate safety measures are in place to control risks. This is regularly updated and is available to view.
- Staff to be informed of measures in place with risk assessments been emailed across to staff.
- Emergency revisions to the EYFS may be implemented when advised by the government, the Pre-School will, where possible continue to meet the EYFS fully.
- Staff have been advised by the Government not to wear PPE such as facemasks during their day but should continue to wear PPE at the usual times, such as intimate care which includes wearing

disposable gloves and an apron. If a member of staff is caring for a child who has developed symptoms of COVID-19 throughout the day, they will be required to wear a face mask whilst they look after the child who is isolating from the group, waiting to be collected. This is because a 2-metre distance is not able to be kept from a child displaying symptoms.

- The staff member who was caring for the unwell child should continue to wear PPE and clean the affected area with disinfectant.
- All PPE should be removed and disposed of in a nappy sack and disposed of in the nappy bin, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they develop symptoms themselves.
- Social distancing must be maintained during breaks.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each day.
- Staff are advised to remove their work clothes as soon as arriving home and take a shower immediately to remove any germs they may have picked up.

### Training

- Where possible, meetings and training sessions should be conducted through virtual conferencing or social distancing should be maintained throughout the meeting.
- All staff members must receive appropriate instruction and training in infection control and the standard operating procedures and risk assessments within which they will be operating to. If they feel they need any training, then they are to inform the Office so that this can be organised.
- Online training may be available to allow their training levels to be maintained if appropriate.

### Parents

#### Social Distancing

- Only parents who are symptom free, not been contacted by Track and Trace (or have completed the required isolation periods/had a negative test result), will be able to drop off or collect their child.
- We will advise that parents follow the social distancing guidelines, wear a face covering if medically able to do so and follow the one way system on the school site.
- Parents will be called forward at the gate to drop off or collect their child one at a time and it will be encouraged that only one parent/carer to drop off or collect their child per household to limit the number of people on site.
- When parents are waiting to drop off or collect their child, social distancing should be maintained following the social distancing markers placed outside the preschool gates.

#### Communications

- Parents should receive clear communication regarding the role they play in the safe operating procedure and measures being taken to ensure the safety of their children and themselves, this will be via email and through our facebook page.
- Parents should inform pre-school of their circumstances if anyone in the household becomes ill and if they plan to keep their child away, this helps Pre-School to conform to our safeguarding policy.

### Visitors

- Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the Pre-School unless essential (e.g. essential building maintenance/ Ofsted). Visitors should be asked if they are displaying any symptoms of COVID-19 or if they have been advised by Track and Trace to isolate.

- Where essential visits are required, these should where possible be made outside of the usual Pre-School operational hours.
- As far as possible parents and carers should not enter the premises unless there is an emergency.

#### Travel

- Wherever possible staff and parents should travel to preschool alone, using their own transport or if possible, walk.
- If public transport is necessary, current guidance on the use of public transport must be followed.
- Parents should avoid visiting any shops on the way to Pre-School.
- Parents are advised that they cannot leave any travel accessories including buggies, car seats, scooters in the setting premises or grounds.

### **Hygiene and Health & Safety**

#### Hand Washing

- All children and staff must sanitize their hands upon arrival at Pre-School.
- Hand sanitizer will be available for all children and staff to use regularly.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
- Bodily fluid spills should follow the correct procedures as normal.

#### Cleaning

- An enhanced cleaning schedule has been implemented that includes furniture, surfaces and children's toys and equipment. There is a cleaning rota in place and staff are responsible for ensuring the area is cleaned frequently.
- Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly at the end of every session.
- If a child becomes ill, then the area that they wait to go home in will need a deep clean. If anyone becomes ill at the Pre-School all toys and equipment out will be removed and furniture cleaned. Resources removed will be deep cleaned at the end of the session and will also be placed in 72-hour isolation.

#### Waste disposal

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues etc that have been used by a child or staff member with suspected COVID-19 must be disposed in a nappy bin in the nappy bin.
- Tissues must be immediately disposed of and placed in a bin.
- Bodily fluids must be bagged and disposed of in the nappy bin.
- Tissue bins will be emptied as need throughout the session and at the end of the day.

#### Risk assessment

- The setting has a risk assessment addressing the risks from the virus and due consideration has been given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- Pre-School will limit the resources that we have available for the children, including any toys which have intricate pieces that would be hard to clean, whilst still ensuring that all areas of the EYFS are represented in every child's day.
- Toys and resources will be removed and cleaned at the end of each session, toys will either be sprayed with a disinfectant spray and left to air dry or will be sterilised in Milton (or similar sterilising tablets/fluid if Milton is unavailable).

- Remove anything which cannot be easily wiped down or cleaned at the end of the day and isolate for 72 hours.
- Children should be encouraged not to put toys and equipment in their mouth. If it is noticed that a child has placed something in their mouth it should be removed so that it can be disinfected.
- Baking, food play and finger painting should be avoided.
- The use of large equipment such as obstacle courses which involve cones, hoops, tunnel play, large balls and stepping-stones will be prioritised over other forms of play such as stickle bricks and Lego.

#### PPE

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission.
- PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.
- If a child shows symptoms, staff should wear a face mask, visor, disposable gloves and apron if a 2-meter distance cannot be maintained. PPE should be disposed of following government guidelines.

#### Premises Building

- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening.
- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained.

#### Resources

- Children should not be permitted to bring items from home into the setting unless essential for their wellbeing. Any comforters that are brought in from home should be clean and hygienic. Any belongings that are brought in from home should remain in the child's bag.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationary should be allocated to individual staff members where possible and cleaned regularly in between use.

#### Supplies Procurement & Monitoring

- The preschool should ensure an adequate supply of essential supplies and that contingency plans, such as additional suppliers, are in place to minimise the impact of any shortages of supplies. (Anti-bacterial sprays, Gloves, hand sanitizer, hand soap, paper towels).
- The Pre-School will not be able to operate without essential supplies required for ensuring infection control.
- A monitoring system for the use of PPE is essential to ensure that a supply of stock is available to all who require it to meet the operational needs of the setting.

#### **Responding to a Suspected Case**

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the current NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others and be cared for by one member of staff wearing full PPE. If possible, a window or door should be opened for ventilation.
- Pre-school will provide suitable PPE for the staff member caring for the child such as a face mask, disposable gloves and apron.

- The area should be thoroughly cleaned immediately after the child has been collected.
- The person responsible for cleaning should ideally be the same person dealing with the unwell child and they should continue to wear their PPE. This should then be disposed of according to current government guidelines and placed in a nappy bag and put in the nappy bin.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the preschool , they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.
- Now Early years settings are open to more children, all children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, and their parents or carers not to need to self-isolate any longer than necessary if the test proves to be negative. A positive test will ensure rapid action can be taken to protect other children and staff.
- We ask all parents and carers to ensure they organise a test for their child, if they develop coronavirus symptoms, and notify/ provide us immediately of the result.
- In the result of a positive test the most senior member of staff is to follow the government guidance to notify the correct authorities that there is a positive case and seek advice on the required course of action. They will follow the current “What to do if a child is displaying symptoms of coronavirus” document that is always displayed on the COVID board, in addition to this early years services will be notified.

**Monitoring of this policy**

This policy will be reviewed termly unless government guidance conflicts the policy, then it will be reviewed immediately.

<p>▪ This policy was adopted by</p> <p>On</p> <p>Date to be reviewed</p> <p>Signed on behalf of the provider</p> <p>Name of signatory</p> <p>Role of signatory (e.g. chair, director or owner)</p>	<p style="text-align: center;">Littleport Community Pre- School <span style="float: right;"><i>(name of provider)</i></span></p> <p>_____ <span style="float: right;"><i>(date)</i></span></p> <p>_____ <span style="float: right;"><i>(date)</i></span></p> <p>_____</p> <p>_____</p> <p>Lucy Ambrose</p> <p>_____</p> <p>Chair</p> <p>_____</p>
--	---

Read, signed and dated by staff:
