



## COVID-19 POLICY & PROCEDURE

Our first separate written COVID-19 guidance was introduced in May 2020, in response to the pandemic. Further to that Chosen Treasures came up with a written policy and procedures using current guidance issued by the Government, Public Health England, National Institute for Health Promotion and our Local Authority (LA), and is adjusted accordingly when changes occur.

Chosen Treasures aims to work in partnership with parents/carers and the staff team to ensure that everyone understands and follows the following Safe Operating Procedures.

The core guidance from the government on “Actions for early years and childcare providers during the COVID-19 pandemic” [can be found here](#).

### CHILDRENS ATTENDANCE

**Children must not attend nursery if unwell for their own wellbeing and for the safety of others. Children will not be accepted to the nursery if they have been given Calpol or any other medication that can mask fever symptoms.**

Children who display the following symptoms should not attend nursery.

- High temperature
- A new continuous cough or a loss/change to a sense of taste or smell

Recent symptoms identified includes:

- Runny nose
- Headache
- Fatigue (either mild or severe)
- Sneezing and sore throat.

Any child with the above symptoms must not attend for 10 days until they have completed the required isolation period and provided an evidence of a test showing negative for COVID-19 using a PCR test in line of government guidance. Evidence should be sent to the Nursery manager.

- Staff reserve the right to take children’s temperature on arrival at nursery and will not admit any child with a high temperature. We will usually take a temperature if a child or accompanying parent/carer appears unwell.
- Only children who are symptom free or have completed the required isolation period should attend the setting.
- We will ensure prompt exclusion to prevent the spread of any infection.

## **STAFF ATTENDANCE**

- Only staff who are symptom free or have completed the required isolation period should attend the setting.
- Any staff member with a high temperature, a new continuous cough or a loss/change of smell or taste,
- Runny nose, Headache, Fatigue (either mild or severe), Sneezing and sore throat must not attend for 10 days or until they test negative for COVID-19 using a PCR test.
- For any staff member living in a household where another person has the above symptoms must not attend nursery for at least 10 days or until they test negative for COVID-19 using a PCR test. This requirement to self-isolate does not apply if the staff member has been fully vaccinated against COVID-19 and does not have any symptoms.
- Any staff member contacted by Track & Trace and instructed to self-isolate is expected to self-isolate in accordance with the law and Public Health guidelines.
- Staff will be risk assessed if returning to work after a period of isolation or having had COVID-19.
- Staff in the nursery will be limited to the number which is needed for the number of children expected.

## **PHYSICAL DISTANCING & FACE COVERINGS**

- Staff will wear face coverings when admitting or handing over children to parents/carers.
- Staff may wear face coverings when working with the children if they wish.
- Staff will wear face coverings in shared access areas of the nursery including staff room or the office, except in the following circumstances:
  - a single staff member can be in the staff room without a face covering if they choose – other staff must knock and alert them before entering so they can both put on a face covering
  - face coverings can be removed in the office by one staff member alone.
  - face coverings can be removed by staff once seated in the staff room – as long as they are physically distanced from any other member of staff
- Staff members will avoid all close contact with each other. Staff will follow social distancing guidelines and remain 2 metres apart from each other or from parents/visitors where possible.

## **WELLBEING & EDUCATION**

- Children will be supported in age appropriate ways to understand the steps they need to take to keep themselves safe including regular thorough handwashing and sneezing into a tissue and throwing it away in designated bins.
- Children will be supported to understand the changes and challenges they may encounter as a result of COVID-19 and staff will be aware of children's attachments and their need for emotional support at the moment.
- We will concentrate on building secure attachments and will continue to observe and assess the children, regularly

- We will speak with parents/carers if we have any concerns; likewise encourage them to speak with their child's key person or manager if they are anxious or have any concerns about their child's wellbeing.

## **TRAINING**

- All staff members will receive appropriate instruction and training in infection control and the relevant operating procedure and risk assessments.

## **RESPONSIBILITY**

- All staff members are responsible for ensuring that children, parents/carers and staff members follow this policy in full.

## **PARENTS & CARERS PHYSICAL DISTANCING**

### **DROP OFF/COLLECTION**

- Only parents/carers who are symptom free and/or have completed the required isolation periods will be able to drop off and collect their child.
- Parents/carers must wear a face covering when dropping off or collecting their child. Any parents/carers who are exempt under current guidelines must notify the nursery manager.
- Parents/carers of children should place lunch bags on the trolley rather than handing it over to staff.
- Parents/carers must remain distanced from one another when waiting to drop off or pick up children.
- Parents/carers must stay 2 metres away from staff.
- Parents must not come into close contact with other children or staff.
- Parents will not be able to enter the nursery except for limited reasons, such as settling a child who may become distressed, or during the settling in sessions of another new child which may take place outdoors.
- All parents/carers should kindly wait behind the crowd barrier during drop off and pick up where children will be collected or handed over by a member of staff. Please do not cross beyond the crowd barrier.

## **COMMUNICATION**

- Parents will receive clear communications regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents should use 'TeachKloud', an electronic way of sharing information and accessing individual child's learning folder on any smart device by logging in.

- Communication with your child's keyperson will still continue. The use of WhatsApp platform as well as telephone conversation or e-mails if there are any personal information that needs to be shared.

## **VISITORS**

- Expected visitors must sanitize their hands when entering the nursery. Temperature will be taken using a forehead thermometer and shoe cover offered to be worn prior to entry.
- All surfaces touched or objects handle by visitors must be sprayed with disinfectant and wiped down upon their departure.
- All visitors to remain strictly 2 metres away from staff.
- All visitors must wear a face covering while in areas of the nursery with children in them, or where they cannot stay 2m away from staff. This includes any person taking a tour of the nursery while it is open.
- Parents, staff, children or visitors must not enter the nursery if they are displaying any symptoms of COVID-19.
- Visits will be kept to a minimum quantity and length of time, and will take place, as much as possible, when there are minimal numbers of children in the nursery. This includes prospective family visits, and any settle sessions with parents/carers.

## **TRAVEL**

- Wherever possible staff and parents should travel to the nursery alone, using their own transport
- If public transport is necessary, current government guidance on the safe use of public transport must be followed.
- Parents may leave travel accessories such as buggies and scooters at their own risk at parking bay.
- Local/major outings will be fully risk assessed and communicated with parents as always.
- Extra care will be taken to ensure thorough hand washing after outings.
- Children will not be allowed to approach other groups whilst on outings.

## • **HYGIENE, HEALTH & SAFETY**

### **HAND WASHING & PERSONAL HYGIENE**

- All children and staff must wash their hands on arrival at the nursery.
- Staff will support children to wash their hands on arrival to nursery. There will be encouraged to practice regular hand washing throughout the day and thereafter such as after wiping their nose, before and after eating, when coming in from the garden, before touching their faces.
- Hand sanitiser will not be used on children.
- Staff will also wash their hands regularly as positive role models such as before preparing and serving food, after wiping children's noses, after cuddling children, after supporting

toileting or nappy changing, after handling items brought in from outside the nursery, before eating, before touching their faces, and before leaving the nursery. They will also use hand sanitizer when needed.

- There are displayed posters in the toilet and rooms to remind children about regular handwashing.
- Tissues will be available in the rooms which will be disposed of appropriately into 'Catch it, bin it, kill it' bins
- It is important for your child to bring in their own labelled water bottle. This will be refilled when it runs out and will be sent home each day so that they can be cleaned.
- We would encouraged regular washing of coats and jacks.

## CLEANING

- All frequently used surfaces (tables, counter tops, stair gates, toilets, sinks, ) will be cleaned and disinfected regularly.
- All accessed areas including floors, door handles and light switches will disinfected daily going through our vigorous cleaning checklist.
- We will continue to follow the government guidelines regarding health and safety ie: completing risk assessments to ensure every area have undertaken a deep clean.
- Procedures for cleaning resources are explained in the sections below.

## WASTE

- All waste will continue to be disposed of in a safe and hygienic way.

## LAUNDRY

- There will be no sharing of bedding and flannels. Sleeping mats are disinfected and Individual bedding sent home for washing.

## PPE

- There will be no use of PPE among children or staff. However, individual staff may require the use of PPE if there is the need as well as when changing nappy or looking after a child who presents as unwell with symptoms of Covid-19.

## PREMISES & RESOURCES

### BUILDING

- Windows will be kept open when possible to ensure good ventilation.

## RESOURCES

- Children are not permitted to bring items from home into the setting, including toys unless absolutely essential for their wellbeing. When this is the case items must be cleaned on arrival.
- Any toys or other resources accessed by children will be cleaned and disinfected prior to being put away by the end of the day.
- To manage cleaning of resources, some difficult to clean items may be removed from the rooms. Free access to some resources indoors may be limited at particular times, so that staff can control when children use resources and they need to be cleaned.
- We will follow the EYFS curriculum with more outdoor learning where children will be able to explore extensively.
- Equipment used by staff, such as tablets and stationery will be allocated to individual staff members where possible and cleaned at least daily.

## SUPPLIES

- The setting will ensure an adequate supply of essential stock, such as gloves, aprons and disinfectant materials as the nursery will not be able to operate without essential supplies to ensure infection control.

## RESPONDING TO A SUSPECTED CASE

- If anyone becomes ill with a high temperature, a new continuous cough or a loss/change of smell or taste in the nursery they must be sent home and advised to follow the “Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection”.
- If anyone shows recent symptoms of the (Omicron variant) such as
  - Runny nose
  - Headache
  - Fatigue (either mild or severe)
  - Sneezing and sore throat

They will be sent home and advised to follow the government guidelines.

- If a child is waiting to go home, they will be isolated in a well ventilated area.
- Staff will call 999 if they become seriously ill or their life is at risk.
- The staff member responsible for the child during this time should if possible be someone who was already working with that child.
- The staff member caring for the child will wear appropriate PPE if it is not possible to remain distanced from that child.
- If the child needs to use the bathroom whilst waiting to be collected they should use a separate bathroom. This should be thoroughly cleaned and disinfected before being used by anyone else.

- The member of staff who has cared for the child who was unwell does not need to go home unless they develop symptoms.
- The area where the child was isolated should be thoroughly cleaned and disinfected by the same staff member.
- PPE worn which includes a mask, face shield, gloves and apron will be double bagged once no longer in use and labelled with the date and time of disposal and stored in the dedicated bin for 72 hours and then disposed of through the usual channels.
- The staff member should wash their hands thoroughly for 20 seconds.
- If we happen to have a confirmed positive case of Coronavirus identified within the nursery, 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 and members of staff 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.
- Ofsted and the Early Years Team within the Local Authority will be notified in accordance with the guidance. If it is considered that the infection was contracted from the setting, RIDDOR will also be completed.
- Positive tests will be reported to the National Institute for Health Protection (NIHP) and Ofsted by the nursery. National Institute for Health Protection (NIHP) Brings together Public Health England (PHE), NHS Test and Trace and Joint Biosecurity Centre (JBC) under a single leadership.
- Chosen Treasures is responsible for contacting the 'National Institute for Health Protection' if a case is confirmed or if an asymptomatic person is admitted to the hospital or a possible case refuses testing.

### **Lateral Flow Testing (LFT)**

- Chosen Treasures provides Lateral flow testing and is used to identify cases of Covid- 19 where no symptoms have been displayed (i.e. asymptomatic testing). However, suppose a member of staff is displaying covid symptoms. In that case, lateral flow testing will not be used and will follow our COVID 19 policy procedures instead, and should, if possible, book and take a PCR test (Polymerase Chain Reaction, i.e. a test for those with Covid symptoms and self-isolate until they have received their results.
- All staff members are offered this testing including bank staff and volunteers. Although this is not compulsory, Chosen Treasures strongly encourages all named above to participate.
- Staff that have tested positive with COVID 19 in the past are exempt from LFT testing for 90days after their positive results. It is safe for pregnant women to take LFT.

### **Distribution of test kits**

- The Nursery Director/Manager/COVID 19 Co-ordinator distribute kits to all staff, bank staff and volunteers which is signed for and recorded.
- Full instructions on how to use the tests are provided with the test kits as well as physical demonstration shared via staff WhatsApp platform. Tests should be taken twice a week,

ideally at home, with a gap of three or four days between each test which the nursery recommends to be done on Mondays and Thursday. Each box contains seven tests.

### **Test results**

- Staff who get a negative test result should log their result via the NHS Test and Trace [self-report gov. UK page](#). They can then continue working, though they must keep following Covid-19 guide lines as normal.
- Staff with a positive result from LFT test should report their results to NHS Test and Trace as soon as the test is complete, [self-report gov.uk page](#).
- They should also let their setting know so that they can identify close contacts and make cover arrangements.
- The member of staff and the rest of their household should immediately self-isolate and conduct a LFT.
- **The staff member will not need to book a confirmation PCR (Polymerase Chain Reaction) test to confirm the result according to the new government guidance.**

[stay at home: guidance for households with possible or confirmed COVID-19 infection](#)

### **Covid-19 Coordinator's responsibilities:**

- The Nursery Director/Manager/Covid 19 Co-ordinator will cover the overall management of the LFT scheme and engage and communicate with staff and parents.
- Distribute test kits and manage the distribution schedule
- Manage kit and stock
- Record self-reported results and send reminders to staff to report their results online/ WhatsApp to the setting
- Respond to staff questions about testing and ensure that staff follow the right instructions
- Reports incidents and carry out risk management
- Reorders test kits when required
- keeps a test kit log, where records for test kits given out are recorded in case there is an incident requiring investigation or batch recall.

### **How we will share the policy:**

All new and existing parents/carers will be informed of the guidance. This will be emailed to all with continues update, changes and adjustment via email, WhatsApp and phone calls.

Please note that any information within this policy may be subject to changes announced by the government.



<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>Jan 2022</i>	Manager	<i>Jan 2023</i>