

# Policy for dealing with COVID -19



This policy is an ongoing working document which works in line with our

Risk Assessment - see Appendix 1

Policy created: 2<sup>nd</sup> May 2020

Review date: Ongoing



Covid 19 Policy May 2020

## 1. Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever (37.8 degrees or above) • Loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

### 1.1 How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

## 2. Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

- Washing your hands often (for 20 seconds or longer) - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- Covering your cough or sneeze with a tissue, then throwing the tissue in a bin. Catch it, Bin it, Kill it
- People who feel unwell should stay at home and should not attend work or any education or childcare setting (see below: Guidance on dealing with suspected or confirmed cases of COVID-19 at The Close Day Nursery )
- Children and staff should wash their hands:
  - ❖ before leaving home and on arrival at nursery
  - ❖ after using the toilet
  - ❖ after outdoor play
  - ❖ before food preparation
  - ❖ before eating any food, including snacks
  - ❖ before leaving nursery
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- Wearing appropriate PPE if supporting a child or colleague who has suspected or confirmed COVID-19
- if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment
- see further information on the Public Health England Blog and the NHS UK website

## 2.1 Cleaning Routines

Daily cleaning routines will be increased, staff will be wiping down areas after each use. In areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

All frequently used hard surfaces will be cleaned throughout the day, this includes all door handles, number pads on doors, stair banisters, door release buttons, light switches, key boards/ mouse, telephones, office desks, printers, phone.

Disposable cleaning cloths will be used throughout the nursery, for example blue roll for cleaning hard surfaces and disposable mop heads – (Cleaning company have been advised).

Toys will be rotated each day and sterilised between uses to prevent cross contamination between children who attend on different days. The toys available will be toys that can be cleaned effectively, and resources will be limited to enable rotation.

Toys that are difficult to clean, such as soft toys / furnishings / toys with lots of fiddly parts, wooden blocks that are not varnished and easy to spray and clean will not be available at this time.

Sand, water and sensory play such as playdough will also be removed from the play rooms to further prevent the possible spread of infection (unless small numbers permit and we can assure one to one with adult)

The toilet area will be cleaned after every use by the adult assisting the child / staff toilet will be cleaned by individuals after every use.

Nursery have professional cleaners to attend after 6pm every day.

## 2.2 Hand Washing Routines

To ensure staff and children are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to nursery all adults will sanitise their hands as they enter the gates .
- On arrival all children will be taken to the sink in their room to wash their hands by a staff member.
- adults should wash their own hands before supporting a child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before meals or snacks, and when coming in from outside play.
- Team should wash hands before putting on any PPE and after removing it.

- The Close Day Nursery will promote Hand Washing Songs to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
- Staff must wash their hands before preparing or serving food even if wearing gloves

## 2.3 Personal Protective Equipment (PPE)

In line with recommendations from the DfE and PHE PPE will be worn 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. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way

If there is a need for close contact between parent and staff member at drop off time, then disposable aprons, mask and gloves to be worn by parent and staff member

If a child, becomes unwell with symptoms of coronavirus while in nursery and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult (see section below)

All staff will be issued with a black waist apron to be worn at all times. This apron has pockets enabling staff to carry upon their persons - hand sanitizer / spare gloves / face mask / tissues / plastic disposable apron – ensuring that if adults need these PPE item for immediate effect they do not need to move from their group to get them . There will be hand sanitizer available throughout the setting for all to use

Supplies of PPE - Nursery is not able to operate without essential PPE supplies – all have been purchased . Systems are in place for monitoring the use, to ensure supplies are ordered in plenty of time to replenish.

## **2.4 Social Distancing and further measures to protect from infection**

### **Managing drop off and collection**

- Parents will be given a staggered time slot for arrival and collection
- Baby and Middle Room – car park entrance
- Big Room - Prospect Road entrance
- Only one adult from the household is permitted onto the nursery premises
- Parents are not permitted to enter the nursery building, unless child is upset and need to settle, collecting a poorly child
- Parents are expected to social distance from each other and staff at all times – signs will be displayed
- Any forms for parents to complete will be issued in a plastic folder, gloves issues and pen on a clipboard that can be wiped clean after use

### **Regulating Movement within the nursery**

- No visitors allowed in the nursery environment
- Baby room staff and Lorraine to access the staff toilet from the Big Room main entrance (outside). There will be a blocked pathway to ensure social distancing from the Big Room bubble
- Middle room will be able to access the staff toilet via the internal door, but will be a blocked pathway.
- The interconnecting doors between rooms will be kept closed
- Timetabled slots for outside play and use of the toilet area for children at snack and lunch times

### **Organisation of Groups of Children and Staff**

- Each room is effectively their own bubble
- Staff to work within an allocated room/group and not to be moved around the nursery setting. This means that each room will have a separate allocated staff member to cover lunches to maintain ratios.
- In case of emergency (for example staff member is sent home ill) the nursery ratios may need to be met across two rooms not in an individual room, in such an incident a risk assessment will be conducted to ensure children are safeguarded.

## **Other Measures**

- Children will leave their bag at nursery and items replenished when necessary
- Children are not allowed to bring toys/treasures from home – we will only allow comforter/lunchbox to travel between home and nursery
- The nursery will provide drinks for children – children are not allowed to bring a water bottle from home
- Parents to administer sun cream to children before arriving at nursery and to confirm to staff they have done so

## **Guidance on dealing with suspected or confirmed cases of COVID-19 at The Close Day Nursery School**

### **What to do if child becomes unwell with symptoms of COVID-19**

- Staff member to isolate themselves and the child away from others
- Staff member to wear full PPE including apron/gloves/face mask and plastic shield – after use adult will dispose of PPE in bag, placed in nappy bin, disinfect the plastic shield and wash their hands thoroughly for 20 seconds after any contact
- As much as possible the adult to keep their distance, as much as possible
- Call child's parents and request immediate collection, in case of emergency call 999
- A window will be opened for ventilation
- If they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

### **What to do if a staff member becomes unwell with symptoms of COVID-19**

- The staff member should leave the nursery immediately and return home
- Call NHS 111 or 999 in an emergency (if they are seriously ill or injured or their life is at risk)
- Whilst you wait for advice from NHS 111 or an ambulance to arrive, or for family member to collect try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as the office.

After the child or staff member have left the room used for the isolation period, this area will be deep cleaned, including any chairs / objects touched.

## **Getting tested**

The parent of the child or team member who has symptoms must contact 111 or apply online immediately and request a test.

Test are available to all team members and their families, children attending the nursery and their families.

If any person in a team member or child's household shows signs of COVID-19 the family must get tested immediately. They cannot attend the nursery whilst they await the results and the entire household must isolate.

The nursery must be informed of the result as soon as possible to enable appropriate action to be put in place if required.

## **What to do if a case of COVID-19 is suspected in the nursery**

If anyone has been in contact with a suspected case in the nursery, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return to nursery.

## **What to do if a case of COVID-19 is confirmed in the nursery**

The nursery will need to contact the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment.

The Health Protection Team will also be in contact with the patient directly to offer advice on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice.

Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken by The Close Day Nursery School with advice from the local Health Protection Team.

The room or group that has been affected will be required to close, all team and children within this group will be required to self-isolate for 14 days along with the other members of their household.

In most cases, closure of the whole setting will be unnecessary.

### **What to do if children or staff in the nursery are contacts of a confirmed case of COVID-19 who was symptomatic**

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case

### **Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:**

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- they will be actively followed up by the Health Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19 - if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the nursery the local Health Protection Team will provide advice and will work with the management team. Outside those that are defined as close contacts, the rest of the nursery does not need to take any precautions or make any

changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the group. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, and nursery .

**If children or staff return from travel anywhere else in the world within the last 14 days**

Anyone returning from abroad are required to self-isolate for 14 days upon their return and cannot attend the nursery during this time.

Guidance to assist professionals As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published.

Up-to-date advice can be found through the following links

**Coronavirus (COVID-19) latest information and advice**

<https://www.gov.uk/coronavirus>

**Guidance for educational settings :**

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

**Guidance for employers and business**

<https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19>

<https://www.acas.org.uk/coronavirus>

This policy was adopted on	Signed on Behalf of Nursery	Date of Review
22 <sup>nd</sup> May 2020	L.Wetherill	Ongoing