



## Pandemic- Covid-19 Policy

### Policy statement

#### Statement of Intent

The Olive Garden intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states procedures for continuity of business if allowed.

Legislation and leading authorities which have guided and influenced this policy are: Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also takes into consideration the Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other	3.4 The wider context	

### Aim of Policy

This Policy defines and assists the operating arrangements in place within the nursery that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. 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 may be introduced if the need arises.

### Method

As early years providers we ensure to offer a continuum of high standards of practice of childcare and education. The fundamental principles in this policy are set out to ensure physical distancing is enabled and implementation of good hygiene practices as well as avoidance of coming into contact with infected children and adults or anyone displaying symptoms is put in place. It states the

protective measures put in place for children, parents and staff to ensure the risk of transmission is reduced. We will continue to follow all our other policies. The main areas where there will be changes are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- Minimising, mixing in any room
- Testing availability
- Risk assessments

## **Children**

### *Attendance*

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Providers will take temperatures of children who are feeling unwell
- Providers will risk assess children returning after isolation

### *Physical Distancing/grouping*

- Children will be organised into 3 rooms within the setting. Wherever possible groups of children or 'bubbles' will not mix during the day
- Children in small groups should have the same staff team caring for them during the week wherever possible to limit the amount of people they come in contact with.
- We will change the start times / pick up for the preschool and toddler room
  - Emphasis on all parents dropping and picking up their children on the allocated time (pre school 8.45am to 11.45am / 1230 pm to 3.30pm)
  - Prioritising children who are vulnerable, have special educational needs, or come from households where both parents are working
- Care routines including provision of meals, nappy changing, and toileting will be within the space allocated to each 'bubble'
- Sunscreen should be applied by the parents / carers before the child arrives at the nursery.

### *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 and using a tissue (catch it, bin it)
- 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 attachments and their need for emotional support at this time.
- EYFS framework will continue to be delivered through play and adult /child led activities.

## **Workforce**

### *Attendance*

- Staff will only attend nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
- Providers may consider taking temperature of staff on arrival and risk assess with 'back to work' meetings for returning staff.

### *Physical distancing/ grouping /safety*

- Staff are informed of measures in place and sign a disclaimer to state they have read and understood the nursery policies and procedures.
- Wherever possible staff should remain with the group of children, they are allocated to and not come into contact with other groups.

- Staff as advised by the government will not wear PPE such as facemasks during their day, but will continue to wear PPE at the usual times such door duty for pick up and drop off times
- Staff supporting an ill child will additionally wear a face mask.
- After dealing with an ill child who displayed symptoms the staff member should continue to wear PPE and clean the affected area with disinfectant.
- All PPE must be removed and disposed of in covered bins following current government guidelines. Staff should wash their hands for at least 20 seconds afterwards
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- Social distancing must be maintained during breaks. This will be achieved through a range of strategies including the staggering of breaks, subdivision of spaces allocated to team breaks where possible and limits on the number of staff in the staff room.
- Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room by opening windows. If doors are open, ensure the safety of the children is maintained.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Advise staff to remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.

#### *Training*

- All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Online training may be available to allow their training levels to be maintained if appropriate.

#### **Parents**

##### *Physical distancing*

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Limit drop off and pick up to one parent per family.
- Stagger the drop off and collection timings where possible to avoid a queue of parents waiting to enter the nursery.
- Arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained to in accordance with government social distancing policies.
- Parents will be asked to enter the nursery grounds one way, and leave using a different gate
- Consider allowing some parents to enter the nursery for the purpose of a settling in session if not doing so would cause a child distress. The provider should consider measures to minimise contact between the parent and other children and staff members.
- If the child is too distressed perhaps a delayed start to their nursery entry may be preferred or half hour settling in sessions without their parent.

##### *Communications*

- Parents should receive clear communication 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 inform nursery of their circumstances and if they plan to keep their child away. This helps the nursery to conform to the 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 nursery unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual operational hours where possible.
- Should any outside agencies require to come to the setting for individual children, this will be allowed, and PPE requirements followed.
- As far as possible parents and carers should not enter the premises.

## **Travel**

- Wherever possible staff and parents should travel to nursery 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 be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises or grounds.

## **Hygiene and Health & Safety**

### *Hand Washing*

- All children and staff must wash their hands thoroughly upon arrival at the nursery
- Children and staff members should be encouraged to wash their hands frequently. This includes before and after eating food, after visiting the toilet, playing outdoors, after sneezing, blowing their nose or coughing.
- Bodily fluid spills should be dealt with following the correct procedures

### *Cleaning*

- An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly every evening.
- A deep clean may be needed after a child has become ill in the area they were waiting.

### *Waste disposal*

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin
- Bodily fluids must be double bagged and disposed of in a bin

### *Laundry*

- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.
- Items such as towels, flannels and bedding must not be shared by children.

### *Risk assessment*

- The setting and all activity should be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials (dough, clay) and the suspension of the sharing of food and utensils.
- Cut down on the available resources out in the nursery rooms.
- Remove anything which cannot be easily wiped down or washed at the end of the day.

- Play food, play cutlery and crockery etc. should be removed or anything else which may be 'mouthed' by children.
- Baking, food play and finger painting should be avoided.

#### *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, if a 2-meter distance cannot be maintained at all times. 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 including legionnaires checks.
- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

#### *Resources*

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing.
- 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, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.

#### *Supplies Procurement & monitoring*

- The nursery should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.
- The nursery will not be able to operate without essential supplies required for ensuring infection control.
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required 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 in a previously identified room or area. If possible, a window should be opened for ventilation.
- The staff member responsible for the child during this time should be a staff member from their 'bubble'. The provider may consider suitable PPE for this staff member such as the addition of a face mask.
- The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, 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.

**Monitoring of this policy**

*This policy will be reviewed in 3 months by the setting manager, new government legislation and policies will be incorporated appropriately as and when required or informed.*

Signed on behalf of The Olive Garden Nursery

**Issue 1: New Policy 18<sup>th</sup> May 2020**

**Issue 2: Amended 9<sup>th</sup> July 2020**

**Issue 3: Amended 11<sup>th</sup> December 2020**

**Issue 4: Amended 14<sup>th</sup> January 2021**