

# Policy for dealing with COVID-19

## Faringdon Pre-School



## Policy for dealing with COVID-19 Faringdon Pre-School

1. Information about COVID-19
2. Preventing the Spread of Infection
3. Guidance on dealing with suspected or confirmed cases of COVID-19 at Faringdon Pre-School
4. Guidance on dealing with children who have travelled to affected countries/regions
5. Guidance on cleaning Faringdon Pre-School after a case of COVID-19 (suspected or confirmed)
6. Guidance to assist Professionals

## 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:

- a dry 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. See 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 Faringdon Pre-School)
- pupils, students, staff and visitors should wash their hands: -before leaving home -on arrival at pre-school -after using the toilet -after outdoor play/walks - before food preparation -before and after eating any food, including snacks -before leaving pre-school
- 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 111/119. 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 largely remain the same, as high standards of good hygiene are currently in place. However, 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:

A staff member will be allocated as the cleaner for the day to follow the specified Covid19 cleaning plan.

All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, light switches, key boards/ mouse, telephones, office desks, printers, phone, money safe, banisters, children's chairs.

Disposable cleaning cloths will be used throughout the setting, all cloths will be soaked in Milton and mops will be soaked in bleach.

Inside and outside toys including a reduced selection of books 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 toys with lots of fiddly parts, soft fabric toys and playdough will not be available at this time.

Sand and water as sensory play will be available but will be cleaned and changed frequently and risk assessed further to prevent the possible spread of infection.

Children will leave the setting by 15.00 to allow time to clean at the end of each day.

## **2.2 Hand Washing Routines**

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

- On arrival to pre-school all adults will sanitise or wash their hands.
- On arrival all children will be taken to the outside wash station to wash their hands by a team member.
- Staff 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 and after meals or snacks, and when returning from outside play. All children will be encouraged to wash their hands after sneezing, using a tissue or touching their mouths, noses or eyes.
- Staff should wash hands before putting on any PPE.
- Faringdon Pre-School will introduce the Hand Washing Song to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
- Children's guides on handwashing will go in all bathrooms.

- Disposable wipe cloths may be used at mealtimes.
- 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:

The member of the team leading registration at the start or end of each day will not be required to wear a face. Their sleeves should be rolled to their elbow to allow good handwashing before registration and throughout if necessary. (see registration procedures)

In the event of a child or team member showing symptoms of COVID-19 during the day the person supporting this person will need to wear a disposable apron, disposable gloves, a disposable face mask and a face shield. (see How to isolate an adult or child at Faringdon Pre-School)

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

Please follow all guidance set by Faringdon Pre-School and follow social distancing signage.

### **2.41 Managing Registration Times at Pickup and Drop off Managing Registration Times at Pickup and Drop off**

1. Parents may be given a registration slots to prevent too many parents arriving at once. Drop off Registration will last between 0900 and 0930, Pick up will be between 1430 and 1500.
2. One adult only per child to attend setting to drop off or collect. Parents will not be permitted to enter the setting.
3. Parents will drop their child to the relevant door/gate, parents will be required to social distance queue outside.
4. Each child will need a named water bottle, snack and lunch (which will be cleaned before entering the building).
5. All of the child's belongings will remain outside on the rack under the shelter until the child is required to go home.
6. Each child and member of staff will have to remove outdoor shoes before entering the building.
7. All children and staff will wash hands before or on entering pre-school.
8. Please wait outside of the gates, until you are called in to either drop off or collect your child.

## **2.42 Regulating movements within the setting**

Signs will be displayed on front doors stating: Please do not enter the setting if you or your child has any COVID-19 symptoms.

- Essential visitors will be allowed into the setting, preferably using the outside space and will follow instructions set out on our risk assessment.
- Staff breaks will be taken individually in the pre-school office.

## **2.43 Other measures**

- A table will be placed across the entrance gate to prevent visitors getting too close.
- Buggy, bike and scooter storage will be closed until further notice.
- Children can not bring in toys and belonging from home. A bag of spare clothes and nappies can be kept on the outside rack and topped up as required.
- Water will be available to children in cups, which will be washed after each use. Children will be able to bring in a water bottle from home. These will be cleaned before entering the setting.
- Gardens will need to be cleaned each day, all resources cleaned by spraying with diluted Milton (following guidance) and left overnight.
  - Any deliveries that arrive will be left in the front foyer untouched for 72 hours.

## **2.5 Management of Team and organisation of groups of children to prevent cross contamination within the Pre-School**

The team will work within allocated bubble year groups. In emergencies (for example a staff member is sent home ill) the pre-school ratios will be met at all times. In the event of not being able to safely care for the children, the setting may have to close. The setting will run at a reduced capacity to allow all to feel in control of the new covid19 procedures. This will allow us to keep all of the children and staff as safe as possible. If a child should soil or contaminate a toilet, this cubicle will be shut and cleaned immediately and appropriately.

## **2.6 Settling in new children**

Parents will have a phone conversation with the manager to discuss their child's care needs and answer any questions.

On the first day they will join the social distancing queue and be greeted at the setting gate and stay with the group for agreed hours.

Parents will be invited into the covered area to complete necessary paperwork but will not be allowed to enter the settings building.

### **3. Guidance on dealing with suspected or confirmed cases of COVID-19 at Faringdon Pre-School**

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

- Call the child's parent to request they collect their child from the setting immediately.
- The staff member should leave the setting immediately and return home.
- Call NHS 111/119, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), you can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or a hospital.
- Whilst you wait for advice from NHS 111 or an ambulance to arrive, 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 a staff office or meeting room. If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposal in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Make sure that the children who are old enough know to tell a member of staff if they feel unwell.

#### **3.2 How to isolate an adult or child at Faringdon Pre-School**

##### **If an adult becomes unwell with symptoms of COVID-19**

If they become unwell in the workplace the person should be removed to an area 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, open a window for ventilation. If this is not possible, isolate outside. If the person is well enough they should leave the setting immediately and return home. The individual who is unwell should call NHS 111 or 119 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms. If the person affected is not able for any reason to call NHS 111/119 themselves, then a staff member should call on their behalf. Whilst they wait for advice from NHS 111 or 119 or for an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet, if available.

### **If a child becomes unwell with symptoms of COVID-19**

The child must be isolated in the same manner as an adult; however their key person should remain with them, and keep their distance from the child, at least 2 meters. The adult must wear appropriate PPE. To ensure the child and staff members safety the child will be sat on a chair, in order to maintain their distance from the adult supporting them. They may be provided with an iPad for entertainment. The child's parent would be called to collect the child immediately, 111/119 will also be called for advice and if required an ambulance will be called. The child should be off the premises within thirty minutes of becoming unwell. After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

### **3.3 Getting tested**

The parent of the child or team member who has symptoms must contact 111 or 119 apply online immediately and request a test.

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

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

If anyone has been in contact with a suspected case in the setting, 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 setting.

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

The setting 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 advise 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 Faringdon Pre-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 necessary.

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

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 or NHS 119 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 setting 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 setting 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, the setting and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111 or NHS 119
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

#### **4. What to do if children or staff return from travel anywhere else in the world within the last 14 days**

Team or children returning from abroad are required to self-isolate for 14 days upon their return and can not attend the nursery during this time.

#### **5. Guidance on cleaning the setting after a case of COVID-19 (suspected or confirmed)**

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

##### **5.1 Disposing of waste in the setting including tissues, if children or team become unwell with suspected COVID-19**

All waste that has been in contact with the individual, including used tissues and PPE, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, the nursery will be instructed what to do with the waste.

Do not open for 72 hours.

## **6. 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/coronavirus/education-and-childcare>

Guidance for parents

<https://www.gov.uk/government/publications/closure-of-educational-settingsinformation-for-parents-and-carers>

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 7<sup>th</sup> October 2020

Signed on behalf of the pre-school Emma Aspel

Date for review As guidance changes