



## LITTLE FIRS DAY NURSERY



### 17. Coronavirus (Covid19) Policy & Procedure 2020.

**This policy and procedure links to the following:**

**Legal Framework: The requirements of the Statutory Framework for the Early Years Foundation Stage 2017. The Regulations of the Health & Safety at Work Act 1974 and any other Relevant Legislation such as Control of Substances Hazardous to Health Regulation (COSHH). Any Guidance provided by Public Health England, the Local Health Protection Unit, Dorset Environmental Health Department, Dorset Fire Authority or the Health and Safety Executive.**

**All Little Firs Policies & Procedures: Especially Health & Safety Policies & Procedures, Inclusion & Equality Policy & Procedure, SEND Policy & Procedure, Sickness & Illness Policy & Procedure and Safeguarding Policies and Procedures.**

**Early Years Foundation Stage (EYFS): 3.25, 3.28, 3.29, 3.30, 3.44, 3.45, 3.46, 3.47, 3.50, 3.51, 3.54, 3.55, 3.56, 3.57, 3.63, 3.64, 3.65, 3.66**

This policy and procedure follows the Government Updated Planning Guide for Early Years and Childcare Settings during Covid19 (27.07.2020); the guide provides guidance, advice and support for all early years providers in England, putting in place protective measures to limit the transmission of Covid19, and was developed in consultation with early years sector bodies and providers from a variety of different settings. The Guide does not supersede any legal obligations relating to health and safety, child protection, inclusion and equality regulations and Little Firs Day Nursery must continue to comply with these and at all times take into account relevant public health guidance to maximise safety for those in the environment.

The Government now expect that all children who normally access childcare and education should be strongly encouraged to attend so that they can gain the learning and wellbeing benefits of early education. This is because the Government now know much more about coronavirus (Covid19) and so in the future there will be far fewer children advised to shield if community transmission rates become high and the majority of children will be able to return to settings.

Therefore Little Firs is no longer required to keep children in small, consistent groups, but still should consider how to minimise mixing different rooms for different age groups, keeping those groups apart as much as possible. This change does not extend to cover provision for children over the age of 5, so we will not be able to operate our Breakfast and Afterschool club.

Little Firs and Dorset Council Early Department should continue to keep risk assessments for children with special educational needs and disabilities (SEND) up-to-date and should look to

bring back more children with SEND in accordance with the ‘SEND risk assessment guidance’. The risk assessment will ensure that the right support is in place for children with SEND to return to nursery.

### **To Prevent the Spread of Covid19**

Keeping children and staff safe is our utmost priority and the following procedures and practices must include:

- Little Firs is not required to take children’s temperatures every morning or throughout the day. Public Health England’s Guidance is that routine testing of an individual’s temperature is not a reliable method for identifying coronavirus. There is no need for anything other than normal personal hygiene and washing of clothes following a day in a childcare setting.
- Windows should be open where possible to ensure ventilation, and the outdoor areas must be used as much as possible.
- Little Firs Fire & Emergency Policy & Procedure has been adapted so that the groups of children and staff stay in their groups with 2 metre distance apart from other groups, the rest of the Policy remains the same but the priority is that the children and staff safely leave the building in an emergency or whilst practicing a fire drill.
- A monitoring system and contingency plan is in place to minimise the impact of shortages of supplies and staff.
- Planned Snack-time will now be part of the routine to prevent cross contamination and children will be sat at a safe distance from each other during all meal breaks. Water bottles will be frequently offered to the children throughout the day. Water bottles and snacks will be kept out of reach of the children to prevent cross contamination. Water bottles will be disinfected and cleaned regularly. The children will no longer be cleaning their teeth after lunch to stop the spread of cross contamination.

### **Risk Assessment:**

- Little Firs must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures and must thoroughly review their health and safety risk assessment and draw up plans as part of their wider opening of early year settings.
- Little Firs must have active arrangements in place to monitor that the controls are effective, working as planned, and updated appropriately. Therefore a thorough risk assessment has been carried out to implement practical measures to reduce the risk of Covid19.
- Daily risk assessments follow the settings policies and procedures but due to Covid19 usual practices and procedures have been adapted so it is relevant and supports the learning and developmental needs of all the children.
- Little Firs ensures that staff and parents understand the control measures, and how they are applied in the nursery and how these impact on them and their responsibilities in supporting it.
- As Little Firs follows the ‘system of controls’ from the Government Updated Planning Guide for Early Years and Childcare Settings during Covid19 (27.07.2020) we will effectively reduce risks in their setting and create an inherently safer environment.

### **‘System of Controls’-Prevention.**

**This is the set of actions Little Firs must take and are outlined in more detail below.**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have Covid19 symptoms, or who have someone in their household who does, do not attend settings
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) Minimise contact between groups where possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE). The nursery staff will not require PPE, beyond what they would normally need for intimate routinely care which already involves the use of PPE. PHE advises that for safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children’s development.

Numbers 1 to 4 must be in place at times. Number 5 must be properly considered and must put in place measures that suit their circumstances. Number 6 applies in all specific circumstances.

### **Response to any infection:**

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (Covid19) amongst the setting community
- 9) Contain any outbreak by following local health protection team advice
- 10) Notify Ofsted

Numbers 7 to 10 must be followed in every case where they are relevant.

### **‘System of Controls’: Prevention**

**1.Minimise contact with individuals who have Covid19 symptoms or who have someone in their household who does do not attend the Nursery.** (Links directly with sickness and Illness Policy)

- Anyone displaying coronavirus symptoms, or anyone in their household must follow the advice for ‘household with possible coronavirus’ and must not attend or enter Little Firs Day Nursery including children, parents, and staff. They should self-isolate for at least 10 days from when their symptoms started or if they are not experiencing symptoms, but have tested positive Covid19, they should self-isolate for at least 10 days starting from the day the test was taken. If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.
- Anyone who begins to display coronavirus symptoms while in the Nursery will be sent home immediately following the Government Guidelines ‘On what to do if you or someone in your household develops symptoms’.
- If a child is waiting to be collected, they will be separated from their group and isolated with one member of staff if this is possible in the entrance hallway and collected from the front of the building. A facemask should be worn if 2 metres cannot be maintained from a child who is symptomatic and awaiting collection. If contact is necessary, then gloves, an apron and a facemask should be worn. If there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection or face shield should also be worn. The staff member must follow the ‘donning standard PPE Health and Care Poster’ to ensure their safety.

The Nursery will ensure they are prepared to respond in line with the Government Guidance ‘On protective measures in education and childcare’ and the Government Guidance ‘On using PPE in Education, childcare and children’s social care settings’. Once the child or member of staff has left the setting, the Nursery must follow the Governments Guidance ‘Cleaning of non-healthcare settings’ to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms.

As is usual practice, in an emergency, call 999 if someone is seriously ill. Anyone with Covid-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

- Early Years staff and the children who attend the Nursery who display symptoms of coronavirus must get tested. Where the child or staff member tests negative, they can return to the Nursery and the fellow household members can end their self-isolation. If the child or staff member tests positive, the rest of their immediate group within their setting should be sent home and advised to self-isolate for 14 days. The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.
- The Nursery must take appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, including paediatric first aid, SENCO or Safeguarding Lead.
- Management must ensure that staff understand that those who have coronavirus symptoms, or who have someone in their household who does, should not attend the setting in any circumstances and that they understand if they develop coronavirus symptoms, they are entitled to a test. They can follow the Government Guidance ‘on getting tested.’
- This procedure will be communicated to parents and carers to ensure they understand their role and they understand that they will need to be available to collect their child if necessary and follow this policy and procedure.
- Staff will have their own copy of this policy and procedure, so they understand all the new measures to reduce the transmission of coronavirus and their roles and responsibilities. The management will be available so staff can ask questions and raise any concerns.

## **2. Washing hands thoroughly more often than usual.**

Covid19 is an easy virus to kill when it is on the skin and is achieved by washing hands with soap and running water or hand sanitiser.

- Little Firs ensures sufficient handwashing facilities are available for staff and children and that hands are washed upon entering the Nursery, constantly throughout the day, before and after eating and when they leave.
- Children and staff must wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Children are supervised when washing hands, especially if using hand sanitiser and taught how to use it effectively.
- Build routines into the setting culture to ensure younger children and those with complex needs understand the need to follow them

### **3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.**

- Little Firs uses the ‘Respiratory Hygiene Approach’- ‘catch it, bin it, kill it’; to implement this the Nursery must ensure that there is a good supply of disposable tissues throughout the Nursery. Used tissues will be immediately disposed of in lidded bins which are operated by a foot pedal and these are emptied throughout the day into the nursery’s clinical waste bin.
- The staff must ensure that the younger children are helped to get this right, and all children understand that this is now part of how the Nursery operates.

### **4. Enhanced Cleaning**

- The Nursery will thoroughly clean and disinfect touched surfaces, equipment, door handles, light switches, toilets, sinks, toys and books regularly during the day.
- To facilitate cleaning, Little Firs will remove unnecessary items from the learning environments. Public Health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts and where practicable, remove soft furnishings, for example pillows, bean bags and rugs.
- Little Firs will continue to ensure all items that are laundered within the setting; flannels, all aprons and bedding are washed and these items are not shared by children between washes.
- Parents must ensure that their child’s comforters are cleaned before entering the Nursery and this must be communicated to parents. If staff feel that these items need to be appropriately cleaned, then this will be done to ensure the safety of the children. All dummies will be store out of reach of the children and disinfected before and after use. Because of these measures toys from home are not allowed to be brought into the nursery.
- A cleaning schedule has been implemented that ensures cleaning is generally enhanced and includes:
  - more frequent cleaning of rooms that are used by different groups
  - frequently touched surfaces being cleaned more often than normal
  - ensuring that there are clear procedures for maintaining cleaning processes for food preparation areas, dining areas and table coverings
- Different groups do not need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet
- Staff must maintain a stringent cleaning process for food preparation and in food preparation areas, dining areas and table coverings.

### **5. Minimise contact between individuals where possible**

- Little Firs has minimised the contact and mixing of children and staff, and as reasonably practicable the same members of staff are assigned to each group, therefore keeping the staffing arrangements as consistent as possible.
- We have split the preschool into two rooms - Explorers and Investigators to ensure the preschool children are kept in smaller groups.
- The Nursery has risk assessed how to manage 1:1 support for children and how to manage children with additional needs to maintain physical distance rules and hygienic practices.

- The Government Guide does not expect that children and staff within a group will keep 2 metres apart, but it is important that consideration is taken by the nursery to ensure:
  1. Physical distancing between groups of children and staff as far as possible
  2. That individual groups use the same area of a setting throughout the day as much as possible
  3. The sharing of toys and resources is reduced
  4. Any toys or resources that are shared can be easily cleaned between different groups use.
- To ensure physical distance rules are adhered to Little Firs has reduced contact between parents and carers when dropping off and collecting their child/children.
  1. Only one parent will be allowed to enter the Nestling Room (baby-room) and they will have to stay in the cloakroom area.
  2. Discoverer children will be collected and dropped off at the Discoverer's door.  
Nestlings and Discoverers parents will use the Hereford Road Entrance to drop off and collect their child to avoid overcrowding at Conifers School entrance. Conifers entrance and the back-school field gate cannot be used as an entrance for these parents and children.
  3. Preschool children will be dropped off and collected at their classroom door.  
Preschool parents will use the Conifers Primary Entrance in Radipole Lane following the signs to drop their child off at their classroom door and then exit using the Hereford Road entrance. Conifers back-school field gate will always be locked and cannot be used as an entrance for these parents and children.
- We have tried to avoid waiting times for parents and carers but when this occurs, we have used physical distancing markings which parents must adhere to.
- We will use our iconnect/parentzone ICT system to communicate with parents and carers all handover information at the end of the day.
- The staff room is set up to adhere the 2 metre distance rule to ensure the separate groups of staff are kept apart, brief, transitory contact, such as passing in a corridor or when moving to a different part of the setting, is considered low risk.
- To minimise contact between groups of children and staff, children should only attend one education and childcare setting. To support this, we will not be running our Breakfast and After School club for school children at this present time and are not allowing children to attend more than one setting.
- The Nursery is limiting external visitors to the setting and ensure they only come into the building when strictly necessary, for example if providing an essential service or essential support for a child's health and wellbeing.
- When contractors are in the setting, or deliveries are made, the appropriate physical distancing and hygiene measures must be kept, keeping the children and staff safe.
- Adopting the 'system of controls' set out here in a robust way will ensure there are proportionate safeguards for children as well as staff and reduce the chance of transmission.

## **6. Where necessary, wear appropriate personal protective equipment (PPE)**

Little Firs staff will not require PPE as PHE advises that for safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development.

PPE is only needed where an individual child becomes ill with Covid19 symptoms while at a Nursery or for intimate routinely care which already involves the use of PPE.

## **7. Engage with the NHS Test and Trace Process.**

- Little Firs must understand the NHS Test and Trace Process and how to contact Dorchester Public Health England (PHE) Health Protection Team.

**Address: First Floor Princes House**

**Princes Street**

**Dorchester**

**DT1 1TP**

**Professional Telephone Number:020 8200 4400**

- Settings must ensure that staff members and parents understand that they will need to book a test if they are displaying symptoms.
- Staff and children must not come into the Nursery if they have symptoms and must be sent home to self-isolate if they develop them in the setting.
- All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
- Provide details of anyone they have been in close contact with if they were to test positive for Covid19 if asked by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who tests positive for Covid19.
- Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The Government will work with early years settings, so they understand the easiest route to get a test.
- Little Firs should be informed immediately of the results of the test.
- If someone tests negative, and they feel well they can stop self-isolating. They could still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating

## **8. Managing confirmed cases of Covid19 in the Nursery.**

- Little Firs must take swift action when they become aware that someone who has attended has tested positive for Covid19 and must contact the local health protection team. This team will also contact the Nursery directly if they become aware that someone who has tested positive for Covid19 attended the Nursery – as identified by NHS Test and Trace.
- Dorchester Health Protection Team will work with the Nursery to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- Dorchester Health Protection Team will work with the Nursery to guide them through the actions they need to take. Based on their advice, the Nursery will send home those people

who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days.

Close contact means:

Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)

Proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual

Travelling in a small vehicle, like a car, with an infected person

- Dorchester's Health Protection Team will provide definitive advice on who must be sent home. To support them in doing so, it is recommended that the Nursery keeps a record of children and staff in specific groups/rooms and close contact that takes places between children and staff in different groups/rooms. This should be a proportionate recording process and do not need to keep definitive records in a way that is overly burdensome.
- A template letter will be provided, on the advice of the local health protection team, to send to parents, carers and staff if needed. Little Firs must not share the names or details of people with Covid19 unless essential to protect others.
- Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow [Covid19: Guidance for households with possible coronavirus infection](#). They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the Covid19 within the remaining days
- If the test result is positive, they should inform the Nursery immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [Covid19: guidance for households with possible coronavirus infection](#)
- The procedure will be communicated to parents and carers to ensure they understand their role and they understand that they will need to be available to collect their child if necessary and follow this policy and procedure.
- Staff will have their own copy of this policy and procedure, so they understand all the new measures to reduce the transmission of coronavirus and their roles and responsibilities. The management will be available so staff can ask questions and raise any concerns.

### **9. Contain any outbreak by following the Local Health Protection Team Advice**

If Little Firs has two or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid19 is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. If settings are implementing the controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the

setting will not generally be necessary, and should not be considered except on the advice of health protection teams.

#### **10. Notify Ofsted.**

Any confirmed cases of Covid19 in the Nursery (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.

Ofsted will be sending an email to all early year providers to find out their future plans.

#### **11. Visitors to the Nursery.**

The Nursery is limiting external visitors to the setting ensuring they only come into the building when strictly necessary.

- Where essential professionals are needed to support a child's EHC plan, Little Firs should assess whether the professional needs to attend in person or can do so virtually. If they need to attend in person, they have to follow the protective measures of the nursery, and the number of attendances should be kept to a minimum. Where possible social distancing should be maintained.
- When contractors are in the setting, or deliveries are made the appropriate physical distancing and hygiene measures must be kept, keeping the children and staff safe. It is preferable that the visits are planned outside of the Nursery's working hours.
- Consistent staffing should happen on a weekly basis, rather than a daily basis to limit contacts.
- Sessions in Nursery that use external providers, which are not directly required for children's health and wellbeing are suspended.
- Parents and carers are not allowed into the Nursery unless this is essential, and children must be dropped off and collected at the classroom door.
- It is recommended that early years Settings should consider providing virtual tours for prospective parents and carers wishing to visit the setting for September admissions or future admissions.

#### **12. Outings and Visits.**

To safeguard the children and staff we will not be going on any outings. This is to ensure that social distance and contacts with other children or people is maintained.

#### **13. Safeguarding.**

Little Firs will ensure that all our children are kept safe during this period and will follow all Little Firs Child Protection and Safeguarding policies and procedures. For more information please refer to the relevant policy.

#### **14. Early Years Foundation Stage (EYFS)**

- The Nursery will continue to deliver the EYFS learning and development requirements by providing an environment that invites learning across all the 7 areas of learning.
- Little Firs follows the Early Years Foundation Stage (EYFS) 2017 staff ratios and staff qualification requirements including the requirement to have a designated safeguarding lead and the identify a Special Educational Needs Coordinator.
- The priority is helping the children to adapt to their new routines and supporting children through this difficult time to settle into the Nursery.
- Little Firs will continue to support children’s language and communication skills.
- The children will be given plenty of opportunities to exercise and exert themselves physically.
- The nursery will minimise the sharing of resources between groups; malleable resources, such as play-dough, should not be shared between groups.
- Staff will plan how children can learn in age-appropriate ways about how they can keep themselves safe, including regular handwashing and using tissues through routines practice, games, songs, and repetition.
- Staff will plan how our outdoor space can be used as much as possible and considering how all groups of children can be given equal opportunities for outdoor learning, while ensuring outdoor equipment and toys are appropriately cleaned between being used by different groups.

<b>Date of Review:</b>	<b>This Policy was adopted on:</b>	<b>Signed on behalf of the Nursery committee:</b>	<b>Date of Next Review:</b>
<b>August 2020.</b>	14 <sup>th</sup> August 2020	<i>P.Goodrick Electronically signed due to covid19</i>	<b>August 2021.</b>