



Covid-19 Policy and Procedures.

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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 January 2020.

The incubation period of COVID-19 is said to be 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

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).

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 - 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.

At Guilden Sutton Preschool, we have assessed the risks and developed the following procedures in order to keep our children, families and staff as safe as we possibly can. This policy is not exhaustive of the measures which may be put in place. These procedures will be continually assessed and are subject to change and adapt as seen fit; in line with current government advice.

Drop Off / Collection –

- Parents are not permitted to enter the building. Children are to be dropped-off and collected at the main door of the Village Hall. Families are asked to limit drop-off and collection of their child to one parent, and to try to avoid bringing siblings where possible. Families will try to use the same parent consistently wherever possible. Only parents who are symptom free and followed the government isolation guidelines are allowed to drop children off at Preschool.
- Social distancing to be adhered to at all times. Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the committee will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them. Further breaches may result in loss of child's place at preschool
- Parents are asked to leave promptly and move away from the preschool boundaries whilst maintaining social distancing guidelines. Parents are not to gather around the village hall to socialise with others.
- A member of staff will be at the door to welcome children and take the register. Children will then enter the setting and staff take them to wash hands thoroughly on arrival at the setting.
- Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting.
- Only children who are symptom free or have completed the required isolation period can attend the setting. On arrival at the Pre-school, it is reasonable to ask if

parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return date with preschool or current isolation guidelines followed.

- Children only to bring a packed lunch and snacks in a bag. Bags to be carried in by children and put on a peg. No toys, teddys or blankets (or similar) to be brought in from home.

Children:

1. Use of space and resources.

- Whilst children are not expected to social distance - in areas such as the hall, the bathroom and the door to outside, where groups of children may gather – staff will ensure that only small groups are taken at a time. For example only two children to use the toilet at the same time.
- Individual activity trays will be used to minimise cross contamination. Pre-planned activities will be set up on tables – one child per table and cleaned after each use.
- Children will be able to access a set number of resources from the trolleys each day. These resources should then be either disinfected after use or stored away to be rotated.
- Each child will be allocated a selection of paper, pens, paint and craft materials, etc. Which can be kept separate to others and cleaned or discarded at the end of the day.
- Resources available will be minimised to those that can be cleaned effectively. This includes the removal of all soft furnishings, including carpets, dressing-up clothes, teddies, soft dolls and books. Toys with intricate parts which are hard to clean will be removed.
- Toys and resources are to be cleaned and disinfected after each use by being placed in a large bucket of Milton, soaked for at least 30 minutes and then dried before being put away. If this is not possible, they should be removed and cleaned thoroughly at the end of the day. Alternately, they can be stored and put on a rota to not be used until the following week.

2. Snack and Lunch procedure:

- Parents to provide their child with 2 snacks and lunch daily in an individual bag.
- For snack/ lunch 1 child per table, tables to be set 2m apart. Tables and chairs to be disinfected before and after use.
- Staff and Children MUST wash hands before eating. Staff and children MUST wash hands after eating.
- Adults to handle eaten food as little as possible. If a member of staff needs to help a child open food packaging, they are to wash their hands after helping the child. If a member of staff needs to help a child in close proximity, ie: to wipe a face, they should wear disposable gloves and wash their hands again afterwards.

- Children and adults to be responsible for their own food and rubbish. Children to be encouraged to open their own food and to put their own food waste and packaging in the bin provided.
- Social distancing between staff should always be maintained as much as possible. No more than one member of staff in the kitchen at one time.
- Staff are to sit either at their own individual table or have their lunch on their knee. Staff are not to share a table with a child.
- When children have finished their lunch, they should be encouraged to clear away their leftovers and return their lunch bag to their peg and then wash their hands. They can then either return to their individual table to do an activity or sit on the floor to play. Staff members are responsible for ensuring that children carry out this procedure – if they are still eating their own lunch, they should help the child, wash their hands and then return to their food. Staff members should be aware that children may need lots of support with this due to their age/stage and being away from the setting for an extended period.

3. Children's health and well-being

Supporting the children's health and well-being is top priority at this time. Staff must be mindful that children will have had vastly different experiences whilst at home and be ready to support each child's transition back to preschool on an individual basis.

- Staff will support children to learn the new ways to do things at Preschool; hand-washing etc. Staff will endeavour to make this as fun as possible – for example using songs, rhymes and games.
- Staff will explain factually about the new procedures and why we are doing them, without scaring children with too much information.
- Children will be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
- 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

Hygiene:

- Handwashing will take place after each activity, when changing rooms, after coming in from outside and before and after eating.
- Children will be encouraged to avoid touching their face, eyes, nose and mouth. Staff can try to use distraction if needed, such as doing an action song or an activity requiring them to keep their hands busy.

- Encourage children to 'catch it, bin it, kill it' by having tissues readily available. Children will be encouraged to wipe or blow their own noses and to dispose of tissues correctly. If staff need to assist, they should put on disposable gloves. Both staff and child to wash their hands afterwards.
- There will be plenty of tissues and bins available in the room. Bins will be changed using gloves and hands washed afterwards.
- There will be two handwashing stations in the Marigold room and one outside. Staff are to ensure that these are supervised at every use and that children are supported to do this effectively.

Using the bathroom:

- Preschool will have use of the disabled toilet during sessions.
- In order to ease congestion and minimise close contact in the bathroom area only two children and one staff member in the bathroom at one time.
- Children should be encouraged to do as much for themselves as possible.
- Toilets, sinks and surfaces must be disinfected after each use by a member of staff. Staff members should use gloves and wash hands afterwards.
- There will be set times for using the bathroom – which will be; upon arrival, morning snack time, before lunch, after lunch and before afternoon snack.
- If a child needs the bathroom outside of these set times, a member of staff will accompany them.
- Staff are to wear a disposable apron and gloves to change nappies if needed. And both staff member and child to wash hands afterwards and all areas used to be cleaned and disinfected.
- If a toilet accident happens; whilst it is dealt with no one else should use the bathroom. Staff are to wear disposable aprons, gloves and to wash hands afterwards.
- Once the child has been changed then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

Use of PPE within Preschool:

Wearing a face covering or face mask in schools or other education settings is not recommended. Although 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 hopefully 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 though 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.

Examples of when PPE is likely to be required:

- It is recommended that staff are to use gloves when cleaning, wiping a child's nose, applying sunscreen.
- The use of a mask or visor may also be used when helping a child wipe their nose or applying sunscreen.
- The use of gloves, mask and/or visor should be worn by staff when changing a child's nappy or after an accident.
- Visitors are asked to wear a mask during preschool hours.

If a child develops symptoms:

- If a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home, PPE can be worn. As contact with the child is necessary and a distance of 2 metres cannot be maintained, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the practitioner. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
- If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.
- A child awaiting collection should be moved to the Committee room within the Village Hall. A window should be opened for ventilation.
- If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 or call 111.
- If anyone develops symptoms they must contact the Village Hall to inform them. The direct number for this is **07908 165993**.

Cleaning and disposing of waste:

- Staff are to clean AND disinfect frequently touched surfaces throughout the day. This includes, tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.
- This means using hot soapy water and the use of Milton cleaning tablets or disinfectant spray.
- Staff to undertake regular cleaning of toys and resources throughout the day. Resources to be cleaned and disinfected at the end of each session.
- All Soft toys and furnishings to be removed from setting, where possible.

- Resources not in use should be put away and disinfected before use.
- Staff are to wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.
- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. Staff are to use disinfectant wipes to clean ipads or mobile in between use.
- The Village hall will be cleaned by the contracted cleaners after each session.
- Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:

1) the individual tests negative; waste can then be put in with the normal waste

OR

2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste

- This is to be stored in a safe and secure place, in a lidded box, away from where children and staff will be.

Staff Health:

- Staff should ensure that they keep a 2-metre distance from other staff members or hall users as much as possible. Where this cannot be maintained, they should try to be side to side as opposed to face to face.
- Staff should only attend the Pre-school if they are symptom free, have completed the required isolation period or achieved a negative test result.
- A health questionnaire will be given for returning staff to complete.
- Consideration should be given to limiting the number of staff in the Pre-school at any one time to only those required to care for the expected occupancy levels on any given day.
- All staff coming to the setting should avoid all non-essential public transport travel, whenever possible.
- Outside of setting hours, staff should adhere to the most recent national guidelines regarding mixing with others etc. Failure to do so may result in the staff member being reported – this may result in the staff member having to take unpaid leave in order to isolate and/or disciplinary action being taken.
- Staff should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of the children and themselves.

- If a member of staff develops symptoms, they must inform the manager and chair of committee. If they develop symptoms whilst at the setting, they must go home as soon as they are able to do so and isolate as per the guidelines. The preschool may need to close if this impacts the ratios.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operating.
- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- Staff to complete online training regarding infection control and Covid-19 prior to coming back to work.

Communication:

- Parents should receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of their children and themselves.
- Communication with parents will primarily be through Tapestry or via email. Staff members may call or txt parents to inform them of their well-being during the settling in periods.
- Committee to clearly and promptly keep all staff informed of changes and details of wages, days, hours of work and policies etc.
- Communication with committee members, where possible will be over the phone or via zoom.

Parents and Visitors:

- No parents will currently be permitted to come into the setting. All children will be dropped off at the side gate leading into the garden.
- Settling in sessions will be conducted in the garden, one child and one parent at a time, within an allocated slot.
- Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual Pre-school hours where possible.
- All committee involvement, should where possible, be conducted via virtual conferencing such as zoom.

- Any involvement with other professionals, should where possible, be conducted outside of preschool hours or via zoom.
- If this is not possible, all visitors should wash or sanitise their hands upon arrival, a face mask may be worn and a strict 2m distance will be in place. This is also in line with the Village Hall policy (please read for further details if needed).
- All visitors will be required to sign the visitor book and leave their details so they can be contacted if needed.

Other Hall users:

Please refer to the hall booking system for up to date information of when the hall is in use.

- The Marigold room currently has a maximum capacity of 17
- The Village Hall is now open to other users. Staff must ensure that they keep children away from other groups using the hall.
- Staff must be vigilant in ensuring that the main door to the village hall is locked. And that no other hall users enter the Marigold room.
- If Preschool need to take children to the bathroom, they must ensure that the corridor is clear beforehand.
- Please refer to the specific Village Hall risk assessment and guidelines if needed.

Travel:

- Wherever possible staff, children and parents should travel to the Pre-school using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.
- All staff and children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.

In the event of a fire:

- In the event of a fire, Preschool are to follow the fire and evacuation policy as normal. Staff are to gather the children and leave through the fire door in the Marigold room and into the garden. They must then gather at the designated space in the main car park and take the register to account for all children.

Please write your name, sign and date below once you have read and understood the policy and procedures outlined above.

