



Little Sparrows Nursery Covid-19 Overarching Policy & Procedures

Keeping children and staff safe is our utmost priority and we will continue to review the ongoing effectiveness of its "Health and Safety" risk assessment and make any appropriate changes or updates when necessary. We will do this in conjunction with information provided to us by Public Health England (PHE).

This document should be read in conjunction with:

- ✓ Risk assessments
- ✓ Health, Hygiene & Safety Policy
- ✓ Infection Control Policy
- ✓ Positive Behaviour Policy
- ✓ Safeguarding & Child Protection Policy
- ✓ Confidentiality Policy
- ✓

Little Sparrows Nursery will:

- Ensure that all staff understand the 'system of controls' and how they are applied in setting.
- Ensure that parents and carers are aware of the 'system of controls', and how these impacts upon them and their responsibilities in supporting it.

System of Controls

- 1) Ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings. (See Appendix 1 for guidance)
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- 2) Clean hands thoroughly for 20 seconds 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

Drops offs and Collection of Children

For children using the 'Early Morning Club' between 8.45am - 9.15 am, parents will be permitted to enter the nursery hallway to drop their child off. Subject to the guidelines below

- Wait beside the building using the designated lines to ensure social distance is maintained between parents
- Only 1 parent will be allowed access at any one time
- Use the hand wash station available to wash your child's hands before he/she comes in to the setting
- Parents MUST also wash or use hand gel for their own (and any accompanying siblings) hands before entering the setting
- Parents/carers MUST WEAR A FACE COVERING before entering the nursery. Place changing bags, coats and lunch box in respective areas
- Your child will be greeted at the door gate, whereupon the parent must exit the premises keeping a 2m distance from other nursery users.

NO BUGGIES, SCOOTERS OR BIKES WILL BE ALLOWED INTO THE ENTRANCE HALLWAY.

For children who arrive for nursery from 9.15am onwards, please observe the following guidelines.

- Proceed through the entrance gate. 1 parent at a time
- Wash your child's hands at the handwash station.
- DO NOT ENTER THE SETTING
- A member of staff will receive your child IN THE OUTSIDE AREA through the metal gate. Your child's rucksack and lunchbox should be placed in the trolley provided.

COLLECTION PROCEDURE

- Please wait behind the yellow lines when you arrive.
- A member of staff will open the gate and your child will be brought to you.

HYGIENE ARRANGEMENTS WITHIN THE SETTING

- Staff will supervise regular hand-washing and disinfect surfaces such as taps, toilet flushes, tables, cupboards, light switches and door handles several times a day.
 - We will ensure that there is a sufficient stock of disinfectants, soap, paper and towels.
 - Staff must use hand gel before entering the premises.
 - Children **will not** be allowed to bring in toys from home into school.
 - If a child uses a muslin for comfort this must be clearly labelled. (As this will remain at the nursery, we suggest you have an alternative to use at home.)
 - All soft toys have been removed from the nursery as have most soft furnishings, and toys that are hard to clean
 - Rooms will be ventilated by opening windows and the hall doorway
 - Please place a change of clothes one set for each day the child attends within their changing bag. This bag will remain at the setting for the duration of their weekly attendance.
 - If your child wears nappies, please ensure there are plenty of spares in their changing bag including wipes and nappy sacks. NO PULL UPS PLEASE.
 - Bins will be emptied regularly from each room
 - We will plan to spend as much time as possible outdoors.
 - We will teach children what to do in terms of personal hygiene.
 - We will teach children about the virus in a child friendly way.
- The following resources are helpful in this regard:
- [What is Coronavirus? An explainer for children](#)
 - [Covid-19 germs experiment](#)
 - [Wash your hands song](#)

Personal care arrangements

- Cleaning of the changing area, including washing/ disinfecting the floor and mat must be meticulous.
- Children will be given support with toileting as required and toilets and basins will be disinfected regularly between use.

Supporting Children with suspected COVID

- We have a designated area for a child to wait in, if they develop symptoms of Covid19 during the nursery day. This designated area is next to the staff bathroom. Children will remain seated here until a parent collects them from school. A staff member will

wear PPE and wait with them. Parents will be advised regarding measures to take and school will record any details relating to the possible onset of coronavirus. The area will be deep cleaned after the child has left the building.

First Aid

During the Covid-19 pandemic, it is recommended that staff wear gloves and a facemask for all first aid incidents. Eye protection and an apron may also be required, where there is a risk of coming into contact with bodily fluids.

- In line with government advice, make sure you wash your hands for 20 seconds or use an alcohol gel, before and after treating a casualty. Avoid touching your mouth, eyes and/or nose.
- Ensure that you do not cough or sneeze over a casualty when you are treating them, if you need to cough, do this into your elbow.
- Do not lose sight of other cross contamination that could occur that is not related to COVID-19.
- Wear gloves at all times
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely - double bag and place in a bin
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound

Visitors

- ✓ There will be no visitors permitted on the nursery premises per se
- ✓ There are exceptions however, and these have to be strictly adhered to: contractors needing to complete essential maintenance and SEND/Health staff needing to visit regarding children with SEND. Before visiting, these visitors must be made of social distancing rules in our school and must be supervised to complete their work
- ✓ Inform any visitors, such as suppliers, not to enter school if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#)).

Please refer to guidelines for symptoms of coronavirus for more info.

WHAT ARE THE SYMPTOMS OF CORONAVIRUS (COVID-19)

A high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild,

WHAT TO DO IF SOMEONE IN THE SETTING HAS SYMPTOMS OF CORONAVIRUS

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. 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](#).

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 for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken

If a child displays symptoms whilst at Little Sparrows, their parent or carer should be asked to collect them immediately. Details of this should be recorded and stored in the Accident and Incident record box. Whilst awaiting collection, they should be moved to the hallway and supervised by a member of staff who must wear PPE. (Face mask, gloves, apron and face shield). A PPE pack can be found in the staff bathroom and the kitchen. If the child needs to go to the bathroom while waiting to be collected, they should be taken to the bathroom between the changing rooms which should be thoroughly disinfected afterwards.

Parents, carers and staff must immediately inform Little Sparrows the results of the test:

- **If someone tests negative**, and they feel well and no longer have symptoms they can return to the setting.
- **If someone tests positive**, they should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

WHAT TO DO IF A CASE OF COVID-19 IS CONFIRMED IN THE SETTING

Settings should contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting - as identified by NHS Test and Trace.

The local health protection team will work with settings 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.

The local health protection team will work with settings in this situation to guide them through the actions they need to take. Based on the advice from the local health protection team, settings should 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 since they were last in close contact with that person when they were infectious. 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

The local health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend settings keep a record of:

- children and staff in specific groups/rooms (where applicable)
- close contact that takes places between children and staff in different groups/rooms

A template letter will be provided to settings, on the advice of the local health protection team, to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) 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 [COVID-19: 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 coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform their setting 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 [COVID-19: guidance for households with possible coronavirus infection](#)
- Settings should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

Further guidance is available on [Testing and tracing for coronavirus](#).

Contain any outbreak by following local health protection team advice

If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) 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. 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 coronavirus (Covid-19) in the setting (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.

SIGNED- Gill Thom

DATED – 1st Sept 2020