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Document.	042	Covid19 Policy		
Revision	10	Approved By	Katy Taylor	Approval Date 05/01/24

Scope

This policy applies to all employees, Parents/carers, children, volunteers, and anyone else working on behalf of the Pre-School. This policy also applies to service users and delivery drivers visiting the Pre-School.

This policy is a working document. Any additions or amendments to the content will be circulated as appropriate.

Purpose of policy

- Protect all employees, and service users including parents/carers and children from coming into contact with Coronavirus (COVID-19).
- To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
- To prevent the spread of Coronavirus (COVID-19).

Methods

In order to achieve the above, we will follow the guidelines as set by Public Health England /The National Institute for Health Protection and the Department for Education guidance for educational settings and their key workers.

Attendance – children and their parent/carer

- Although there is no longer a legal requirement for people with Covid to self-isolate, if anyone has any of the main symptoms of COVID or a positive test result, the public health advice is to stay at home and avoid contact with other people where possible.
- Those that were previously identified as Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but previously identified CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the [guidance on protecting people who were previously identified as CEV from COVID-19](#).
- Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.

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- Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to pre-school, and resume normal activities when they no longer have a high temperature and they are well enough to attend.
- All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.

We ask that families notify us as normal if their child is unable to attend, so that staff can explore the reason with them and address barriers together.

Admitting children back to the setting

If a parent or carer insists on a child attending the setting if they are displaying symptoms of Covid 19, we will take the decision to refuse the child if, in our reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice.

Attendance – Staff

- If staff have symptoms of a respiratory infection, such as COVID-19, and/or a high temperature or do not feel well enough to go to work or carry out normal activities, we will encourage them to try to stay at home and avoid contact with other people, until they no longer have a high temperature (if they had one) or until they no longer feel unwell.
- We will carry out a health questionnaire for returning staff.

Group sizes and staffing

As per government guidance we no longer need to restrict the numbers of children attending the setting, or need to keep groups apart but we will ensure:

- Records will be kept of the children attending the setting via our usual attendance register.

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- Our Outbreak Management Plan will cover the possibility that we may need to reintroduce keeping groups apart for temporary period if required.
- If we are oversubscribed, due to staff: child ratios, we will prioritise children. Priority goes to vulnerable children (including funded 2 year olds), the children of critical or key workers and three and four year olds (those starting school in September 2022).

Children's Wellbeing and education

The coronavirus (COVID-19) pandemic is going to affect daily life and we are aware this may be a difficult time for our children.

We will ensure that:

- 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 will be supported to understand the changes and challenges they may be encountering as a result of COVID-19.
- Staff are aware of children's attachments and their need for emotional support at this time.
- Preschool children are not expected to keep their distance from one another (hygiene standards will be maintained).

Effective infection protection and control

There are important actions that staff, children and parents/carers can take to help prevent the spread of the virus.

We will:

- Ensure staff and children undertake frequent hand washing and good hygiene practices.
- Ensure children and staff clean their hands regularly, including on arrival at the setting, before and after eating, and after sneezing or coughing.
- Ensure that help is available for children who have trouble cleaning their hands independently.
- Encourage staff and children not to touch their mouth, eyes and nose.

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- Ensure regular cleaning of frequently touched surfaces throughout the day and each evening – a specific cleaning rota has been devised to ensure this is carried out *
- Minimise contact with individuals who are unwell
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Try and use our outdoor space as much as possible (weather permitting) throughout the day to limit transmission.
- Bathrooms, including sinks and toilets, will be cleaned and disinfected regularly..

Food Preparation, snack and lunches

To minimise the risk of transmission, We will ensure:

- As per the guidelines, staff and children wash hands before eating and after eating.

Drop off and Collection

To help maintain the spread of the virus we will implement the following procedures concerning the drop off and collection of children.

- We will no longer stagger the drop off and collection times for children.
- Parents/carers are not required to wear a mask when dropping off and collecting their children unless they have symptoms of Covid or have tested positive and need to bring their child to preschool.
- Parents are no longer required to socially distance from one another or Pre-school staff, however we ask that parents still bring their child/children to the main door where a staff member will welcome the child and take them into the building.
- Parents should bring a well-stocked bag of spare clothes and nappies and wipes if required. This bag should remain at the setting until the end of term. Top up items can be brought into preschool.

Personal protective equipment (PPE) including face coverings and face masks

Wearing a face covering or face mask at preschool is not recommended.

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Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children), as it may inadvertently increase the risk of transmission.

Staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including:

- **if a child or member of staff becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home.** A fluid-resistant face mask will be worn by the supervising adult.
- If a child becomes unwell, disposable gloves, a disposable apron and a fluid-resistant face mask will be worn by the supervising adult. 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 by way of a face shield.

Process – Child or staff member displays symptoms of Covid19

- If a child begins displaying a new continuous cough, a high temperature – this means you feel hot to touch on your chest or back, or above or the loss of sense of taste and/or smell they will be sent home to isolate per the guidelines.
- A child awaiting collection will be moved to the accessible toilet with a staff member, where they can be isolated. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. A window will be opened for ventilation.
- 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 carer should go online to NHS 111 (or call 111 if they don't have internet access).

Process – confirmed case of Covid19 at the setting

When a staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self isolate for **5 days** from when symptoms begin, or from the date of a positive test, regardless of which type of test. For a child this is three days.

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Individuals are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID case, however, if you believe you are a close contact of someone who has tested positive for Covid please follow Government guidance on [People with Covid and Their Contacts](#)

Staff who do not need to self-isolate, and children who usually attend the setting, and have been identified as a close contact, will continue to attend the setting as normal.

Confirmatory polymerase chain reaction (PCR) tests

From 11 January 2022, most people with a positive lateral flow test do not need to take a confirmatory polymerase chain reaction (PCR) test to confirm they have COVID-19.

If you have symptoms of Covid 19 and have taken a PCR test, staff and children will be advised not self-isolate and not attend the setting.

Billing

Because sessions must be staffed for their entirety based on sessions booked, fees for chargeable sessions booked will be payable even if a child does not attend due to self-isolation or does not attend for a complete session. Please refer to our Billing Policy for further information.

If we have to close the setting due to an outbreak of Covid, then we will refund any paid sessions lost as a result.

Staff Training

All staff members have received appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operating.

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Responsibility for periodic review	Management Team
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Document History

Rev	Changes	Date	Approval
1	No ad-hoc children to be added to OOH.	2/9/20	NH
2	Lone preschool children may on occasion join the main after school group, for their own well-being.	2/9/20	NH
3	Amended Covid symptom high temp of 37.8 to feeling hot to touch on chest or back	22/9/20	KH
4	Added section – Billing	7/10/20	KH
5	Added to section – Confirmed case at the setting – self isolate for 10 days from when symptoms begin, or from the date of a positive test, regardless of which type of test.. Added individual’s household members also present at the setting to be sent home at the same time. Other members of their household (including any siblings) should also self-isolate".	14/1/21	KH
6	Added to section – Drop off and collection off and collection Parents must wear a mask when picking up and dropping off their children	4/3/21	KH

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7	Amendments made to reflect the easing of restrictions on 16 th August	26/8/21	KH
8	Amendments made to reflect further easing of restrictions on 21 st February 2022	3/3/22	KH
09	Reviewed and amended; Removed section on open windows and doors, Removed section relating to only lunch boxes etc being bought into the setting, Removed section regarding twice weekly testing.	30/09/22	Justine Reed
10	Removed section on hand gel and about testing.	05/01/24	Katy Taylor

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