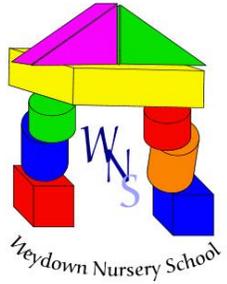


## COVID 19 POLICY AND PROCEDURE



**This has been updated from August 2020, to reflect government guidance for early years settings during the corona virus pandemic.**

**Our nursery policy and procedures are intended to minimise the risk of transmission of the Covid 19 virus between children at the setting, between children and staff, between the staff themselves and between staff and parents / carers.**

**Weydown Nursery will continue to have high ratios of staff to children during the pandemic and will continue to follow all essential policies and procedures (e.g. safeguarding policy, health and hygiene policy, behaviour policy) to ensure the safety and well-being of all within the setting.**

### **POLICY:**

As the nursery has been open during much of the pandemic (closed only for 4 weeks between March and April 2020), staff have created an excellent regime for both hand washing and enhanced cleaning. This regime will continue for the foreseeable future. *Please see details of this regime below.*

From 20<sup>th</sup> July 2020, early years settings no longer need to keep children in their care in separate, small group “bubbles.” As Weydown Nursery is a small setting and usually has less than 30 children on roll, we will therefore have the nursery setting as one “bubble” from September 2020.

As far as possible, parents / carers and visitors should not enter the nursery premises. (*Nursery children will enter and exit at the main door with staff supervision*). Parents and carers will be asked to stagger entrance and exit times for their children.

In order for all at Weydown Nursery School to stay safe, we ask that anyone who may have symptoms of Covid 19 - including parents / staff / children - does not attend the setting until after at least 10 days from the start of symptoms. This is in line with current government guidance. (*Main symptoms include: new and persistent cough, high temperature, loss of normal sense of taste or smell*). Parents / carers and staff must notify the nursery as soon as possible - using the normal contact phone numbers or email - if they suspect that they or someone in their family has developed Covid 19. It is vital that all parents / carers and staff use the NHS Track and Trace system - *see below for details.*

Parents / carers should keep children at home (and notify the nursery in the usual way) if their child is at all unwell, to avoid the spread of infectious illnesses.

The nursery may need to shut for up to 14 days, following a confirmed case of Covid 19 amongst the children or staff. We will follow Public Health England’s advice on this matter.

Weydown Nursery will provide essential PPE (personal, protective equipment) to all staff. This includes disposable gloves, disposable aprons, disposable masks. The nursery also has some face “visors” for staff to use in the event of a child becoming ill ( for example, looking after a child with a cough). Staff will wear disposable gloves at all times (other than meal times). Masks for staff are not mandatory, but they are available to staff who wish to wear them. Aprons will be used for staff when dealing with personal care (for example, changing a nappy). The staff have a robust system for disposal of all used PPE - *please see below*.

### **PROCEDURES:**

1) All staff, children - and anyone else entering the premises - washes hands upon arrival, using the 20 second hand cleaning guidance posters. Children and staff wash hands regularly throughout each session, for example: if they sneeze or touch their faces, before touching food or drinks, after being out in the nursery garden, using the toilet.

(Staff using disposable gloves will also regularly wash the gloves and change them, as needed.)

2) **Catch it, bin it, kill it.** This approach has always been used at the setting and we will continue to use it. We have bins, tissues and hand gel at the children’s level in the setting. Staff will be observing children and will take them to wash hands after sneezing, blowing noses, etc.

3) **Enhanced cleaning:** staff are using anti-bacterial and anti-viral cleaning products at nursery and are cleaning all toys and play equipment inside and outside each session, plus all surfaces e.g. table tops, plus all door handles, window catches, low areas of wall that children may put fingers on to.

Soft equipment, such as puppets, cuddly toys are not currently available. Children should not bring toys or comforters from home, either. Cushions and soft furnishings will be limited to those that can be cleaned effectively each session.

4) During the pandemic, the nursery has suspended having “cooked lunches” on Thursdays and suspended our usual mid-morning snack time, in order to minimise transmission of the virus. Instead, children will be able to bring in packed lunches on all long day ( 9 am to 3 pm) sessions, in named lunch boxes and will be asked to bring in a healthy fruit or vegetable snack for mid-morning in a named container.

4) **Minimising contact / social distancing.** All staff will continue to socially distance from one another - by 2 metres.

Parents / carers attending the nursery indoors for one off visits, should keep to 2 metre social distancing with staff members and try to minimise their contact with children other than their own i.e. 1 metre distance. Parents / carers will be encouraged to wear a mask indoors, to minimise the risk of transmission of Covid 19.

When children are being dropped off and collected at nursery, parents / carers will need to remain behind the line to the porch area - a 2 metre gap - and staff will need to keep within the doorway. Children will then walk to their parents or to the front door across the porch area.

5) Due to the need to socially distance, the **“Two to Three Year Progress Check” has been suspended from the EYFS curriculum for the time being.** This is so that staff

and parents do not have to sit in conference with one another for the progress check. However, staff will remain alert to emerging concerns with their key children and will endeavour to provide support if needed. Checks may be able to take place at a later stage - even once the child is 3 years old - if such checks are considered appropriate and useful.

**6)PPE is to be used as described in the policy above:** (a) disposable gloves to be worn at all times unless staff are supervising lunch or snack time (b) disposable aprons to be worn during lunch / snack supervision and also to be worn for intimate care procedures e.g. changing nappies (c ) face masks can be worn by staff if preferred + (d) if a child becomes unwell during a nursery session, the child will be separated from the group and asked to wait in the small room (ventilated with open window) with a member of staff, whilst another member of staff contacts parents/carers for them to collect as soon as they are able. The member of staff waiting with the child, will wear a face visor as well as gloves.

PPE will be disposed of in small bags (nappy sacks) and placed in the bin in the staff toilets. The bin bag will then be disposed of in the outside bin at the end of each day.

7) If an adult or child has any of the suspected symptoms of Covid 19 :

**New, persistent cough,**

**High temperature,**

**Loss of normal sense of taste or smell,**

They must self-isolate at home for at least 10 days and contact the NHS test and trace system, either by the website ([www.nhs.uk](http://www.nhs.uk) ) or by phone on NHS 119.

They need to inform the nursery once the result is available and if positive, the nursery will then need to contact the local PHE (Public Health England) Health Protection Team, which for Surrey and Sussex is: [PHE.sshpu@nhs.net](mailto:PHE.sshpu@nhs.net) or telephone **0344 225 3861** and will need to notify Ofsted.

All close contacts of the person or persons who have tested positive will also need to self - isolate for 14 days.

The nursery may have to close for 14 days if there is a positive case amongst the staff or children. The manager will take advice from the PHE Health Protection Team on this issue.