

## **1 Important information about infectious diseases**

The world continues to deal with the outbreak of coronavirus, COVID-19. This epidemic is understandably a cause for concern. Through careful planning and pre-cautionary measures, we can prepare to minimise risk to children, families and staff as we prepare to re-open nursery services after a period of closure. This guidance sets out the measures that The Elizabeth Foundation is putting in place and the steps that parents and carers can take to reduce the spread

## **2 Who is this policy for?**

This policy is for the protection of all team members, children, parents, families, and essential visitors at The Elizabeth Foundation. The health, safety and well-being of all the staff, volunteers, children and families is paramount to the decision-making towards mitigating risk

## **3 Purpose of the policy**

-  To protect all employee's and service users of The Elizabeth Foundation, including parents and children, from encountering Coronavirus (COVID-19).
-  To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.
-  To ensure that the prevention of the spread of Coronavirus (COVID-19) remains a priority.

## **4 What will we do?**

-  As a Nursery we are aware of the dangers of being exposed to COVID-19 and will do our utmost to ensure the safety of every single person that enters our setting.
-  The team will follow strict hygiene routines when arriving at nursery. These strict hygiene routines will continue throughout the day and children will be asked to wash their hands with soap and water more often than they normally would.
-  Parents will drop and collect their child at the nursery entrance, and we will call parents to the door to maintain social distance guidance.
  - Parents must not enter the building for access to preschool nursery sessions.
  - We limit drop off and collection to one parent per family to eliminate further risk of any infection being brought into the nursery.
  - For toddler and baby nursery sessions, one parent is to bring their child to the session and attend the session with their child.
  - Children are permitted to attend more than one setting as long as all settings are happy with the arrangements and each setting has a COVID-19 Risk Assessment in place.

- ♥ We will ensure that all equipment used by children and the staff is cleaned after use such as table and chairs, disinfected at the end of each day.
- ♥ Although young preschool children do not maintain social distancing, we will endeavour to minimise risk by:
  - We will only have a limited number of children in the setting which will help to with social distancing issues.
  - The children will be spoken to regularly about why we need to wash hands more often. This will be explained in a way that is appropriate to their age and stage of understanding.
  - We want to ensure that the children feel safe and secure while in our care but have as much fun as they normally would while at nursery.

### 5 General

- ♥ Employees are always advised to practise strict hygiene and cleanliness procedures.
- ♥ Employees must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
- ♥ Employees are advised to cough or sneeze into their elbow when a tissue or other vessel cannot be reached in time and are then to always wash their hands afterwards.
- ♥ Employees are advised to avoid contact with others, such as handshakes and are to maintain a social distance of 2 meters.
- ♥ Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- ♥ At the end of each day, all employees must sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas and equipment, ready for the following days usage, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures.
- ♥ Only disposable towels will be permitted for use whilst on the premises.
- ♥ No prams, scooters, bikes, toys or any other items are to be left or brought in at the setting at any time.
- ♥ Please be aware that your children will meet both staff members and other children attending the setting during the session times. Although every measure will be taken to ensure that your child has minimal contact with others, children of such a young age will inevitably want to hug and touch others through play or when needing comfort. Therefore, it is vital that not only we will adhere to best practice hygiene policies throughout the day, but that parents can also support this by changing their children into different clothing when they return home and placing that days clothing in the wash.
- ♥ If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing is met whilst in attendance at The Elizabeth Foundation.

- ♥ The latest guidance says that face coverings are not recommended in educational settings, however, as social distancing is difficult, staff can wear face coverings if they want to, depending on the situation – e.g. nappy changing; support with hygiene.

## 6 Hygiene on arrival

- ♥ Parents will be given a time to drop off their child to allow for social distancing to be maintained.
  - Only the parent(s) of the child may collect the child and one other, in case of work commitments/emergencies. This will reduce the social contact to help keep the welfare and safety of our staff a top priority.
  - Only 1 parent may drop off/ collect their child at a time.
- ♥ We will provide nappies/wipes/sun cream for children attending preschool nurseries.
- ♥ All clothing that the children attend in must have been washed prior to the day of your arrival.
  - If you are to re-use the same clothing, then this must be washed daily before the arrival of your child on their next session.
- ♥ Parents are not permitted to bring in any other items from home, this also includes toys.
  - If you require an urgent need for a specific item which is conducive to your child attending the setting, then this must be discussed with the settings manager and agreed upon before an item comes onto the premises.
- ♥ Only the minimum number of belongings will be allowed within the premises to minimise the spread and coming into contact of the coronavirus (COVID-19).
  - Your child must attend every day with the minimum requirement for the weather forecast for that day only. This could be, but not an exhaustive list of, weather sensible footwear, a coat, jumper/cardigan/t-shirt, pants, skirt, or shorts.
  - Please assess the weather conditions before your child attend the setting each day.

## 7 Hygiene during the day

- ♥ Children will be actively encouraged to wash their hands on arrival, after every activity or after playing in a specific area.
  - We will use water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practice when doing this.
- ♥ After an activity playing session has ended, all equipment/toys shall be cleaned after every use.
- ♥ If your child develops or has a new cough, looks generally unwell or is displaying any other signs associated with coronavirus (COVID-19) then your child will be excluded for a period of 10 days for self-isolation following the Department of Health England and the governments guidelines at present.

- You will be given a date of when your child can attend again. Your child must not attend the setting before this date has expired. This will then help to control the spread of the virus within our setting.
- Should your child get tested during this time period, and a negative test comes back before the expiration of the allotted time, then providing you consent to give a copy of this, your child may then attend sooner.
- ♥ Should you or an adult present with symptoms within your household, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay.
- ♥ At snack, nappy changes/toileting help and any other close contact with the children, staff will be required to wear the appropriate PPE equipment as supplied by The Elizabeth Foundation.
- ♥ Staff are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.
- ♥ Both the kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.

## 8 Hygiene upon leaving

- ♥ Parents/or designated carer's must only attend the setting at the agreed pick up time and wait in their car. Each child will be brought out to their parent at the end of the day.
- ♥ If your child comes home in spare clothing from the setting, please can you ensure that this is washed and returned to the setting upon your child's next attend session.
- ♥ Once your child has been collected, please leave the premises immediately. Please do not remain outside of the building for any other reason.
- ♥ If you require to talk to the staff regarding your child's attendance, a telephone consultation will be arranged for you.
- ♥ If you require your child to go home with the use of a pram or other aid, can we please ask that you move away from the building, and only when safe to do so by following social distancing rules, then access the desired equipment that you need.

## 9 Routine

- ♥ We will do outdoor learning and outside play as much as possible; an outdoor handwashing station has been purchased and will be made available during outdoor activities as soon as it arrives
- ♥ We will keep windows open as much as possible.
- ♥ We will reduce whole room capacity and increase space between children at meals and table activities
- ♥ If Paracetamol or Ibuprofen has been administered to a child in the previous 6 hours they cannot attend; (this includes Calpol)
- ♥ Children will be asked to bring in a packed lunch as well as a snack for their session.

## 10 Social distancing

- ♥ Parents/Carers are asked to adhere to social distancing measures at the entrance doors when dropping off and picking up children.
- ♥ Child to child – impossible
- ♥ Staff to child – impossible
- ♥ Staff to staff – wherever possible we will adhere to social distancing, but this won't be possible all the time. Sneeze guards have been sourced for desks that are less than 2m apart and/or for desks in reception areas
- ♥ Signs that remind everyone about social distancing and keeping safe are in all three reception areas of the building – audiology, garden suite and family centre

## 11 The Elizabeth Foundation closure

At any time that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employee's, children, parents and service users, The Elizabeth Foundation will continually monitor the risk factor of keeping the setting open as a viable option, and may, at any time, revert to a closed status, with no children permitted on site.

## 12 Monitoring

- ♥ The Elizabeth Foundation is closely monitoring and gathering information from the Department of Health England. The Department of Education, our Local Authority and any and all guidelines delivered and updated through official government sources constantly to ensure that we have the most up to date information and work place practices concern the spread and containment of the Coronavirus (COVID-19).
- ♥ The Elizabeth Foundation reserves the right to make all changes to this document to uphold guidance of safe working practices and delivery methods for the early years education sector.
- ♥ We will continue to send you updated information as the situation progresses and we thank you all for your cooperation.
- ♥ For up to date information please visit <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

### ♥ **Asymptomatic testing.**

Most nurseries, schools and colleges are taking part in the asymptomatic testing programme. Rapid testing using lateral flow devices (LFDs) will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Those who test positive will self-isolate, helping to reduce transmission of the virus and keeping other pupils and students in face-to-face education. Testing remains voluntary but is strongly encouraged.

## **Nurseries and primary school children.**

Pre-school children and primary aged pupils do not need to be regularly tested. However, staff will be taking part in the asymptomatic testing programme to help reduce transmission of the virus and keep everyone safe. PHE has advised there are currently limited public health benefits attached to testing primary pupils with LFDs. Primary age pupils, particularly younger children, may find the LFD testing process unpleasant and are unable to self-swab.

## **Asymptomatic testing for parents and adults in households with children at school or college.**

All adults in households with children of school age without symptoms can also now access regular rapid coronavirus (COVID-19) testing. This includes childcare and support bubbles.

There are different ways for a household, childcare or support bubble to collect their test to take at home twice-weekly:

- ♥ Through an employer, if they offer testing to employees – TEF staff and volunteers will be accessible to tests from the charity
- ♥ At a local test site – you may need to book an appointment
- ♥ By collecting a home test kit from a local test site – anyone aged 18 or over can collect 2 packs of 7 tests
- ♥ By ordering a home test kit online – do not order online if you can access testing through other routes, this frees up home delivery for those who need it most

## **Actions you should take-**

Do not send your child to their nursery, childminder, school or college if:

- ♥ They are showing one or more coronavirus (COVID-19) symptoms
- ♥ Someone in their household is showing symptoms
- ♥ Someone in their support bubble has symptoms and they have been in close contact with them since the symptoms started or during the 48 hours before they started
- ♥ They or someone in their household has tested positive for coronavirus (COVID-19)
- ♥ They are required to quarantine having recently visited a red list travel ban country