

Safe Operating

Policy & Procedures COVID-19

Introduction

(This document will be updated as and when government guidelines change, all future updates and current situations will be added on to the document in the relevant sections, please read whole document to acknowledge our current procedure, any areas highlighted in red is currently not active))

It is important that everyone complies with the latest Government guidance on Coronavirus.

We have developed these Safe Operating Procedures based on guidance from the Department of Education and the National Institute for Health Protection specifically for Early Years. It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert the nursery and self-isolate for the safety of everyone.

Covid-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear but it seems that it is not significant.

Everyone involved in the day to day running of the nurseries will receive appropriate instruction and training on how to operate under the terms of the Safe Operating Procedures.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

Attendance

Children and employees are welcome to attend nursery but must not be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell. Please also look out for the following symptoms fatigue, headaches, aches and pains, runny/stuffy nose, sore throat, shortness of breath, and diarrhoea.

It is important that you seek medical advice if you are unsure.

It is important that children do not attend nursery if unwell for their own wellbeing and for the safety of others. Calpol or other medication that can mask fever symptoms should also not be given before they come to nursery.

If anyone is experiencing any symptoms they cannot return to nursery until they have completed the required isolation period and be symptom free or have achieved a negative test result. Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending nursery.

Temperature and symptom monitoring

Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough. Parents need to inform staff of how their child is during drop off and if their child is unwell they may be asked to keep them and monitor them or even get them COVID tested.

Travel outside of the UK

Staff and Parents will be required to inform us if they are traveling abroad and where to. They will be required to follow the legislations upon return.

Employees

- All employees will be kept up to date with the latest COVID guidelines
- Staff are responsible of inform management if they are feeling unwell.
- Staff are advised to carry out lateral flow test twice weekly.

Settling in sessions

Parents can enter the nursery for the purpose of settling ins. Parents will need to wear a mask during settling in sessions unless exempt.

Visitors

Visitors are welcome in to the nursery these will need to be prearranged with a member of management to limit cross over of appointments or too many people in the nursery. During operational hours visitors will be advised to wear unless they are exempt for medical reasons.

Health, Hygiene and Safety

Reducing the spread of the virus

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities e.g. tablets, must be regularly cleaned. Disposable cloths, and paper roll, will be used to clean all hard surfaces, floors, chairs, and door handles

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands-on arrival at nursery. There will be regular opportunities for hand washing throughout the day.

Use of Tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

Toileting

The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the practitioners will talk to the children about why we are washing our hands.

Risk assessments

All risk assessments will reflect the risk of transmission of COVID-19.

Resources at Nursery

We will aim to sanitise items regularly including soft furnishings and furniture.

Responding to a person displaying symptoms of COVID-19

A child

If a child is suspected of displaying coronavirus symptoms whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with NHS guidance. The child must be tested and receive a negative covid test result before they return. If a child test positive for coronavirus they will need to isolate for **10 days** and will not be able to attend the nursery until their 10 days isolation has ended or until they receive a negative test result on a lateral flow test for **2 consecutive days from day 6 and 7**.

If you do not wish for your child to be tested they will need to isolate for days from the day of the symptoms began.

Whilst waiting to be collected, they will be isolated from others in a designated area. An employee will stay with them and will wear PPE.

If the child becomes very unwell, we will follow our normal emergency procedures and call 999. The isolation area will be cleaned once the child has been collected.

please ensure all of your emergency contacts are up to date and are able to collect your child in the event of an emergency or if they become ill. You must be able to collect your child within 30 minutes of receiving a telephone call.

An employee who displays symptoms

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. They will be required to have a negative test before they return. In the event a staff member test positive they will be unable to return to work unless they have isolated for 10 days or until they receive a negative test result on a lateral flow test for 2 consecutive days from day 6 and 7. It is advised that staff take a covid test but if they wish not to then they will need to isolate for 10 days from the day their symptoms began.

PPE Equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves and aprons will be used for nappy changing and first aid. Aprons and gloves will be worn at mealtimes.

Reporting, testing and tracing

Any suspected or confirmed case must be reported to the Nursery Manager or Deputy as soon as possible. Individuals are not 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-19 case if:

- They are fully vaccinated
- They are below the age of 18
- They are not able to get vaccinated for medical reasons
- They have taken part in or are currently part of an approved COVID-19 vaccine trial

instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take lateral flow test daily for 7 days (this does not apply for children under the age of 5). If symptoms occur, we would encourage all individuals to take a test and isolate until a negative test is received.

Children who are aged under 5 years old who are identified as close contacts will only be advised to take a covid test if the positive case is in their own household.

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

Positive tests will be reported to the local Public Health England Health Protection Team and Ofsted (in the event that we need to fully or partially shut the building) by the Nursery Manager or Deputy.

The Nursery Manager and Deputy are responsible for contacting the local Public Health England Health Protection Team if there is more than one confirmed case of Coronavirus.

Further guidance

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>