



## Covid-19 Policy

This policy follows guidance from the NDNA and the Government regarding the coronavirus (Covid 19) pandemic. During this time, this Covid 19 policy is in addition to our current policies.

### Absence Management Procedure

#### - *Exclusions periods*

Staff must also isolate if they have received a positive result on their lateral flow tests while they use a PCR test or if they have been advised to do so by the NHS Covid App (unless they have received 2 jabs – no longer need to isolate).

If you have recently been to a country that requires self-isolation on return then you must make sure you adhere to this.

Staff must send in an isolation note as proof that they cannot come to work because of coronavirus rather than a GP note. These are available from

<https://111.nhs.uk/isolation-note/>

Staff must also isolate if they have received a positive result on their lateral flow tests while they use a PCR test or if they have been advised to do so by the NHS Covid App (unless they have been double jabbed – no longer need to isolate).

#### - *Return to work*

When staff return they will be asked to complete a health declaration form. They must state that they are now fit and well, have no other symptoms and have isolated for the correct time set by the Government.

### Admissions

Only children who are symptom free or who have completed the required isolation period can attend nursery. We ask that parents inform management if anyone in their household has any symptoms and is following Covid 19 guidance.

Children and staff must **not** come into setting if:

- They have one or more coronavirus symptoms
- Staff must not come in if a member of their household has coronavirus symptoms or a positive result and they themselves have not been double jabbed.

- They are required to quarantine having visited countries outside the common travel area
- They have had a positive test
- Have been told to isolate by NHS Test and Trace (and they have not been double jabbed)

Any child that starts to become unwell with signs of coronavirus will be isolated with one member of staff wearing full PPE in the quarantine area while we wait for parents/carers to collect them as soon as they are able to. They must then follow Covid 19 Guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

They will be advised to self-isolate for 10 days and fellow household members for 10 days, unless they have been double jabbed. If the child has a coronavirus test during the isolation period and they receive a negative result then they can return to nursery before the isolation period is over.

### **Asymptomatic testing**

Staff will have a lateral flow test twice a week. This is important as up to one in three people who have the virus have no symptoms (asymptomatic) so could be spreading the disease unknowingly.

Staff who test positive will self-isolate and get a further test to reduce the transmission of the virus. They will then let NHS Track and Trace know. We will take action by notifying parents and advising the children within that member of staffs bubble that they will need to self-isolate immediately for 10 full days counting from the day after contact with the individual who tested positive.

We will keep records of close contact between children and staff in specific groups or rooms for 21 days.

### **Drop off and pick up**

At drop off and pick up we ask that parents remember social distancing as we are only having one parent in the entrance at a time. We ask that the parent only bring their child if they are also symptom free.

Registers are kept in the rooms so staff can sign your child in and out.

Staff and parents **must** wear face masks during handovers. Parents are encouraged to continue to wear a face mask at drop off and pick up.

## **Caring for babies and toddlers**

Within the day to day running of the nursery the following additions will be put in place:

- Resources will be cleaned more frequently
- Staff use PPE during food preparation, first aid and nappy change. In addition, full PPE will also be used when isolating a child who is showing symptoms and waiting to be collected (mask, visor, apron and gloves)
- Ensure there is a safe distance between beds during sleeps. Bedding and sheets are washed daily in line with the NHS laundry guidelines.
- Parents cannot leave travel accessories e.g. buggies, car seats and scooters at nursery
- Staff and parents must wear face masks during handovers

## **Child registration form**

When children return to nursery staff should check with parents that we have the correct emergency contact details. Temporary ones may need to be set up e.g. if a grandparent is shielding or self-isolating.

## **Early learning opportunities**

When children return to nursery we understand that there will be some gaps in children's assessment records as a result of the lockdown period. There will be a strong focus on personal, social and emotional development and re-establishing strong attachments. We also have a new mindfulness programme for all children.

Children who have not had their 2-year check will be planned in due course. All information and reasons for any delays will be documented.

For children who are not yet returning to nursery, supervisors will be in regular contact with ideas for home learning and encouraging parents to upload onto tapestry so they can advise next steps.

## **Equipment and resources**

We will carry out more frequent cleaning of toys and resources.

Children will only be allowed to bring comforters from home. Other toys will be discouraged. We are asking that parents leave spare clothes, nappies and wipes at nursery in their child's individual bag, this is to save bags going back and forth between nursery and home.

## **Family Friendly**

We will continue to monitor advice regarding any pregnant members of staff returning to work. Specific risk assessments will be put in place.

Government guidelines currently state that a child or member of staff who lives with someone who is clinically vulnerable (but not clinically *extremely* vulnerable) including those who are pregnant can still continue to attend their childcare setting.

## **Health and Safety**

New risk assessments have been carried out assessing directly the risks associated with Covid 19 so that the right measures can be put in place for children, families and staff. These will be reviewed regularly in line with new guidance. All staff will receive a copy of the new risk assessment during their back to work interview.

COSHH assessments have been completed for all new cleaning products we are using at nursery.

Personal Protective Equipment (PPE) - Government guidance states that PPE is not required for general use in early years settings to protect against Covid 19 transmission but will be continued to be worn as normal for nappy changing, first aid and food preparation. In addition, masks and other PPE will be worn by staff caring for a sick child while waiting for parents to come and collect them. A monitoring system for the use of PPE is essential to ensure the setting has enough and can re-order more. Staff and parents will wear face masks during handovers.

Coronavirus testing – Staff and children in early years settings are eligible for testing if they have any symptoms. A negative result means that they can return to wrap around care, unless they have been in close contact with someone with a positive result then they must continue to isolate. A positive result will need rapid action to protect peers and staff in the setting. All staff have got lateral flow tests which they carry out at home on a Sunday and Wednesday night and send their results to HR. Staff temperatures are also taken on arrival each session and monitored.

Staff and parents are to wear face masks during handovers.

## **Infection control**

In addition to our usual practice we will:

- Provide all staff with personal hand gel to keep with them at all times
- Have robust handwashing routines – to wash hands for at least 20 seconds and dried thoroughly with a paper towel

- Clean hands on arrival, before and after eating, after sneezing/coughing and using the toilet
- Encourage staff and children not to touch their mouth, eyes and nose
- Use a tissue 'catch it, bin it, kill it'
- Show children how to wash their hands correctly
- Clean frequently touched surfaces throughout the day
- Play equipment is appropriately cleaned

### **Children's temperatures**

If a child has a high temperature of 37.8°C it will be monitored for half an hour. If the temperature stays at 37.8°C or increases, then their parents will be called immediately to collect them. While we wait one member of staff will care for them in a separate room while wearing full PPE. They will then be advised to self isolate 10 days and members of their household for 10 days, unless they have been double jabbed.

Staff and children are eligible for testing if they have symptoms. If they have a negative result then they can return to setting. If the result is positive then rapid action will be taken to protect their peers and staff.

### **Travelling to nursery**

Parents and children are encouraged to travel by car, walk or cycle where possible and avoid public transport.

### **Outdoor play**

Outdoor play is encouraged as much as possible. We have use of 2 outdoor classrooms as well as the main garden and the lodge garden. As bubbles are relaxing all children from babies-big cubs can be outside at the same time.

### **Parents and Carers as partners**

Parents are no longer allowed into the rooms at drop off and pick up times, they are to wait in the reception area. Staff are to keep handover time to a minimum and from a safe distance, whilst both staff and parents wear face masks. More information about their child's day will be recorded in their daily diary.

Nursery events are limited during this time. For example, open days will take place on a Saturday when the children are not here. Potential parents will book in a time slot so

that they are spread out. They must wear their face mask and sanitise their hands on arrival. Parents evenings are for the time being done over the phone.

We will continue to contact parents whose children have not yet returned via newsletters and Facebook. Here we will send home leaning ideas and support parents.

### **Parent terms and conditions**

There may be some changes made to terms and conditions and information regarding this will be communicated to parents.

### **Safe and healthy setting**

To ensure that our nursery remains a safe and a healthy environment for children and staff the following measures have been put in place:

- Personal hygiene – staff keep good personal hygiene and ensure they wash their hands as they enter nursery and throughout the session
- Cleaning – we have cleaning rotas in place in each room, kitchen and garden areas to ensure high levels of cleanliness
- Staff equipment – every member of staff will have their own personal pen kept on their lanyard
- Staff breaks will be staggered and social distancing will still be in place e.g. only one member of staff to a table and to sit outside when possible
- Use of offices – desks in nursery offices have been moved around to ensure members of staff are not facing each other. If another member of staff needs to talk to someone in the office they are to stand at the orange line and maintain social distancing. All equipment e.g. mouse and keyboards will be cleaned after each use.
- Staff equipment – every member of staff will have their own personal pen kept on their lanyard
- Uniform – staff are asked to wear clean uniform each day and ensure that hair is tied back if possible. They must change their uniform if they have had to isolate with a child.
- Travelling to work – staff are encouraged to drive alone, walk or cycle to work and avoid public transport where possible
- Essential supplies – due to extra delivery times we need to order in advance. Staff will ensure that each room is stocked with adequate amounts of PPE and cleaning products/ equipment and inform management if running low
- Asymptomatic testing for staff – staff have a lateral flow test twice a week. This is important as up to one in three people who have the virus have no symptoms (asymptomatic) so could be spreading the disease unknowingly. Staff who test

positive will self-isolate and get a further test to reduce the transmission of the virus.

## **Settling in**

We understand that children have been away from nursery for a long time. Some children may be excited to return and not need any settling in and others will have separation anxiety and be quite upset on their return.

Familiar faces will be at nursery to welcome your child and help them to settle back into routine. The settling in policy for new children will be adapted during the pandemic, parents will not be able to enter the room. We have suspended show arounds during nursery opening times. They can take place after closing times or on organised open days at the weekend.

## **Sickness and illness**

If a child starts to become unwell with signs of coronavirus (a high temperature of 37.8°C or above – monitored for half an hour, or a persistent cough) parents will be contacted immediately. While we wait for parents to arrive they will be in an isolation room with one member of staff. Staff must wear full PPE – mask, visor, apron and gloves. The room will then receive a deep clean. The member of staff caring for that child will then change their clothes and wash their hands thoroughly.

The child will then be advised to self isolate for 10 days and members of their household for 10 days, if they are not double jabbed. They must follow Covid 19 Guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Staff and children are eligible for testing if they have symptoms. If they have a negative result then they can return to nursery. If the result is positive then rapid action will be taken to protect their peers and staff.

## **SEND**

Shielded children are to stay at home and will be supported with home learning through newsletters, tapestry and Facebook.

## **Staff development training**

On return to work all staff will receive training on new practices e.g. new cleaning schedules/ products, bubbles, policies and procedure amendments, infection control and operating procedures and risk assessments within which they will be operating.

## **Supervision meetings**

All staff will complete a back to work interview to discuss changes to practice but also to find out how they feel about returning to work and if there is any extra support that they think they will need.

## **Visitors**

Attendance to Phoenix will be restricted to children and staff only. Visitors are limited at the moment to necessary visits. For example if outside agencies need to come to observe children then they must wear PPE. Tutors can now come and observe their students from the garden/playground.

## **Transitions**

- *Moving rooms* - When children return to nursery, most children will return to the room in which they left, unless they have had a birthday whilst they have been away
- *Children going to school* - we will communicate with all schools that children are going to in September and will do all we can to help ease the transition including sharing school packs with pictures of the teachers.

## **Visits and outings**

To help ensure the safety of staff and children no visits, outings or walks will take place during the pandemic. This will be reviewed in line with Government guidelines.

Risk assessed walks around the golf course (on site) will still take place.

## **Volunteers**

Students that attend the setting will be fully inducted into new COVID practices and receive personal hand gel and pen. If their college has given them lateral flow tests to do then we ask that they send us the results. They will all take their temperature on arrival and record on the staff temperature sheet.

**Well-being in nursery**

Children will be supported in age-appropriate ways to understand how they can keep themselves safe including regular hand washing and sneezing into a tissue. Staff will also work closely with parents to support children's emotional wellbeing on their return to nursery.

**Well-being for staff**

On their return-to-work staff will receive a back to work interview where they can share any worries about returning to work, understand new practices and share the Covid 19 risk assessment. This should help to manage any anxieties about returning to work.

*Policy Updated August 2021*