



Embsay with Eastby Pre-school Playgroup

## **Policy and Procedures relating to the coronavirus (COVID) pandemic**

This policy sits alongside our usual policies and procedures but addresses issues that have arisen due to the coronavirus pandemic. This policy explains how Embsay with Eastby Pre-School Playgroup intend to manage the issues that have arisen as a result of the pandemic. These are unprecedented times and therefore this policy and the procedures will need to evolve along with the situation.

Our aim is to prevent the spread of coronavirus (COVID-19) which involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). We will adopt a range of approaches and actions to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the pre-school.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and disinfectant
- minimising contact and mixing as much as possible by adapting the layout of the room, managing routines to avoid congestion in certain areas such as the toilets, reduced numbers.

The following are in addition to our usual policies and procedures:

### Health and safety

- Check the premises thoroughly after being closed and complete all health and safety checks and risk assessments before the children return including flushing through of water systems.
- Review the emergency evacuations and lockdowns, carry out drills and adapt if necessary.
- Display health and safety posters relating to coronavirus
- Continually review health and safety and adapt as appropriate
- Avoid parents and external visitors accessing the premises unless essential for supporting child's well-being or an essential service.

### Risk assessments

- Complete a comprehensive risk assessment with regard to the risks relating to the coronavirus including layout of the environment, access to the premises, activities provided and review regularly and adapt accordingly.

## Cleaning and Disinfection

In addition to our usual daily cleaning routine we will:

- clean touched surfaces such as door handles, toys, books chairs and tables, light switches, toilets, sinks and taps several times throughout the day using household detergent and then disinfectant and disposable cloths.
- thoroughly clean the premises at the end of the day including all toys used and floors.
- carry out a thorough clean at the end of the week
- ensure all items that are laundered are washed in accordance with manufacturer's instructions using the warmest water setting and dry items completely. Clean and disinfect anything used for transporting dirty laundry.
- ensure stringent cleaning processes for kitchen area including used pots and tables and chairs.
- reduce the amount of toys available
- remove any hard to clean toys and soft furnishings
- wash toys used that day in household detergent and then disinfect
- have the premises sanitised regularly.
- use bin bags in all bins
- staff to inform Manager if require additional stock giving 2 weeks notice.
- Manager to ensure sufficient cleaning and PPE supplies

If a child or member of staff shows symptoms of COVID-19 or there is a confirmed case we will:

- complete a deep clean and sanitise the premises
- wear PPE when cleaning the premises

*We will refer to the latest government guidance on "cleaning in non-healthcare settings"*

## Dealing with waste from possible COVID cases

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- put the items in a plastic rubbish bag and tie.
- place the bag in a second bin bag and tie.
- Label with date and store in the allocated COVID bin until the individual's test results are known.
- store safely away from children
- put in the communal waste when:
  - o if the individual's test is negative
  - o after storing for at least 72 hours if the individual's test is positive

## Personal Hygiene

### *PPE*

Guidance recommends that staff will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from other, unless dealing with a child or member of staff showing coronavirus symptoms. In this case they would wear the following:

- disposable apron
- disposable gloves
- fluid-resistant face mask
- eye protection is there is a risk of splashing in to the eyes from coughing, spitting or vomiting

Manager to ensure that there is always plenty of PPE supplies. Staff to inform the Manager when stock needs replenishing with at least 2 weeks notice.

### *Hand washing*

Good hand washing procedures are vital to minimise the spread of infection. We will:

- display posters on how to wash hands
- ensure plenty of stock including hand wash, anti-bacterial hand gel and paper towels
- children to wash hands on arrival and before leaving the premises besides usual times, before lunch, after going to toilet, after wiping nose and any other times felt necessary to minimise the spread of infection.
- Provide lidded bins operated by a foot pedal for used handtowels and that these are emptied throughout the day.
- ensure staff are aware of good personal hygiene
- support all children to wash their hands properly for at least 20 seconds using running water and soap and to dry them thoroughly
- provide fun activities to help children develop good understanding of good personal hygiene practice.
- ask parents to support children with good hand washing practice at home

### *Respiratory hygiene*

Good respiratory hygiene is also vital to minimise the spread of infection. We will:

- display the 'catch it, bin it, kill it' posters
- staff to support children in good respiratory hygiene
- continue to provide a separate lidded bin with foot pedal for tissues which will be emptied regularly throughout the day
- use bin bag in bins
- ensure good supply of disposable tissues throughout the premises and have plenty in stock

### *Health*

We will follow our usual procedures to manage sick children including:

- asking parents to not bring children in who are unwell but especially if they are displaying coronavirus symptoms, or live with someone who does
- not to give the children Calpol or other similar medicine before coming to pre-school
- take the child's temperature if we think they are unwell
- contact parents immediately if we think the child is unwell and request they collect them immediately
- keep windows open where possible to ensure ventilation and use outdoor area as much as possible
- removing child into a separate room behind a closed door if they are unwell and displaying symptoms of coronavirus which include:

- a high temperature
- a new, continuous cough
- a loss of, or change to, sense of smell or taste

If a child is showing symptoms of coronavirus we will:

- appoint a designated member of staff to supervise the child
- move child into back room behind a closed door
- open all windows for ventilation
- contact parents/carers to collect the child immediately
- if child seriously ill or their life is at risk call 999
- ask parents to follow the guidance for households with possible coronavirus infection (hand outs in PPE box)
- designated member of staff to wear PPE (see Personal Hygiene PPE) and wash hands thoroughly for 20 seconds after contact with the child
- allocate a separate toilet if child needs to use one and then clean and disinfect as instructed under Cleaning and Disinfection before used by anyone else
- clean the affected area with as instructed under Cleaning and Disinfection after the child has left then complete a deep clean at the end of the day.
- inform other parents that there has been a suspected case of coronavirus
- inform the NYCC Test and Trace for further advice
- If possible the designated member of staff should go home to get changed and showered and await further advice.

*Currently the designated member of staff, other staff or children in the group do not have to self-isolate unless there is a positive COVID test but we are seeking further advice.*

*As part of the national test and trace programme, we will inform North Yorkshire Early Years and the Health Protection Team (see Testing) if other cases are suspected within the setting so the HPT can conduct a rapid investigation and will advise settings on the most appropriate action to take. In some cases a larger group may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.*

#### *Testing and Positive Results*

All staff and children attending the pre-school have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable staff and children to return to pre-school if the test proves to be negative.

Parents and staff should inform the pre-school immediately of the test result to ensure the we take rapid action to protect other children and staff.

If the test is positive the Pre-school Manager must inform:

- NYCC contact for Early Years settings – [helen.smith@northyorks.gov.uk](mailto:helen.smith@northyorks.gov.uk) 07817136549
- Health Protection Team (HPT) 0114 304 9843 for advice
- Staff
- Parents

## Social Distancing

Children in early years cannot be expected to remain 2 metres apart from each other and staff but will try to encourage playing at a distance by:

- reducing the number of children attending. If demand for places is higher than the setting's capacity when measures to allow physical distancing between groups are in place, it may be necessary to have a temporary cap on numbers of children attending the setting. If necessary we will prioritise as follows:
  - o vulnerable children and children of critical workers;
  - o 3 and 4 year olds, in particular those who will be transitioning to reception in September;
  - o younger age groups.
- space management
  - o using the outdoor area as much as possible;
  - o layout activities and furniture to create areas encouraging physical distancing as children play
  - o remove some furniture and toys to create space and easier to keep clean
- reducing face to face contact with parents/carers by not allowing access to the premises. Instead:
  - o welcoming the children at the side door;
  - o parents to keep 2 m from other families by following procedures displayed;
  - o only 1 parent to drop off, pick up;
  - o bags and lunchboxes to be left in allocated boxes for cleaning before being brought on to the premises
  - o keeping discussions with parents at the door brief, using other forms of communication (see Parent Communication). (If children struggling at drop-off, parent will be asked to take child into the playground where a member of staff A lunch
- if children usually attend more than 1 setting, they must now only attend one.

## Parent/Carer Communication

Communication with parents/carers is vital to ensure we meet children's needs, especially at this difficult time. It is important that we share information about how the child has been during lockdown, since they were last in setting, emergency contact numbers, etc. However it is also vital we minimise contact time at drop off and pick up. Therefore parents should

- complete the More About Me and other forms posted out and return on the first day;
- contact the pre-school staff via email, telephone or leave notes in the letterbox;
- inform us if you are struggling whether it be emotionally, physically or financially so we can signpost to help;
- follow the usual complaints procedure if necessary (can be found on the pre-school website, [www.embsaypreschool.co.uk](http://www.embsaypreschool.co.uk))

Parents/carers to receive the latest copy of the risk assessment and policy with regards to managing the spread of coronavirus before their child returns to pre-school so they know what the setting is doing to safeguard everyone and what is expected of parents/carers. It is vital everyone works together. If families are not prepared to comply with our policies and procedures we cannot accept their children in pre-school.

### Children's Well-being and adapting the EYFS

The coronavirus situation has resulted in so many changes to life for children and their families so supporting children's well-being is even more important now and will continue to be at the centre of everything we do at pre-school. We will do this by:

- collecting information on children's experiences during lockdown;
- sharing information with parents (see Parent/Carer Communication)
- sensitively supporting the children back into pre-school
- adapting the routines and supporting children to understand them
- providing the children with lots of opportunities to talk about/communicate their experiences
- provide opportunities for physical exercise for those who have had limited opportunities.

We will continue to deliver the EYFS seven areas of learning through fun and stimulating activities for those children attending. The environment will be adapted allowing more space for the children to play. Activities that are usually shared such as playdough will be provided for individuals then disposed of and some materials such as rice provided in individual trays to avoid sharing. If a resource is shared then we will ensure it is by the same cohort and then replaced for example sand and water and the containers disinfected. We will continue to assess progress and plan for next steps.

Where parents have decided to keep their children at home, we will continue to provide links to useful sites such as Hungry Little Minds, BBC's Tiny Happy People, National Literacy Trust's Family Zone, Department for Education guidance on how to help children aged 2 to 4 to learn at home during the coronavirus outbreak and ideas, activities, next steps from Key Persons, etc via email and our Parent At Home Facebook page so they can provide a positive learning environment at home.

### Staffing

Staff's personal circumstances during this time may affect their availability to work and also their mental well-being. Therefore we will:

- conduct regular checks on staff availability from 8<sup>th</sup> June;
- as far as possible keep the number of staff working with the children to a minimum and to minimise the spread through contact.
- keep staffing arrangements as consistent as possible and where changes are necessary try change on a weekly basis rather than daily, to limit contacts.
- consider impact of staff availability on staff to child ratios and on other relevant provisions in the statutory framework for the EYFS such as having a designated safeguarding lead, SENCo (also see government guidance on temporary changes to requirements in the EYFS during the coronavirus outbreak);
- make contingency plans to deputise responsibilities or arrange cover for designated roles such as Manager, safeguarding lead, SENCo. The Chairperson and one or both of the Deputy Managers will cover the role of Manager;
- involve staff in reviewing the risk assessment and operating policy and procedures in relation to the coronavirus situation;

- complete risk assessments for staff providing care for children with additional needs where social distancing may not be maintained.
- ask staff to complete Infection Control training if not already done so.
- conduct return to work inductions providing staff with the opportunity to discuss how they are feeling, any concerns they may have and actions to try address those concerns. This may include bereavement which may require additional support.
- continue to communicate with all staff via virtual meetings (Zoom), discussions on What's App and where necessary, meetings following the latest social distancing guidelines.
- provide opportunities for staff to feedback and review procedures.
- provide opportunities, refer to other agencies to support staff well-being;

Any staff displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work unless they have tested negative for coronavirus.

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

They and their household members should follow the advice for households with possible coronavirus infection and arrange a test immediately, informing the pre-school when they get the result. If negative they may return to work.

Staff who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised to rigorously follow shielding measures in order to keep themselves safe.

If a staff member is clinically extremely vulnerable, they are advised not to attend the setting. If a staff member lives in a household with someone who is extremely clinically vulnerable, it is advised that they follow guidance on people who are shielding and living with other people.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should

### Safeguarding Children

Safeguarding children will continue to be a priority. Children may need additional support to address specific issues that may have arisen due to coronavirus, taking into account children's individual needs and circumstances. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children and some may have been subject to harms that may have been hidden or missed while they have not been attending settings. We will continue to:

- sensitively support transition back into pre-school;
- consider necessary changes to routine and how this may affect the children;
- ask parents to complete the 'More About Me' document;
- give children and families time to talk about concerns, worries, etc;

- identify any children or families who are vulnerable, monitor attendance and explore any unexplained absence;
- record and monitor concerns;
- provide support for children and their families as appropriate;
- consider support required for children with high needs and how continue to work with other professional agencies;
- continue to personalise plans through Individual Learning & Provision Plans (ILPPs) and how these can be reviewed with parents/carers;
- refer to further support such as health visitors, mental health services, and domestic or substance abuse services as necessary;
- provide links to helpful resources such as bereavement, online safeguarding;
- stay in touch with the families when children have not returned.

*This policy has been written using the following guidance:*

- *Actions for education and childcare settings to prepare for wider opening from 1 June*
- *Implementing protective measures in education and childcare settings*
- *Cleaning in non-healthcare provision*
- *Actions for early years and childcare providers during the coronavirus outbreak*
- *Ofsted - Early years foundation stage (EYFS: disapplications & modifications for EY provision)*
- *Safe working in education, childcare and children's social care setting*
- *Preparing for the wider opening of early years and childcare settings*
- *Planning guide for early years and childcare settings*
- *Guidance on coronavirus testing*

This Policy was written in June 2020 and adopted by the Pre-School Management Committee held on 7<sup>th</sup> June 2020

..... Signed on Behalf of the Playgroup Management Committee

Position Held: Chair of Management Committee

To be reviewed: September 2020

Useful contacts:

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