

44. Westfield House Policy on Coronavirus (Covid-19)

This policy applies to all employees, parents, children and anyone else who may have access to the nursery.

Westfield House nursery is receiving regular information and updates from the Government, Local Authority and the Department for Education with regards to Coronavirus (Covid-19).

Public Health England (PHE) have endorsed a 'system of controls' that builds on the hierarchy of protective measures that have been in use throughout the pandemic. Westfield House has put the following measures in place to support this 'system of controls'.

Contact with people who are unwell

To minimise contact with individuals who are unwell with symptoms of Coronavirus (Covid-19), no child, staff member or anyone else will be allowed into the nursery if they have any symptoms, live with anyone who has symptoms, or have tested positive for Coronavirus (Covid-19) in the last 7 days.

Coronavirus symptoms include:

- A new continuous cough
- A high temperature (37.8°C or above)
- Loss or change to your sense of smell or taste

Hand Hygiene

All staff and children attending the setting will be expected to maintain regular hand washing, including when they arrive at the setting, when they return from breaks, when they change rooms or designated areas, before and after eating and before they leave the setting. Staff and children are encouraged to avoid touching their eyes, nose or mouth.

Hand sanitiser is available at all entrances.

Children will be supervised when washing their hands and encouraged to wash with warm water and soap for at least 20 seconds, using songs and rhymes to help them. Picture guides are displayed by all sinks to support children and staff to wash their hands effectively.

Individual cloths are also used for hand and face washing after meals and snacks, these are washed after each use on a 60 degree wash cycle.

Staff will wash their hands before preparing or serving food, even if they are wearing gloves.

'Catch it, bin it, kill it'

All rooms and areas in use have tissues and lidded bins to help us to promote and encourage the 'catch it, bin it, kill it' approach. Staff will encourage children in this approach by asking them to cover coughs or sneezes with a tissue, which is then disposed of, and hands always washed after.

PHE does not recommend the use of face coverings in Early Years settings as it can have negative effects on communication and thus on children's development.

Enhanced Cleaning

We have introduced enhanced cleaning schedules within the nursery to reduce the risk of transmission, including frequently touched surfaces. Frequently touched areas are cleaned at regular intervals throughout the day (these include; light switches, door handles, banisters, stair gates, telephones, keyboards/mouse, ipads, desks, taps, remote controls, radios, ipads, door bells/knockers etc)

All toys and resources used within each room are cleaned every day with antibacterial cleaners or sanitising solutions. Any toys that are mouthed are removed from the child and cleaned straight away. Soft furnishings have been minimised as these are harder to clean or those soft furnishings that are used in the rooms are washed or sanitised on a daily basis.

Staff are expected to wash all uniform after each session with the children. Staff who use public transport to arrive to work are encouraged to change into their uniform once at work.

Reducing Contact - Small Consistent Groups

To help minimise contact and mixing within the nursery, children and staff will be put into groups or 'bubbles' and not mix with other groups during the day. From the 20th July 2020 early years settings are no longer required to keep children in small, consistent groups. However, we feel that for the safety of our children and staff that we will continue to keep consistent groups across the week with minimal mixing of staff between the groups if possible.

Children will largely remain in one room allocated to their 'bubble' and all activities and routines will take place in that room or close to that room where possible (including eating, sleeping and nappy changing). We will encourage outdoor spaces to be used as much as possible, and these will be divided into allocated spaces for each 'bubble'. Any resources used will be cleaned daily or prior to another 'bubble' of children using the space. Sleeping children will be spaced apart as much as practically possible, and have their own bedding which will be washed daily.

Staff working within the same room will maintain an appropriate distance from other adults where possible and avoid physical contact with each other. Staff breaks will be staggered and different staff areas will be set up for different 'bubbles' to minimise the use of communal areas.

We will not be allowing visitors into the setting at this time unless essential or out of hours or contact.

Our wraparound services will resume from September 2020 with slight changes to the areas they will use. Previously our wraparound children were integrated into our pre-school but for the foreseeable future, they will have their own designated space to minimise mixing with our pre-school children. The wraparound group will be capped at no more than 15 children across the week as per guidance on protective measures for out of school settings (see reference 2 below for further information).

Drop Off and Pick Up Arrangements

Parents are asked not to enter the building on drop off or pick up. A member of staff will collect children from the door and bring them out at pick up. Please

allow extra time and space out by two metres whilst waiting (if needed please wait outside the setting until there is space within the pick up areas).

To minimise contact between parents, we are asking that parents allow only one parent to drop off and pick up per family if this is feasible. We will be using three different entrances for drop off and collections to minimise contact. You will be notified about which one to use.

Whilst waiting to either drop off or pick up, parents will be asked to maintain social distances of at least 2 metres from each other. The large garden spaces should allow for this in the two gardens. If using the main door, we ask that if one parent is already in the porch any subsequent parents wait outside the main gate until the porch is free.

Drop off / Pick up in the Willow Garden – Pre-School Garden

- There are plant pots marked with bunting spaced 2 metres apart, please enter via the left side of the plant pots and leave on the other side (clockwise direction)
- If the children are playing in the garden and the gate is closed, please knock at the gate and your child will come out to you.
- If you arrive and see a parent at the gate, please wait outside by the wall until there is space.

Drop Off / Pick Up at the Main Door

- Please can only one parent enter the porch at a time.
- If you see another parent waiting, please wait outside the main gate on the pavement until there is space.

Drop Off / Pick Up in the Back Garden – Baby and Toddler Garden

- There are plant pots marked with bunting spaced 2 metres apart, please enter via the left side of the plant pots and leave on the other side (clockwise direction)
- Buggies can be dropped at the buggy park set up in this back garden area. If there is not space, you can use the usual buggy park as an overflow. Please avoid touching other people's buggies, there will be hand gel and cleaning equipment if needed.
- If the children are playing in the garden and the gate is closed please knock on the double gate.
- If you arrive and it is congested please wait outside by the wall until there is space.

We will review the drop / off and pick up arrangements and make adjustments if needed. We have not specified set times, but have asked parents for an indication of a usual routine. We will monitor if there are bottle neck times and look to adjust timings if needed. We ask for everyone's patience during this time, especially given we will be washing children's hands before they leave.

We ask you to be mindful of what consequences your actions could have on other users of the setting with regards to the transmission of infection and therefore it is expected that parents and staff adhere to Government guidance outside of nursery to reduce the risk of infection within the setting. Extreme breaches in government guidance which then puts children and staff at higher risk of infection may result in children being excluded or staff disciplinary

action. This is to protect the wider community of staff and children attending the setting.

Personal Protective Equipment (PPE)

The government do not recommend the use of face masks for Early Years settings. Staff currently use gloves and aprons for intimate care routines, and this will continue.

PPE will be provided in the event of an individual displaying symptoms of Coronavirus (Covid-19). See section below on suspected or confirmed cases.

Suspected or confirmed cases of Covid-19

If a child or adult becomes unwell whilst attending the nursery and we believe it could be Covid-19, they will be sent home and advised to follow isolation guidelines. The following procedure will take place if a child develops symptoms:

- Parents will be contacted to collect their child as soon as possible
- Whilst waiting for the child to be collected they will be isolated from others in a separate room or area and if possible a window will be opened for ventilation
- The staff member responsible for the child during this time will be a staff member from their 'bubble' and suitable PPE will be provided for this staff member.
- In an emergency if they are seriously ill or injured or their life is at risk, we will call 999 and follow their advice.
- The child with symptoms should isolate at home in line with the NHS guidance and arrange to have a test to see if they have COVID-19 (See NHS Test and Trace below). Their fellow household members should self-isolate for 14 days.
- Any areas that the child had access to during their time at nursery will be thoroughly cleaned. The person responsible for cleaning all the areas will be provided with PPE.
- The staff member who has helped someone who was unwell does not need to go home unless they develop symptoms themselves.

If a member of staff develops suspected symptoms of coronavirus whilst at work, they will be sent home and told to isolate in line with the NHS guidance and arrange to have a test. Family members of anyone with suspected symptoms of coronavirus must also self-isolate in line with NHS guidance.

In the event of any suspected or confirmed cases of Coronavirus (Covid-19) the nursery will seek advice from the local PHE health protection team and contact Ofsted for confirmed cases.

NHS Test and Trace Process

Anyone who displays symptoms of Coronavirus (Covid-19) can and should get a test, including children under the age of 5. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet.

We ask that parents and/or staff inform the nursery when they receive the results of any testing.

Where the child or staff member tests negative and they no longer have similar symptoms, they can return to their setting and members of their household can end their self-isolation.

Where a child or staff member tests positive, they should follow the stay at home guidance from the government. On the advice of the local health protection team, the rest of a child's or staff member's 'bubble' will be sent home and advised to self-isolate for 14 days. The other household members of that wider 'bubble' do not need to self-isolate unless the child or staff member develops symptoms. Children and staff will be allowed to return once they have completed their self-isolation period. For those who tested positive, they can return to nursery 7 days after the onset of their symptoms only if they do not have symptoms other than a cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should continue to self-isolate until 48 hours after their temperature returned to normal. In the event that the local health protection team advise for any 'bubble' to be excluded, full fees would still apply as per any sickness or family holiday.

Key sources of information

1. <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
2. <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
3. www.gov.uk/government/publications/covid-19-stay-at-home-guidance
4. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
5. <https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19>
6. <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>
7. www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
8. <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
9. <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>