



COVID – 19 – Policy and Procedures

Safeguarding and Welfare Requirement:

Safety and Suitability of Premises, Environment and Equipment - Public Health Emergency of International Concern by the World Health Organisation – COVID-19

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Policy statement

The Covid-19 (Coronavirus) infection has been declared a public health emergency of international concern by the World Health Organisation.

The health and wellbeing of children in our care and our staff is our top priority. Barkway Preschool will work hard to manage the risk and protect children, staff and parents/carers from the possible spread of the virus.

Covid-19 will affect how preschool is run and especially:

- if it becomes prevalent in our area
- if new guidance from government is issued.

It is likely to affect staffing levels and children's attendance. Preschool will need to take additional measures to ensure that preschool premises are safe for use.

All the updates and guidelines received from the NHS and Department of Education will be strictly observed by Barkway Preschool. This policy sets out enforced strict measures to address the risk of Covid-19 and to ensure we provide the safest environment we can for everyone.

Procedure

In order to manage the risk and make the setting as safe as possible Barkway Preschool will be the following procedures listed below to minimise the risk of transmitting COVID-19.

Parents/Carers/Staff

1. If a child is displaying signs of coronavirus; the main symptoms are:
 - a high temperature
 - a new, continuous cough
 - a loss of, or change to, their sense of smell or taste

The child should be separated from their group and taken to a room which has been designated for containing a child or staff member who is displaying coronavirus symptoms. The child will be looked after by a member of staff who should be in full PPE (gloves, apron, face mask (and eye protection if necessary)) if a distance of 2 metres cannot be maintained from the child. The Leader will call the parents and ask them to collect their child within **one hour** of the call.

Once the child or member of staff has left the setting, we will follow the government guidance on [Cleaning of non-healthcare settings](#) to disinfect areas that the child or member of staff has been in and safely dispose of PPE and any other waste.

It is advised that the child and their whole household, or the staff member, be tested if they are displaying symptoms of coronavirus, however mild. They should follow the Government guidance on how to arrange a test and the stay-at-home guidance on self-isolating.

If the child or staff member tests negative, they can return to preschool and their household members can end self-isolation. If the child or staff member tests positive, the rest of their immediate group within preschool will be sent home and advised to self-isolate for 14 days. The other household members of those advised to self-isolate do not themselves need to self-isolate, unless the child or staff member they live with subsequently develops symptoms.

If a test is positive for coronavirus, parents must share information promptly about their recent contacts with the NHS Test and Trace service, so this service can alert other people who may need to self-isolate.

2. Parents/carers and staff must provide Preschool with the most up to date contact details.
3. Communication with parents/carers will be paperless wherever possible.
4. Following the introduction of the NHS Test and Trace app, all staff and parents will be asked to download this app and use it appropriately.
5. Parents/carers or staff should not attend preschool, if they have household members who are classed as clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus).
6. Parents/carers should be completely open about their own health and their child's health. Staff should also be completely open about their health.
7. We will not accept any child that has been given paracetamol or ibuprofen before being brought to preschool, as this may mask signs of illness or fever.
8. If a child or member of staff is unwell (with any illness other than COVID-19) they should allow 48 hours after their last symptom before returning to preschool.

9. Only one parent/carer should drop off and pick up from preschool. They should wait outside the main school entrance, along the railings in the marked off areas, ensuring they are 2 metres away from other parents/carers.
10. When handing over their child to a member of staff, parents will also be asked to keep 2 metres away from the staff member, as a precautionary measure.
11. Parents will not be allowed to enter the preschool room unless their child is unsettled.
12. Parents/carers and staff will be asked to abide by the Government's guidance on social distancing at all other times, to limit the transmission of COVID-19.
13. If a child arrives at the setting wearing a face covering, the parent/carer will be asked to remove it and take it home with them before the child enters preschool.
14. Everyone coming into preschool must wash their hands immediately on arrival and when they leave.
15. A comprehensive and thorough cleaning programme should be in place throughout preschool. Staff will be encouraging everyone to wash their hands frequently, ensuring that they do so and that they practice good respiratory hygiene.
16. Preschool will follow the Government guidelines to keep class sizes small and to isolate and contain possible Covid-19 cases in the setting.
17. If we cannot meet the minimum adult:child ratios due to staff illness/absence, or if there is a suspected case or confirmed case of COVID-19, preschool may have to close with minimal or no notice.
18. Preschool will limit the number of items coming in and out of the Preschool. We will ask parents/carers to send in only what is necessary for the care of their child. All toys/comforters from home should stay at home, to reduce the risk of infection.
19. Preschool will not be providing snacks. For each session, parents will be asked to provide a healthy snack for their child in a named box.
20. Parents/carers will also be asked to provide their child with a named drinking bottle for the session. This should be filled with water, taken home and cleaned daily.
21. Parents/carers will be asked to send their child to school in appropriate clothing for the weather and to apply sun cream to their child before they attend.
22. Parents/carers will be asked to send their child to preschool in freshly laundered clothes.
23. Parents/carers will also be asked to send their child with enough spare clothes, nappies and wipes to avoid the need to use preschools.
24. Parents must tell staff if their child also attends another childcare setting. If so, the child will not be allowed to attend Barkway Preschool.

Cleaning and Hygiene Routines

1. Resources will be removed from the setting that are not easily cleaned and enhanced cleaning schedule put in place for the cleaning of toys, books, sinks, doors, toilets and light switches.
2. Strict hygiene routines will be in place which all staff must adhere to. All communal and high use areas such as toilets, door handles, sinks, taps, tables, chairs and hard surfaces will be cleaned frequently throughout the day. Staff will be required to sanitise the toys and equipment daily at the end of each session.
3. Staff to wear gloves and aprons when carrying out regular cleaning of setting. Staff to use disposable cleaning cloths with warm soapy water then disinfect with a normal cleaning product. PPE, together with cloths used, are to be bagged and binned in a lidded bin and hands washed for 20 seconds afterwards.
4. If there is a suspected case of Covid-19 in the setting during the day, whether a child, member of staff or other person, the following procedures 5 to 8 apply.
5. If someone with coronavirus symptoms has been in the setting, staff should clean areas using disposable cloths and wash with warm soapy water, then use a combined disinfectant solution (*which is chlorine based – manufacturers guidelines to be followed*). Staff must wear full PPE (*aprons, gloves, face masks, and eye protection*) and clean all objects or surfaces that are visibly contaminated with bodily fluid, plus all other potentially contaminated high-contact areas. On finishing, all cleaning cloths and PPE should be doubled-bagged and stored for 72 hours. If the symptomatic person/child tests positive (or is not tested) the waste should be disposed of safely; if the test result is negative, the waste can be disposed of with normal waste.

All PPE should be put on and removed following the NHS guidance for donning and doffing standard PPE (*see attached poster*). Cleaning items should be bagged before removing PPE and bagging this too, then hands must be immediately washed for 20 seconds.

6. If a child with symptoms is taken to the isolation room to be cared for, once they have left the premises the room should be sealed for 72 hours before carrying out a deep clean. The clean must follow [Cleaning of non-healthcare settings](#) guidelines. The member of staff who cared for the child should remove PPE as per NHS Guidance for removing PPE (*see attached guide*), double-bag it and store safely for 72 hours before disposing of it safely.
7. The preschool setting should then be deep cleaned following the [Cleaning of non-healthcare settings](#) to ensure areas the child has been in are disinfected.
8. All staff are expected to have a change of clothes and a pillowcase in preschool and will be asked to change, put all their original clothing in the pillowcase, then take it home and wash everything.
9. Staff undertaking hygiene routines will wear gloves, apron and face mask and use disposable paper towels on changing mats. Gloves, apron and the changing towel

should be changed for each child. Once the hygiene routine is completed, the nappy, paper towel and PPE should be doubled bagged and disposed of in a lidded bin.

10. Staff travelling to and from preschool in a car should be advised to use wipes to clean the areas touched within the car.

11. Staff should repeatedly encourage everyone to ensure they all wash their hands frequently. All children coming into the setting should wash their hands immediately on arrival, and should wash them as they leave and frequently during the day.

12. All staff must wash their hands:

- immediately on arrival at the setting before starting work,
- before and after helping children to eat their snack,
- after clearing up food waste,
- after any hygiene and respiratory care,
- when they leave the setting and
- every time they re-enter the setting (if they leave to use the facilities in the school or leave the building).

13. All tissues used for respiratory routines must be bagged and binned in a lidded bin immediately and the bin emptied regularly during the day if full.

14. All staff should be asked to change their entire clothing and shower as soon as they return home, to reduce the risk of infection to their family.

15. Staff and children should be asked to wear freshly laundered clothes each day.

16. Staff should wear tabards for extra protection and wear face coverings when needed. Staff should place these items in a bag at the end of the session, take them home daily and wash them at the recommended temperature.

Useful publications

Planning Guide for Early Years and Childcare Settings (May 2020)

COVID-19 – Cleaning in non-healthcare settings

NHS Guidance for Donning and Doffing PPE

This policy was adopted by

Barkway Preschool

On

June 2020

(date)

Date to be reviewed

September 2020

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair)