



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

## Coronavirus Policy

Date Written: 27/08/2020

Date Updated: 10/01/2022

The welfare and safety of Staff and Children attending the setting is paramount and therefore below is an outline of the measures that Breakspeare Community Preschool is taking in order to ensure that we can operate safely and adhere to government guidelines.

For the purpose of this document Coronavirus is referred to as COVID-19.

### Attendance & Admittance

Do not send your child to preschool if they have coronavirus (COVID-19) symptoms or have tested positive and follow the Governments latest advice on isolation.

Parents and visitors may be asked to wear a face covering when entering the premises and for the duration of their visit.

Staff will not attend preschool if they have coronavirus (COVID-19) symptoms or test positive and will follow the Governments latest advice on isolation and testing.

During the Coronavirus Pandemic, it is expected that staff follow all notification procedures.

If a member of staff has to go into a period enforced isolation then all statutory rights are still observed.

A member of staff must go into isolation for the following reasons:

- A member of staff is displaying symptoms
- If a member of staff has been notified by the NHS or Public Health authorities that they have been in contact with someone who has tested positive for the virus. *(NB if a member of your household has been notified, the staff member is still expected to attend work unless the member of the household displays symptoms or tests positive for the virus.)*
- If you have been advised by a medical professional to shield due to an underlying Health condition.
- If you have been advised by a doctor or other health professional to isolate before being admitted to hospital to undergo an operation.

### Self-isolation note

In any of the above circumstances a member of staff needs to source a self-isolation note

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

### Symptoms:

1. A temperature of 37.8 degrees Celsius or above
2. A new or continuous cough
3. A loss of, or change in, their normal sense of taste or smell.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

## **Personal Protective Equipment and Hygiene**

### Staff

Full PPE will be made available for all staff.

If a member of staff is carrying out intimate care routines, such as nappy changing, toileting or nose wiping, it is expected that a member of staff will wear appropriate PPE to protect themselves. Staff can access a further guidance on PPE from the preschool's COVID-19 file.

Staff may choose to wear facemasks when welcoming or sending home children at the door and when in the setting.

We will provide gloves, aprons and facemasks and visors.

It is expected that a member of staff will make good use of sanitising stations and handwashing facilities throughout their shift and wash / sanitise their hand in the following circumstances:

- When arriving or leaving the premises
- After coughing, sneezing or wiping their nose
- When eating, handling food, and after eating

This is not a definitive list and staff are asked to operate sound judgement and incorporate good routine hygiene practices throughout their shift.

Staff are expected to wear a clean uniform every day and wash fleeces weekly. Staff may wish to bring a clean spare uniform with them to work should the need arise to change.

From 22nd March 2021 Hertfordshire County Council are providing private, voluntary and independent preschools and nurseries with lateral flow device test kits. The Preschool Manager will ensure all members of the team are able to access test kits for home testing and staff are asked to test once or twice a week dependent on their hours of work. Whilst lateral flow testing for staff is not compulsory it is encouraged.

### Children

Regular handwashing will be built into the settings routine. Children will be encouraged to wash and sanitise their hands in the above circumstances and when it is necessary (e.g. after outdoor play, messy play or mark making).

Children will be educated in the importance of washing their hands and this will be built into the planning. If a child is reluctant to wash their hands then sanitiser can be used.

### Building

To reduce the risk of cross contamination more rigorous and thorough cleaning procedures are in place. These are detailed in the Daily Checklist document. This is not a definitive list and staff are to exercise good judgement and ensure that all areas of the preschool are kept clean and sanitised at all times.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

Contact points will be cleaned more regularly, these include, door handles, light switches, key pads, taps, toilet flushes, etc.

### **Procedures if a staff member has suspected or a confirmed case of COVID-19**

If a member of staff has any of the following symptoms when they are at home or whilst at work, then they are to inform the Preschool Leader / Deputy immediately:

1. *A temperature of 37.8 degrees Celsius or above*
2. *A new or continuous cough*
3. *A loss of, or change in, their normal sense of taste or smell.*

If they are at work and develop these symptoms, the member of staff will be sent home and asked to engage with the NHS Test and Trace process. The preschool will take swift action when we become aware that a member of staff who has attended has tested positive for Covid-19 and will email [COVID.EYSEducation@hertfordshire.gov.uk](mailto:COVID.EYSEducation@hertfordshire.gov.uk) for advice on the action to take in response to a positive case. Advisers will inform preschool what action is needed based on the latest public health advice. This team will also contact our setting directly if they become aware that someone who has tested positive for Covid-19 attended the setting as identified by NHS Test & Trace.

### **Procedures if a child has suspected or a confirmed case of COVID-19**

Should a child display any of the symptoms above whilst at preschool staff will immediately inform the Preschool Manager / Deputy, who will contact the child's parent / guardian.

The child should be immediately isolated in the meeting room of the Family Centre. Should this room be unavailable then the child will be isolated in the Purple Room, and other activities in that room will be suspended for the duration until such time that the room is cleaned and sanitised after the child is collected. A box of toys and cleaning materials is kept in the meeting room and intended for this purpose.

The Child will be accompanied by a member of staff until an appropriate adult arrives to collect the child. During this time full PPE will be worn by the member of staff accompanying the child. The Preschool and isolation space will then be cleaned in line with government guidance.

The parent / guardian will be strongly advised to take their child for a PCR test and provide the result to preschool. **To arrange a test either book online via [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call NHS testing line on 119.** The child can return to preschool if the PCR test is negative. If the test result is positive they may return after the 10 days of isolation.

If the child has a positive Covid-19 test the preschool must be informed immediately. The preschool will take swift action. The preschool will email [COVID.EYSEducation@hertfordshire.gov.uk](mailto:COVID.EYSEducation@hertfordshire.gov.uk) for advice and action to be taken.

### **Ofsted**

Any confirmed cases of Covid-19 in the setting (child or staff), and if our setting is advised to close as a result, will be swiftly reported to Ofsted through the usual notification channels.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267



Registered Charity No: 1130840  
School Mead, Abbots Langley, WD5 0LB  
01923 274483

### **Visitors and Non Staff Members In Our Setting**

In instances where our setting needs to use other essential professionals such as Social Workers, Speech and Language Therapists or Counsellors we will assess whether the professional needs to attend in person or virtually.

If they need to attend in person, we will follow our protective measures and Visitors Policy for the setting and the number of attendances will be kept to a minimum.

All building repairs and maintenance will be arranged to take place outside of preschool hours and contractors will be required to follow protective measures:

- Works to be carried out by appointment.
- Contractor visit to be recorded in Visitor Record Book and details held on file for Track and Trace purposes.
- Wash / sanitise hands on entering the site.
- Personal protective equipment to be worn by contractors when other preschool key holders are on site.
- Maintain the 2 metre social distance rule when other preschool key holders / contractors are on site.
- Area that has been repaired to be cleaned and sanitise when contractor leaves.

### **Cleaning**

The preschool will then be thoroughly cleaned weekly in line with government guidance.

### **Operational Changes**

In line with government guidelines there may be some restrictions on the activities and resources that we can use.

Member of



Registered as a company limited by guarantee in England & Wales  
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB  
Registered No: 6840267