



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

Coronavirus Policy

Date Written: 27/08/2020

Date Updated: 10/09/2020

Review Period: Weekly

First and Foremost 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.

Admittance Policy

Breakspeare Community Preschool- this including both Staff who are employed and Children registered with the setting, will effectively become a self-contained bubble and therefore access to the preschool will be limited to those named above, and professionals needed to carry out essential maintenance. Admittance of anybody else- including parents will only be allowed in exceptional circumstances and at the Preschool Leader's / Deputy's discretion.

Drop off and Pick up Procedure

Due to the above it is not possible for parents to enter the building to drop off or to collect their child, so the following will be in place:

At the start / end of the child's session parents will be asked to wait outside the main gate. In light of government guidance, we ask parents to maintain social distancing whilst waiting and not to congregate in groups. We also ask that only one adult to child accompanies at pick up / drop off times.

A member of staff will go and open the gate just prior to the start of the session, and whilst social distancing is maintained, the parent is to drop their child at the main door and a member of staff will accompany the child inside the setting.

If a child is very distressed the parent will be asked to leave with their child and return once their child is settled. If a child is unhappy then they are welcome to enter the building and be cared for by a member of staff. If the child is unable to settle the parent will receive a phone call from their child's Key Worker.

Children being collected are given priority over children being dropped off (for Lunch Club or afternoon session), so parents have been asked to allow parents collecting to queue first. This is due to number restrictions and how many children are allowed onsite at any one time.

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If a parent needs to speak with a member of staff we ask where possible they contact the preschool via phone or email. This is to reduce the amount of face to face contact. If a face to face exchange must occur the parent will be asked to wait outside and a member of staff will come out to speak with them. Staff will maintain social distancing and may choose to wear a face covering.

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.

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 may wish to bring a clean spare uniform with them to work should the need arise to change.

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.

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

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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:

- A temperature of 37.8 degrees Celsius or above
- A new or continuous cough
- 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. The preschool will contact the local health protection team via Public Health England on 0300 303 8537. 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.

**The local health protection team will work with our setting to carry out a rapid risk assessment to confirm who has been in close contact with the member of staff during the period that they were infectious, and ensure they are asked to self-isolate.

The local health protection team will work with our setting to guide us through the actions we need to take. Based on the advice from the local health protection team, settings should send home those people who have been in close contact with the member of staff who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).
- proximity contacts – extended close contact (within 1 -2 metre for more than 15 minutes) with an infected individual.
- travelling in a small vehicle like a car with an infected person.

The local health protection team will provide definitive advice on who should be sent home. To support them in doing so our setting will keep a record of:

- children and staff in specific groups / rooms
- close contact that takes place between children and staff in different groups / rooms

The recording process will be reviewed on a weekly basis.

Household members of those staff members who have been sent home (due to contact only and not symptomatic) do not need to self-isolate themselves unless the staff member who is self-isolating subsequently develops symptoms. If the staff member who has been asked to self-isolate develops

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symptoms themselves within their 14 day isolation period, they should follow Covid-19: guidance for households with possible coronavirus infection. They should get a test and:

- if the test has a negative result they must remain in isolation for remainder of the 14 day isolation period. This is because they could still develop Covid-19 within the remaining days.
- If the test has a positive result they should inform the Preschool immediately and should isolate for at least 10 days from the onset of their symptoms.
- we will not request evidence of a negative test result or other medical evidence before welcoming back staff after a period of self-isolation.

If our setting has 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Covid-19 is suspected, we must consider that we may have an outbreak and will contact our local health protection team who will be able to advise if additional action is required.

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 Leader / 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. On pick up the parent / guardian will be provided with an information sheet to outline isolation and Covid-19 test and trace guidance. Staff can find a copy of this information sheet in the preschool's COVID-19 file. The Preschool and isolation space will then be cleaned in line with government guidance.

The child will not be able to attend the setting until 10 days after the date they were sent home, or once they have had a negative test result.

If the child has a positive Covid-19 test the preschool must be informed immediately. The preschool will take swift action. The preschool will contact the local health protection team via Public Health England on 0300 303 8537. Please refer to our guidelines** above for the next steps (Procedures if a staff member has suspected or a confirmed case of COVID-19).

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.

Visitors and Non Staff Members In Our Setting



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Wherever possible we will avoid visitors entering our premises. 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 needs to do so virtually. If they need to attend in person, we will follow our protective measures in 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 wear PPE.

Cleaning

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

Operational Changes

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

Avoid, where possible, using shared resources. Malleable resources, such as playdough, must be single use and disposed of. Therefore, the playdough will be disposed of at the end of each session and new playdough will be made available for the next group of children. Children are to wash / sanitise their hands after engaging in a playdough or water activity

The sand pit will not be used until further notice.

Soft toys and difficult to clean resources will be taken out of action until further notice.

All rugs must be hoovered and sprayed with an anti-viral spray daily.

All staff to exclusively use their own named pen throughout the session, this will be provided for you.

Staff, where possible are to maintain social distancing from each other and to ensure that maximum room capacities are adhered to. Lunch breaks will now take place in the meeting room until further notice.

We have also implemented a toy rotation system to ensure that toys are germ free and clean.

We have adapted the Hertfordshire County Council's Risk Assessment for Early Years for our setting, detailing how we are going to run safely and in a Covid-19 secure manner.

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