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**COVID-19 – Policy and Procedure**

During the covid pandemic it is of paramount importance to us that our staff members, parents/carers and children are protected as much as possible.

We will continue to refer to the latest Public Health and advice and guidance issued by the Government as the Covid 19 pandemic situation evolves. Daisy Chains Nursery Limited reserves the right to implement its own policies and practice to help keep children and staff safe within the setting in addition to those specified by the government, public health and local authority.

**What the latest science tells us (**Gov.uk)

We need to take a phased approach to limit the risk of increasing the rate of transmission (often referred to as R) above 1.

Severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19)

The age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)

Numbers of children going back – which needs to be limited initially then increased gradually as the science permits.

Systems to reduce the size of the groups coming into contact with each other – such as smaller group sizes spread out across settings.

From what we know about the spread of COVID-19 it is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transition.

**There are two main routes by which people can spread COVID-19.**

**1.** Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.

**2.** It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own moth, nose or eyes.

We have put a more thorough cleaning plan in place to minimise the risk of the virus spreading. All of our staff have read and signed our company risk assessment.

**The following procedures have been put in place to minimize the risk of contracting**

**covid-19.**

Where possible we will keep smaller groups of staff and children in each room to maintain social distancing as much as we possibly can. However, children in the early years will not be able to maintain social distancing at all times. Therefore, it is vital that all staff follow strict hygiene procedures throughout the day. We will support children in age-appropriate ways to understand the steps that we can take to keep themselves safe, for example, washing hands on arrival at nursery and more regularly throughout the day.

We will support children as much as possible to understand the changes and challenges they may be encountering as a result of COVID – 19 and staff need to ensure that they are aware of children’s attachments and their need for emotional support during this time. If children become upset staff will need to comfort the children.

Where possible staff will try not to be to close face to face with children.

We have altered the environment as much as possible. Where possible children will play with certain toys throughout the day which are easier to clean. All toys that have been played with will be washed after each use. All soft toys, books, sand and malleable play will not be on offer during this time.

Staff to maintain social distancing as much as possible. Staggered breaks and lunch times to maintain social distancing in the staff room. Staff must wash and move all pots and rubbish they have used before leaving the staff room. No more than 4 members of staff to be in the staff room at any one time. If the staff room is busy staff have the option to use the outdoor play areas and other empty rooms in nursery to eat their lunch.

In situations where social distancing between adults in settings is not possible (e.g. when moving around in corridors and communal areas), we have recommended the use of face coverings for adults on site, both staff and visitors. Staff have been provided with both a mask and a visor. (Gov.uk)

Based on current evidence and the measures that early years settings are already putting in place, face coverings are not necessary when adults are interacting with children, even where social distancing is not possible. Face coverings may have a negative impact on interactions between staff and children, and their use when interacting with children in this setting should be avoided. (Gov.uk)

Children to spread out as much as possible around the tables to maintain social distancing. Mealtimes to be staggered so less children are eating at any one time.

Children to be outdoors as much as possible, as this can limit transmission and more easily allow for distance between children and staff. Rooms must be ventilated at all times by keeping windows slightly open.

Dry wipes to be used after mealtimes instead of flannels so that they can be disposed of after every use. Dirty bibs must not be put down on any sides, radiators or furniture and must be taken to the laundry room as soon as possible.

Children beds to be spread out as much as possible. Children to sleep head to toe to prevent them coughing or sneezing on each other. Beds must be wiped down after every use.

Parents to take home prams and car seats as much as possible, they must not be brought inside nursery.

Parents can store prams and car seats under the canopy at the front if they have no other option. Parents must not bring any toys, food, or anything else from home into nursery.

No shoes to be worn when entering the baby room.

Additional protective measures are in place, such as increased cleaning, staff must sign when they have carried out the cleaning. We will encourage good hand washing and hygiene practices throughout the day.

Hand sanitizers have been fitted in all rooms, outside and in the hallways for staff, parents and children to use throughout the day. Staff must sanitize their hands every time they go into a room.

Employee hygiene practices are extremely important to prevent the spread of COVID-19. We are following the Government and NHS recommendations to prevent infection spread. Staff must follow strict hygiene procedures, failure to adhere to these policies and procedures will result in disciplinary.

Staff must check with a manager before using any cleaning products in nursery.

Employees are required to follow good practices for handwashing throughout the day. This includes using soap and water and washing our hands for over 20 seconds. Touching of the face should be avoided. Regular handwashing with soap and water is effective for the removal of COVID-19. Between washing hands sanitisers can be used regularly throughout the day (70% alcohol base) is recommended.

Children will not be brushing their teeth at nursery during the pandemic, to minimise the risk of infection.

We have carried out a risk assessment before opening to children - the assessment directly addresses risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children and staff.

New cleaning rotas have been put in place and must be followed at all times by staff. More frequent cleaning will take place daily to help to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys.

Staff must ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. No more than 2 children in the bathrooms at any one time.

Where possible only one parent and the same parent to drop off at nursery and pick up, parents must keep a safe distance between each other when waiting to come into nursery, and when in the nursery rooms. Where possible staggered drop-off and collection times will be in place. Parents have been asked to wear masks when they are dropping of their children, and to keep a safe distance from the staff. If parents do not wear masks staff can refuse to take their child of them. In relation to mask exemption, we ask that parents make alternative arrangements for dropping children off and collecting children from nursery so that anyone coming to nursery wears a face covering.

Staff where possible must let the children walk into nursery so that they keep their distance from the parents. Staff will have to get closer to the parents for the babies but must always wear a visor.

When parents come to pick up their child, a member of staff will get the child ready and take them to the front door to pass over to the parents. Parents have been asked to wear a mask when dropping and picking their children up from nursery. Staff will let the children walk out to their parents; they will only go near the parents when passing over the babies. If parents refuse to wear a face mask staff can refuse to take their child from them.

Staff have been provided with a visor which they must wear when taking the children from their parents at the front door and when they pass them back to the parents at the end of the day. Staff do not need to use their visors when they are in their own bubbles. If staff move from room to room, they need to use their visors. Managers will wear visors as they check around nursery throughout the day. Visors are to be washed at the end of every shift. They are to be kept away from surfaces and kept in a safe clean place when they are not in use. The visors are to be replaced every month.

Employees must have a full clean uniform every day. There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting (Gov.uk)

Employees must bring their lunches to work with them. During the working day employees must not leave the building in their uniforms.

Hair must be tied back at all times, no jewellery and no acrylic nails to be worn in nursery.

Hand sanitizer to be used when arriving and leaving the nursery building, staff to have their own hand sanitiser in their bags. Staff to sign in on arrival and answer the questions on the i

n and out form regarding covid-19.

If staff leave the country, they need to quarantine for 2 weeks after arriving back. However, this would take your days of holidays over your entitlement, so we would not be able to accommodate this.

Children and staff cannot attend nursery if they or a member of their household has symptoms of coronavirus. This is recorded on both the children’s and staff members in and out sheets first thing in the morning to confirm that no one in their households have any symptoms. If a child has had Calpol they must not attend nursery.

If a child or a staff member is displaying any of the symptoms for coronavirus, they should disclose this as soon as possible, If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they will be sent home and advised to follow [‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), which sets out that they must self-isolate for at least 7 days and [should arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. (Gov.uk)

This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative.

If someone tests positive, they should follow [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms and have had a negative test result.. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

At Daisy Chains we ask for both children and parents to have a clear negative test before returning to nursery if they have previously tested positive. Also, we ask that any child who has been self-isolating with a positive person, they must provide a negative test result before returning to nursery. We want to keep our children and staff as safe as possible.

In the event of a child developing suspected coronavirus symptoms whilst attending nursery, parents must be available to be contacted and **MUST** collect their child within half an hour of us contacting them.

Whilst waiting for the child to be collected where possible they will be isolated from others in a previously identified room.

The staff member responsible for the child during this time where possible will be from their ‘bubble’.

Whilst caring for the sick child the member of staff will wear PPE (mask, apron and gloves). Managers will keep a record in the office message book of the staff and children in that ‘bubble’ at that time.

The area will then be thoroughly cleaned immediately, the person cleaning the area should wear the correct PPE (gloves and apron)

The child/family should then self-isolate for 14 days (Public Health Guidance)

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Government guidance is that PPE is not required for general use in the early years settings to protect against COVID – 19 transmission. PPE should be continued to be worn as normal for nappy changing, toileting, meal and snack times, for the administration of first aid, at mealtimes and if a child becomes unwell. (Gov.uk)

Early years settings will no longer be required to meet the learning and development requirements of the EYFS or staff: child ratios, in temporary measures to be put in place during the coronavirus outbreak.

**The proposed temporary variations to the EYFS include**

**Learning and development requirements**

During any period of intervention related to coronavirus (COVID-19), early years providers should use reasonable endeavours to meet the existing learning and development requirements, instead of this being something they ‘must do’.

#### **What this means in practice**

At Daisy chains we think that the most important thing is that children are cared for and are safe within our setting. As far as possible, we will make sure that children benefit from a broad range of educational opportunities.

The EYFS learning and development requirements comprise 7 high level areas of learning that ordinarily must shape education programmes in settings, and 17 early learning goals (ELGs) which summarise the knowledge, skills and understanding that all children should have gained by the end of the reception year.

At Daisy Chains we will try and meet existing requirements as far as is possible, although we recognise that these are extraordinary times and there may be occasions where it will not be possible to provide activities and experience across all 7 areas of learning for all children all of the time. It is not reasonable for providers to do nothing. (Gov.uk)

#### **The change**

The progress check at age 2 will not need to be undertaken during any period of intervention related to coronavirus (COVID-19). (Gov.uk)

At Daisy Chains we will where possible continue to complete a 2-tear check on our children. This will allow us to identify any early developmental delays.

At Daisy Chains we have decided to continue to plan and observe children in the moment and to use our Tapestry online learning journal to share with the parents. We will continue to track where children are up every term, so we can plan their next steps.

A restriction on visitors into nursery is in place. If critical/essential visitors are required to enter the building, they will be required to maintain social distancing and to use the hand sanitisers provided. Where essential visits are required these where possible will be made outside of the usual nursery operational hours where possible.

We will keep a record of who has been into the building on a daily basis, so that if needed the information is ready for if the authorities if they need it to assist with contact tracing.

Emergency evacuation practices within nursery will still take place during the pandemic. During the practices staff helping to get children out in other rooms who are not in their bubble will be required to wear their face visor. All groups will have a separate area to meet in so the bubbles don’t mix.

At any time that it is felt necessary to prevent the spread of coronavirus (COVID – 19) and to ensure the health and safety and welfare of all employee’s, children and parents. Daisy Chains will continually monitor the risk factor following the science at all times and revert back to closing if the risk factor is too high.

Any confirmed cases of coronavirus (COVID-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels. (Gov.uk)

The Public Health advice is updated regularly, and we will continue to stay up to date with the Government and Scientific advice.

#### **Managing confirmed cases of coronavirus (COVID-19) in the setting**

If we get a confirmed case of covid-19 at Daisy Chains, we will take swift action when we become aware that someone who has attended your setting has tested positive for coronavirus (COVID-19). We will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice.

The advice service will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.

The advice service (or PHE local health protection team if escalated) will work with settings to guide them through the actions they need to take. Based on their advice, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days from when they were last in close contact with that person when they were infectious. (Gov.uk)

#### **Contain any outbreak by following local health protection team advice**

If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak, and should work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. If settings are implementing the controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. (Gov.uk)

#### **Notify Ofsted**

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

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| **This policy was reviewed on** | **Nursery Staff Signature** | **Date disseminated to staff** | **Date for review** |
| January 2021 |  |  |  |