# **11.0 Covid 19 Corona virus management**

## **Policy Statement**

On 20th July 2020 early years settings were advised by the government that it was safe to return to normal group sizes. As such and given its size, Meadow Nursery School is no longer required to keep children in small, consistent bubbles and can return to normal. This will also enable parents to access their entitled funded hours.

The government also issued a set of guidelines for Early Years settings which was updated on 27th July 2020 to assist in the preparation of children’s return. These guidelines were issued as such and so “settings may use their professional judgment” when applying the guidelines.

These Policies and Procedures sets out additional requirements for Meadow Nursery during this pandemic. It is acknowledged that this document will need to be regularly reviewed and amended as the situation develops and as advised by the Government and Local Authority.

The nursery school has carried out a full risk assessment prior to opening and will update this assessment as frequently as required. The risk assessment has taken on board the ‘system of controls’ approach outlined in the document ‘Actions for early years and childcare providers during the coronavirus (Covid-19) outbreak’ (July 2020).

This policy also applies to Meadow Nursery Breakfast Club.

## **Procedures**

1. **Cleaning & Hygiene**

The nursery school recognised the importance of maintaining a clean and healthy environment for the children and the staff. During the pandemic additional steps are in place to manage the specific risks that Covid 19 creates.

* 1. **Handwashing & Respiratory hygiene**

Under supervision, children must wash their hands-on entry to the nursery school and at the end of the session when they leave the site.

Under supervision, children must wash their hands before eating.

Normal handwashing practices continue to be encouraged and children are spoken to regularly about the importance of handwashing after blowing their noses, going to the toilet and so on.

Staff must wash their hands-on entry to the nursery school and at the end of the session when they leave the site. Hand sanitiser is available for staff to use.

Disposable tissues are available to implement ‘catch it, bin it, kill it’. Bins are lined with plastic bags are disposed of at the end of the day. Bins are disinfected at the end of each day.

* 1. **Enhanced cleaning**

All soft furnishings and any hard to wash toys have been removed from the nursery and the number of toys and resources available are kept to a minimum to ensure that cleaning can be done thoroughly.

The available toys are all washable and will be regularly cleaned. They will be wiped down daily with disinfectant. Staff will ensure that any toys that have been licked, sneezed, or coughed on are cleaned with disinfectant before they are returned to the children. Home corner furniture and objects will be washed after each session. Mark making tools are grouped into daily trays.

All trays, boxes, containers and surfaces (handles, pegs, tables etc) will be washed after each session.

Water toys are soaked in a sterilising solution at the end of each day.

Tables are disinfected before snack/lunch times. Tables are regularly cleaned throughout the day. Whenever tables are cleaned the disinfectant is applied for 5 minutes prior to being wiped down.

All surfaces including furniture, light switches and door handles are washed daily with disinfectant.

Tea towels and dish clothes will be removed and washed each day.

In addition, the nursery will be thoroughly cleaned by a cleaner each day for a minimum of 2 hours at the end of the day.

* + 1. **Breakfast Club**

Breakfast club children are no longer allowed to play with nursery school toys. Instead Breakfast club have specific toys which only children from the breakfast club have access to. These toys will be wiped down after each session.

Children will be given their own drawing/writing book which they can keep at meadow breakfast club. Children may use their own school pencils and must not share any items with other children in the group.

Children will be requested to bring in their own reading books.

Breakfast club staff will clean toilets and tables at the end of breakfast club before nursery school children start their session.

* 1. **Items from home**

Children are only allowed to bring one bag in that can be washed (either with disinfectant or put in a washing machine). Books will not be sent home.

Children are not allowed to bring toys or other personal items in from home.

Children, where required, will bring in their own packed lunches. Parents and carers are encouraged to use plastic rather than material packed lunch bags.

Breakfast club children must not bring any toys from home.

* 1. **Clothing**

Staff are required to clean their clothing and aprons after each session and to wear clean clothes and aprons each day.

Children’s spare clothes must be kept in their bag and any children who require nappy changing, must supply nappies and wipes.

1. **Virus Management**

The nursery school has reviewed the government guidelines ‘Planning guide for early years and childcare settings’ and associated additional guidelines. It is acknowledged that each setting will develop its plans based on its individual circumstances. The nursery school acknowledges that practices will have to be reviewed regularly as the situation evolves.

Parents and carers are recommended to limit the number of settings their child attends, ideally ensuring their child only attends one setting where possible. Staff are similarly advised to limit the number of settings they work in, ideally only working in one setting where possible.

Breakfast club staff will not be permitted to work with nursery school children.

* 1. **Drop off and Pick up**

It is requested that only one parent/carer brings the child to Meadow. The nursery school discourages the attendance of siblings at drop off and pick up but recognises that this may not always be possible. Siblings are asked to stay next to their parent/carer and are not to play with or on any outside equipment.

Parents and carers are now required to wear a face mask (fabric or disposable) at drop off and pick up times. This does not apply to parents/carers who are on the exemption list. Parents should inform the nursery manager if they are exempt.

Parents and carers are requested not to form groups inside the nursery gates or outside the gates. Parents are asked to maintain social distancing requirements.

The nursery school’s gates will remain open during this time to stop cross contamination on the gate. Parents are responsible for their children during this time.

Parents and carers will not be allowed into the nursery.

A one-way system is in operation in the nursery garden. Parents will be regularly reminded of this.

Children will be handed over to the nursery school in the ‘handover box’ which is marked out on the nursery floor. Breakfast club children will be handed over to breakfast club staff at the door where they will be signed in.

If parents and carers are not prepared to follow the social distancing guidelines or wear a face mask, Meadow Nursery School has the right to ask them to leave the premises.

* 1. **Inside the nursery school**

Windows will be kept open to allow fresh air to circulate in the building.

All organised activities will be assessed using the professional judgment of the staff to ensure that they can encompass the sentiment of the policies and procedures outlined in this document.

If children purposely spit or cough at another child or member of staff, the parents will be asked to come and collect their child. If the child continuously displays this behaviour a meeting will be held with the parents to discuss next steps and their child’s place at Meadow.

Staff are required to social distance from each other, keeping 1 metre apart where possible.

* 1. **Nappy changing and toileting**

Staff may, if they wish, use additional PPE when changing nappies or assisting with toileting.

* 1. **Personal Protective Equipment (PPE)**

PPE is available for staff to use where necessary. This includes; facemasks, disposable gloves, disposable plastic aprons and face shields. Staff are not required to where PPE on a day to day basis.

***This set of procedures should be read in conjunction with Meadow Nursery’s policy 6.4 Nappy Changing.***

1. **Breakfast, Lunch and Snack time**

Handwashing before lunch and snack times is supervised by a member of staff.

Staff members are required to wash their hands prior to lunch and snack time.

If children have a lunchtime included in their session, they will be required to bring their own packed lunch. Parents are asked to use plastic boxes to bring lunches in where possible. Parents must provide containers that can be opened independently by a child. If a staff member has to assist a child they must wash their hands.

There may be a reduced selection of food choices for the breakfast club children.

***This set of procedures should be read in conjunction with Meadow Nursery’s policy 6.6 Food Hygiene and 6.5 Food and Drink.***

1. **Management of infected staff or children**

**ADDITIONAL GUIDANCE CAN BE FOUND AT** [**WWW.GOV.UK/CORONAVIRUS**](http://WWW.GOV.UK/CORONAVIRUS)

**4.1 Preventing infection entering the nursery school**

Staff, parents, and carers are required to follow government guidelines if they have symptoms of Covid 19 coronavirus. Under no circumstances should children be brought to the nursery if they are unwell. This includes if they have:

**A high temperature, cough, runny nose, loss of taste and smell.**

Any child who has taken any form of paracetamol or ibuprofen will not be allowed into nursery for 48 hours after symptoms have ended.

Staff will not accept children if they are unwell or have symptoms.

Children will not be accepted into the nursery school if another member of their household is currently self-isolating or has received a positive coronavirus test. Parents/carers should inform staff as soon as possible if a member of the child’s household is unwell.

Staff should initially not attend the nursery school if another member of their household is self-isolating or has received a positive coronavirus test. Staff should contact the nursery manager or deputy manager who will ask the member of staff to isolate and obtain a coronavirus test.

Staff should not attend the nursery school if they have received a positive coronavirus test. They should self-isolate in line with government guidelines for a period of 14 days. Staff should inform the nursery manager if a positive test is received.

Parents and carers must self-isolate for 14 days if they have returned from a county that is in lockdown or a country that is on the governments quarantine list. Parents must inform the nursery of any travel or holidays (home or abroad).

If there is there is a localised lock down implemented by Wokingham Borough Council, the nursery school will follow Wokingham Borough Council guidelines and inform parents as soon as possible through emails, via the website and Tapestry. Breakfast club families will be contacted by email or telephone.

If the nursery has two or more confirmed cases in a 14 day period or there is a rise in absence, the local health protection team will be informed.

**4.2 Unwell Children**

If a child appears unwell during a session they will be taken to the designated area (the outside classroom). A staff member will use PPE to protect themselves. This must include facemask, gloves and plastic disposable apron. If necessary a face shield may be used. All used equipment must be disposed of appropriately and as soon as possible.

The parent/carer of the child will be called and asked to collect the child immediately.

If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (staff toilet). The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

Once the child has left the areas should be cleaned in accordance with the government guidelines for cleaning in non-healthcare setting. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>. Where possible the remaining children will be removed from areas which may have been infected whilst cleaning is carried out. The nursery manager will decide if it is necessary to close the nursery for the rest of the session whilst the cleaning is carried out. In this event the remaining children’s parents/carers will be contacted and asked to collect their children.

The parent/carer is asked to obtain a Covid 19 test for their child and inform the nursery school of the outcome. The child must stay home until the results of the test are received.

If a positive test is received the parents/carers of all children will be contacted and will be asked to self-isolate for 14 days (members of the household may not need to self isolate). The members of staff will also be asked to self-isolate for the same period. We will contact parents/carers by email and phone to ensure they are aware if a positive test occurs with in Meadow Nursery School. The nursery will be deep cleaned.

Staff and children may be asked to obtain a test. If the test is positive then then the whole household must self isolate and the nursery manager must be informed.

**4.3 Testing**

The nursery school encourages staff and parents/carers of children to obtain tests swiftly if they display symptoms. Testing is at its most effective within the first three days of symptoms appearing.

Information about how to obtain a test can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

The nursery manager will record all suspected cases and all positive test results and inform the local authority/public health England as appropriate.

Children and staff who receive a positive test must not return to the nursery until their period of self-isolation is completed (10 days). If they have a temperature still, after 10 days, they must remain in isolation. However, if they still have a cough and loss of smell and taste after 10 days, they may return to work as these symptoms last for several weeks after the infection has gone.

The nursery will be comply with the government test and trace scheme to ensure that recent contacts can be informed about a positive test.

If a negative test result is received child or staff member may return to the nursery.

***This set of procedures should be read in conjunction with Meadow Nursery’s policy 6.2 Managing Children who are Sick, Infections or with Allergies.***

1. **Safeguarding & Welfare of children**

The nursery school understands that home life for children may have changed since the school was last open.

Staff are aware that they need to continue to be vigilant when identifying children who are unusually stressed or displaying changed behaviour patterns.

Staff are aware that some children may be very anxious when attending the nursery. The nursery staff will use their professional skills to manage the situation and to comfort the child. If necessary, parents/carer will work with their child’s key worker to support a smooth transition back into the nursery school environment.

The nursery manager and deputy manager are able to signpost parents/carers to appropriate local services such as health visitors, mental health services and domestic or substance abuse services for instance.

The nursery manager and deputy manager will continue to remain in touch with families who are choosing not to return their children to the nursery school.

***This set of procedures should be read in conjunction with Meadow Nursery’s policy 1.2 safeguarding children and 1.2.1 Duty to prevent.***

1. **Visitors**

Attendance at the setting is restricted to children and staff as far as practically possible and visitors should not be permitted to enter the nursery during nursery hours unless absolutely essential (e.g. essential building maintenance).

Where essential visits are required these should be made outside of the usual nursery school hours where possible.

All committee involvement, should where possible, be conducted via virtual conferencing such as zoom.

During the pandemic new families will be unable to look around the nursery. A virtual tour will be given instead.

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| **This policy was adopted at a meeting of the****Meadow Nursery School Parents’ Association Committee**  |
| **Held on** | 27th May 2020 |
| **Policy reviewed** | September 2020 |
| **Date to be reviewed** | March 2021 |
| **Signed by Chair** |  |
| **Name** | Jo Hargreaves |
| **Signed by Nursery Manager** |  |
| **Name**  | Debbie Hill |