

Orchard Pre-school COVID-19 POLICY

References:

- A. GOV.UK Coronavirus (COVID-19): Actions for Education and Childcare settings to prepare for Wider Opening from June 1.(updated 1st June 2020)

Aim

The aim of the Orchard Pre-school COVID-19 POLICY is to update all staff, parents and carers who are accessing Orchard Pre-school and St Andrews Church Centre. This policy includes the measures we are actively taking to mitigate the spread of COVID-19; this is to ensure that Orchard re-opens to provide Pre-school provision for all children on the register.

This policy is susceptible to changes as the Government issue further guidelines. The Manager will update you as soon as possible by email.

Conditions of Entry

The warnings from the Governments Chief Medical Officer and Chief Scientific Officer are unambiguous. It is therefore beholden on all staff, parents, carers and children to follow this policy diligently.

This is to sustain a healthy and safe workplace/setting during this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

Orchard Pre-school assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Children and staff only will be permitted inside the building.

Infection Control Measures

The following measures have been updated in line with Government advice. This is in addition and complementary to other measures.

- Children are to be met at the back garden gate by a teacher.
All children and teachers are required to use the hand sanitiser provided at the gate.
- All parents/carers to observe the two metre distancing rules with each other when dropping off and collecting children.
- Parents and carers are not to loiter. Brief verbal handover will be given at a distance of two metres, and longer discussions are to be held over the phone or via e-mail.
- Any forms are to be completed prior to being dropped off with the exception of Existing Injury forms that have to be completed by parents outside pre-school. Accident forms will need to be signed by parents on collection of their child at the end of the session.
- Parents **must not** bring a child in that has been administered Calpol or displayed any of the COVID-19 related symptoms.
- PPE is to be worn by staff caring for a sick child in an isolation room if a distance of 2 metres cannot be maintained. Staff to bring a spare set of clothes to change into following spending time in the isolation room with a sick child.
- Staff are to follow government guidance on social distancing when not at work.
- If parents are unable to commit to our strict guidelines, then Orchard Pre-school will withdraw care in order to protect all staff and children.

Ofsted

Ofsted has announced that it is temporarily suspending all routine inspections of schools, further education, early years and social care providers. Urgent inspections where specific concerns have been raised will still go ahead. This will allow Ofsted to prioritise the immediate safety of children where necessary.

Self-Isolating

All Staff, parents, carers and children **must** self-isolate for 10 days from the **onset** of symptoms: a high temperature or a new, continuous cough, and loss of taste and smell and any individuals in their household **must** self-isolate for 14 days from that moment as well.

Children that have been sent home with symptoms can return earlier on the production of a negative test result. Call 111 to get advice on how and where to obtain your test.

Further advice, based on scientific evidence can be found here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Social Distancing

Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission and spread of COVID-19 and is the basis of the Governments **delay** strategies.

Further guidance for social distancing when outside pre-school can be found at:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

All parents must follow these measures to minimise risk of infection to our staff, children and their families.

Social Distancing in the Pre-school

Social distancing is extremely difficult when caring for young children. We cannot avoid physical contact and must still provide young children with the care and comfort they need. However, the following guidelines must be **adhered** to during this time and 'where possible, safe and practical'.

- A key person is allocated a group of children and will be the person to change those children's nappies, wipe noses and keep children generally safe, clean, fed and supported to play when possible.
- Children to be taken outside to the back garden gate to be met by parents.
- Cuddles and sitting on laps to be kept to a minimum.
- Staff to socially distance at a distance of 2 meters.

The following guidelines for the environment must be adhered to until further notice

- No playdough or sand until further notice.
- Remove all resources that are difficult to disinfect.
- Disinfect frequently touched objects and surfaces in the pre-school regularly. Hot, soapy water with a clean cloth is best, or an antibacterial wipe. Viruses are killed with soap and water, so use this wherever possible.
- Follow our usual strict health and safety hygiene procedures for nappy changing and food preparation areas.
- All cloths must be cut in half to enable plenty of supply.
- Cloths must be used once for cleaning a surface and then binned.

Handwashing and respiratory hygiene

- Wash your hands more often - with soap and water for at least 20 seconds when you enter the pre-school, when you blow your nose, sneeze or cough, after using the toilet, eat or handle food.
- Encourage and support children to wash their hands regularly and thoroughly.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- If you cough or sneeze, use the following principle: Catch-it, Bin-it, Kill-it. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Encourage children to do the same, or sneeze or cough into their elbow. Then ensure any clothing they have sneezed or coughed into are removed and placed in the wash immediately. Bare arms are to be washed with soap and water
- Talk to the child in an age appropriate way, about the importance of hand washing and catching sneezes and coughs
- Open the windows and doors regularly to ensure open ventilation to rooms.
- Spend time outside in wide open space whenever possible in Key groups.

Staff - Sick leave arrangements:

- If you are showing any symptoms you must not come to pre-school unless a negative test result can be provided.
- If you have a positive COVID-19 diagnosis, you can return to work only after you have received a negative test result.
- Staff will receive Statutory Sick Pay to be paid from day one of self-isolation/illness.
- All events, including training – will be cancelled/postponed until further notice. This includes unnecessary visitors entering the pre-school. All meetings should be done virtually where possible.
- If you normally commute to work by public transport you must try to source alternatives, such as walking, cycling.
- Government advice is all non-essential overseas travel is postponed for a minimum of 30 days. If you are planning to travel overseas, we ask you to self-isolate upon your return home for 14 days. However, this will be unpaid as overseas travel is strongly discouraged for 30 days. You will also be asked not to come into physical contact with any colleagues during this time.
- If staff ratios can not be maintained pre-school may have to re-close until further notice when staff are able to return to work.

Summary

This policy is effective immediately and is based on Government guidance which in turn has been set on the best Scientific and Medical modelling and advice. If you have any questions then please do not hesitate to ask.