



COVID 19 Update 2020

The principles of Pirton Pre-School’s policies and procedures remain. However, some key changes will be needed whilst we are open during the current pandemic.

From September 2020 until further notice, all policies and procedures should be read in the light of and in conjunction with the Operational Procedures below.

## 11.1 Covid-19 – Operational Procedures/Risk Management Response

**(updated November 2020)**

The purpose of these procedures is to provide considerations and guidelines to reduce the risk of spreading Coronavirus (COVID-19) in our setting. These guidelines are based on Public Health England and Department for Education guidance for educational and childcare settings.

The fundamental principle of this guidance is to ensure social/physical distancing as much as possible and to implement good hygiene practices.

As per government guidance, a fundamental factor of managing this risk is our ability to organise children and staff into small groups and our ability to prevent these groups from mixing. If, after considering all the recommendations set out, the senior management team deem that we are unable to achieve this due to staff availability, numbers of children and/or building constraints, this may mean that we are unable to open preschool until such time that this is possible or government advice allows.

All of the measures outlined below are aimed at **reducing** the risk of spreading the virus and it must be noted that there is no guarantee that staff, children or their families will not contract the virus as a result of attending preschool.

<u>Focus</u>	<u>Area of consideration</u>	<u>Recommendations</u>
<b>Children</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Only children who are symptom-free or have completed the required isolation period should attend preschool.</li> <li>• Clinically extremely vulnerable children should attend education settings in line with the ‘wider guidance on reopening of schools’</li> <li>• Children can attend up to one other setting whilst attending Pirton Pre School as long as the setting have shared their Covid-19 policy and the Management are happy with the procedures they have in place. <b>Pirton</b></li> </ul>

		<p><b>Pre School can refuse to share care with other settings if this information is not received.</b></p> <ul style="list-style-type: none"> <li>• Settling in sessions will be organised so there is only 1 additional visiting adult and 1 additional visiting child on site at any one time. They will need to follow our hygiene procedures upon entry and departure. Key workers and parents will maintain social distancing measures at all times. Parents are welcome to wear a mask should they feel more comfortable in doing so.</li> <li>• Parents (and children) must adhere to the current government guidelines with regards to travelling abroad. Further information can be found here - <a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></li> </ul>
	<p><b>Social/Physical distancing and Health/Hygiene</b></p>	<p>As far as possible to reduce the risk of transmission by:</p> <ul style="list-style-type: none"> <li>• A NAMED water bottle needs to be provided for each child. This needs to be cleaned thoroughly before returning the next day.</li> <li>• Please ensure lunch boxes are named and ensure these contain an ice pack and are cleaned thoroughly each day.</li> <li>• Pirton Pre School will provide snacks but they will NOT be self-service to minimise the risk of transmission. Staff will serve snack.</li> <li>• Soft furnishings will be used but reduced to allow for daily cleaning and rotation.</li> <li>• The large sand pit will NOT be accessible to the children.</li> <li>• Sand and water play, as well as other malleable materials will be used but on a lesser scale and disposed of each day or, where possible, sanitised.</li> <li>• Regularly used surfaces such as tables, chairs, door handles, keypads &amp; the green button will be cleaned at least twice a day using disinfectant sprays and wipes.</li> <li>• Toilet checks will be completed every hour. Toilets, flushes and sinks will be sprayed with disinfectant.</li> <li>• Staff will ensure there is a constant stock of items such as tissues, disinfectant, gloves, hand wash etc.</li> <li>• Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, sneezing into a tissue and to use bins for tissue waste. Bins will be emptied at the end of session.</li> <li>• Children will be encouraged not to touch their mouth, eyes and nose.</li> <li>• Children will be supported to frequently wash their hands with soap and water for 20 seconds and to dry thoroughly including when arriving at preschool and before and after eating. Alcohol hand rub or sanitiser may also be used. Children will be asked to wash their hands immediately after any malleable play or upon entering the premises from the outside area</li> <li>• Bin lids will be removed and bins will be emptied when half full.</li> <li>• Children will wash or sanitise their hands upon arrival and departure</li> <li>• Parents must ensure children's clothes are laundered between each day they attend the setting.</li> <li>• Fogging will be undertaken at the end of <b>each day</b>, including the outdoor environment. The Cleaner will then carry out further cleaning duties under COVID-19 guidance.</li> </ul>

		<ul style="list-style-type: none"> <li>Any resources used in session will be disinfected by way of submersion or spray and left to air dry</li> <li>It is important to note that the coronavirus can only stay on surfaces for up to 72 hours. If toys are not able to be cleaned the resources will NOT be used until cleaned and/or 72 hours has passed</li> </ul>
	<b>Well-being and Education</b>	<ul style="list-style-type: none"> <li>Children will be supported to understand the changes and challenges they face as a result of the COVID-19 outbreak, and staff will ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>The Early Years Foundation Stage will be followed with no adjustments required but a focus on emotional wellbeing will be maintained</li> </ul>
	<b>Personal protective equipment (PPE) including face coverings and face masks.</b>	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask is not recommended for young children.</li> </ul>
	<b>If a child develops symptoms of coronavirus whilst at preschool</b>	<ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough, a high temperature (37.8C or above) or loss/change of taste or smell in an education setting they must be sent home and advised to follow the staying at home guidance.</li> <li>If a child is awaiting collection, they should be moved, if possible, to the blue room where they can be isolated. No child will be left in the blue room with the door closed. Ideally, a window should be opened for ventilation.</li> <li>If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet which will then be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> </ul>
<b>Staff</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>Members of staff who are not required to work directly with children and can work from home may do so to minimise unnecessary contact.</li> <li>Staff will only attend if they are symptom-free, have completed the necessary isolation period or achieved a negative test result.</li> <li>Clinically vulnerable staff members do not need to follow previous shielding advice. They can go to work as long as the workplace is Covid-secure but should carry on working from home if possible.</li> <li>If a member of staff lives with someone who is extremely clinically or clinically vulnerable, they can attend work at the preschool.</li> </ul>
	<b>Social/Physical distancing and Health/hygiene</b>	<ul style="list-style-type: none"> <li>Staff should frequently wash their hands with soap and water for 20 seconds and dry thoroughly including when arriving at preschool and before and after eating. Alcohol hand rub or sanitiser may also be used.</li> <li>It will not always be possible for staff to maintain a 2-metre distance from children. Staff should, however, remain alert to the amount of physical contact they have with children and follow regular hand washing/sanitising advice.</li> <li>Only one member of staff will access the kitchen at any one time.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff will not congregate in any area of the building or outside area.</li> <li>• Only the Manager and Administrator are to be in the office at any one time.</li> <li>• Staff will wear clean, laundered uniform daily.</li> </ul>
	<b>If staff develop symptoms of coronavirus whilst in preschool.</b>	<ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new, continuous cough, a high temperature (37.8C or above) or loss/change of taste or smell in an education setting they must be sent home and advised to follow the staying at home guidance.</li> <li>• The unwell member of staff will isolate in the blue room</li> <li>• If a member of staff has helped someone who was taken unwell with a new, continuous cough, high temperature, loss/change of taste or smell they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</li> </ul>
	<b>Personal protective equipment (PPE) including face coverings and face masks.</b>	<ul style="list-style-type: none"> <li>• Where a 2m distance is not achievable, Staff will wear face masks/coverings at drop off/collection time to allow for accident forms and urgent messages to be communicated to parents</li> <li>• PPE will continue to be used for those children whose care routinely already involves the use of PPE due to their intimate care needs. At Pirton Pre School this will usually relate to nappy changing and toileting support.</li> <li>• If a child becomes unwell with symptoms of coronavirus whilst in preschool and needs direct personal care until they can return home disposable gloves, a disposable apron and face shield should be worn by the supervising adult.</li> </ul>
<b>Parents</b>	<b>Social/Physical distancing and Health and hygiene</b>	<ul style="list-style-type: none"> <li>• Only parents who are symptom free or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Only one adult can drop off their child.</li> <li>• Each adult, and child(ren) are asked to stand within one of the circles in the staff car park area. These circles will be one meter apart.</li> <li>• Adults are advised to wear face covering at drop off/pick up due to the restricted 1m distancing.</li> <li>• A member of the team will stand at the top of the path (by the bin storage unit!) and ask you individually to step forward to drop off your child. You will then leave by walking along the side of the driveway.</li> <li>• All adults are to take responsibility for their own actions and behaviours whilst on Pre School premises and to adhere to social distancing. <ul style="list-style-type: none"> <li>• Backpacks or rucksacks can be brought into Pre School to store spare clothes. No comforters or toys (unless they are absolutely essential to support settling).</li> </ul> </li> <li>• Parents will not enter the Pre School building.</li> <li>• We will consider allowing parents to enter preschool for the purpose of settling their child in circumstances where not doing so would cause their child distress. In this instance, we will consider measures to minimise contact between the parent and other children and staff.</li> </ul>

		<ul style="list-style-type: none"> <li>Parents are asked to telephone the pre school to speak to their child's key worker regarding any concerns, questions or messages that are not urgent.</li> </ul>
	<b>Communications</b>	<ul style="list-style-type: none"> <li>We will provide parents with clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.</li> </ul>
<b>Visitors</b>	<b>Visits</b>	<ul style="list-style-type: none"> <li>Attendance at the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the preschool unless essential. Where essential visits are required, these should be made outside of the usual preschool opening times.</li> <li>Settling in visits for children starting in January will continue. These will be organised so only one adult and one child are visiting during a session at any one time. Our hygiene procedures will be followed. Key persons and parents will maintain social distancing. All settling in visits will be recorded in the visitors' book for the purposes of 'Track and Trace'.</li> </ul>
<b>Travel</b>	<b>Travel associated with preschool operations.</b>	<ul style="list-style-type: none"> <li>Where possible staff and parents should travel to Pirton Pre School alone, using their own transport or walk.</li> <li>If public transport is necessary, current guidance on the use of public transport must be followed.</li> </ul>
<b>ALL</b>	<b>What happens if there is a suspected case OR confirmed case of coronavirus in a setting? What if my child comes into close contact with a confirmed case?</b>	<p>We will follow the latest Government and County guidance on the reporting of suspected /confirmed cases. Links below.</p>
<b>Testing</b>	<b>How or Where can I get tested?</b>	<p><b>Booking a test:</b></p> <p>To book a test for yourself or anyone you live with go online to <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a> and follow the relevant link. <b>The booking system will only show you details of test locations which are available in the following 24 hours.</b> Anyone who attends a test site should bring some sort of ID with them – either to confirm that they are aged over 65 or a work ID badge or documents. A mobile phone will also be useful.</p> <p>Or book a test online at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a></p> <p>Or call 119</p> <p>Staff can use the Employer Referral Portal for employers of essential workers.</p>

Links to external guidance:

<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

<https://best-start-herts.tfemagazine.co.uk/15-september-2020/covid-19/early-years-provider-information-and-guidance-on-covid-19-coronavirus>

<b><i>This procedure was adopted by the Pirton Pre-School Committee.</i></b>	
On (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	