

COVID-19: Updated Guidance and Procedures

A year after pandemic has merged, the coronavirus is now described as the 'new normal'. This policy is to implement new risk control measures in order to prevent the spread of infection to make it safe for our children, parents and staff.

We will continue to review and update as necessary or to comply with official regulations or guidance.

Parents, staff, children or visitors MUST NOT enter the nursery if they are displaying any symptoms of COVID-19.

Children

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Any child with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend for 10 days or until they test negative for COVID-19 using a PCR test.
- Staff reserve the right to take children's temperature on arrival at nursery and will not admit any child with a high temperature. We will usually take a temperature if a child or accompanying parent/carer appears unwell.
- All children must wash their hands on arrival at the nursery and before they leave to go home.
- Children will be supported in age appropriate ways to understand the steps they need to take to keep themselves safe including regular handwashing and sneezing into a tissue and throwing it away.
- Children will be encouraged to wash their hands more frequently during the day, such as after wiping their nose, before and after eating, when coming in from the garden, before touching their faces.

Staff

- Only staff who are symptom free or have completed the required isolation period should attend the setting.
- Any staff member with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend for 10 days or until they test negative for COVID-19 using a PCR test.
- For any staff member living in a household where another person has a symptom, the staff member must not attend nursery for at least 10 days or until they test negative for

COVID-19 using a PCR test. This requirement to self-isolate does not apply if the staff member has been fully vaccinated against COVID-19 and does not have any symptoms.

- Any staff member contacted by Track & Trace and instructed to self-isolate is expected to self-isolate in accordance with the law and Public Health guidelines.
- Staff will be risk assessed if returning to work after a period of isolation or having had COVID-19.
- Staff will continue to wash their hands more frequently, such as on arrival at the nursery and before they go home, before preparing and serving food, after wiping children's noses, after cuddling children, after supporting toileting or nappy changing, after handling items brought in from outside the nursery, before eating, before touching their faces, and before leaving the nursery.
- Staff are no longer required to wear face coverings. Staff may wear face coverings if they wish.
- Staff members will avoid all close contact with each other. Staff will follow social distancing guidelines and remain apart from each other or from parents/visitors where possible.
- All staff members will receive appropriate instruction and training in infection control and the relevant operating procedure and risk assessments.
- All staff members are responsible for ensuring that children, parents/carers and staff members follow this policy in full.

Parents & Carers

- Parents/Carers will not be able to enter the nursery except for limited reasons, such as settling a child who may become distressed, or during the settling-in sessions of a new child. Parents/carers must not come into close contact with other children or staff.
- Parents should continue to communicate with the nursery via telephone calls, email or use Famly to give messages to staff about their child and to ask any questions. This allows staff to respond at an appropriate time, and will also reduce queues as only one child can enter or leave the nursery at a time.

Visitors

- Visitors must sanitise their hands when entering the nursery unless they are wearing a fresh pair of gloves.
- All surfaces touched or objects handle by visitors must be sprayed with disinfectant and wiped down upon their departure.
- All visitors to remain social distance from staff.
- All visitors must wear a face covering while in areas of the nursery with children in them, or where they cannot maintain social distance from staff.

- Visits will be kept to a minimum quantity and length of time, and will take place, as much as possible, when there are minimal numbers of children in the nursery. This includes any settle sessions with parents/carers.

Premises & Resources

- All frequently used surfaces (e.g. tables, counter tops, toilets, sinks) will be cleaned and disinfected regularly.
- All waste will continue to be disposed of in a safe and hygienic way.
- Bedding will continue to be washed between use by different children.
- Current Government guidance is that PPE should not be required in general practice in nurseries to protect against COVID-19 transmission. PPE, such as aprons and gloves, will continue to be worn as usual for nappy changing and the administration of first aid.
- PPE can be worn when supervising a child with symptoms of COVID if it is not possible for the staff member to remain distanced from that child.
- Windows will be kept open when possible to ensure good ventilation.
- Children are not permitted to bring items from home into the setting, including toys and lunch boxes, unless absolutely essential for their wellbeing. When this is the case items must be cleaned on arrival.
- Any toys or other resources accessed by children will be cleaned and disinfected prior to being put away by the end of the day.
- To manage cleaning of resources, some difficult to clean items may be removed from the rooms. Free access to some resources may be limited, so that staff can control when children use resources and they need to be cleaned.
- Equipment used by staff, such as tablets and stationery will be allocated to individual staff members where possible and cleaned at least daily.
- The setting will ensure an adequate supply of essential stock, such as gloves, aprons and disinfectant materials to ensure infection control.

Responding to a Suspected Case

- If anyone becomes ill with a high temperature, a new continuous cough or a loss/change of smell or taste in the nursery they must be sent home and advised to follow the “Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection”.
- If a child is waiting to go home, they should be isolated in a separate room with appropriate adult supervision. When it is not possible to isolate them, the child will be moved at least 2 meters away from others.
- Staff will call 999 if they become seriously ill or their life is at risk.
- The staff member responsible for the child during this time should if possible be someone who was already working with that child.

- The staff member caring for the child will wear appropriate PPE if it is not possible to remain distanced from that child.
- The member of staff who has cared for the unwell child does not need to go home unless they develop symptoms. The staff member should wash their hands thoroughly for 20 seconds after all PPE has been removed.
- The area where the child was isolated should be thoroughly cleaned and disinfected by the same staff member.

General

- Nursery policies should be respected and adhered to at all times by staff and parents alike.
- The nursery does not permit the reduction of payment of fees or swapping of sessions if the child is absent from the nursery due to illnesses, self-isolations, holidays, bank holidays or for any other reasons.
- Not reporting Covid-19 symptoms immediately to nursery manager could lead to the termination of your contract and loss of your deposit.