

## 6.8 COVID-19 Policy

### Policy statement

Victoria Park Day Nursery CIC will use this policy to provide precautionary measures to minimise risk of disease in the setting during a pandemic or epidemic. We will follow the guidance set out by the Government and Public Health England (PHE) and any other governing bodies.

This policy will work alongside our parent guide, staff code of conduct and risk assessments specifically put in place during this time. We will ensure high standards of practice and education is maintained at all times. The health and safety of our staff, children and parents is paramount.

This policy was created with the current government advice and guidelines at the time of writing.

### Procedures

- If an adult or child contract coronavirus you must stay at home for 10 days and self-isolate. The rest of your household should self-isolate for 10 days too.
- Do not leave home if you or someone you live with have any of the following symptoms:
  - High temperature.
  - A new continuous cough.
  - Loss or change of smell or taste.
- Anyone displaying coronavirus symptoms while in the setting will be sent home immediately.
- If a child is waiting to be collected, they will be separated from their group and isolated with a member of staff.
- The use of PPE (personal protective equipment) may be necessary to use for protection. We will follow the guidance set out by the government, our risk assessment and policies and procedures:
  - Face mask/visor will be worn if necessary.
  - Apron and gloves to be worn if necessary.
  - A staff member will wait with the child until collected.
- Once the child has been collected then a thorough clean will begin to ensure areas they have been in or touched will be thoroughly disinfected. Any PPE worn and other waste will be disposed of safely.
- Any staff members that display COVID-19 symptoms will need to leave the setting immediately and self-isolate for 10 days.
- Thorough cleaning of the setting will be done.

- Any child or staff member displaying symptoms will be encouraged to get tested immediately. To book an appointment follow the guidance from [gov.uk](https://www.gov.uk). Our nearest testing centre is at Victoria Way, Ashford, next to Victoria Road Primary School.
- Where a child or staff member tests negative then they may return to the setting and fellow household members can end their self-isolation.
- If a child or staff member tests positive, the rest of their immediate group within the setting will be sent home and advised to self-isolate for 14 days.
- The other household members of those advised to self-isolate do not need to self-isolate unless a child or staff member they live with subsequently develops symptoms.
- Ofsted and Public Health England will be notified immediately.
- Anyone returning from travelling abroad is required to self-isolate for 14 days in accordance with the government's current travel advisory list for certain countries. You cannot attend nursery during this time.

### **Preventing the spread of infection**

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. There are general principles to help prevent the spread of the virus including:

- Washing your hands frequently for at least 20 seconds with soap and water.
- Use an alcohol based hand sanitiser if soap and water is not available.
- Covering your cough or sneeze with a tissue and then immediately dispose of the tissue in a bin. (Catch it, Bin it, Kill it).
- People who feel unwell should stay at home and not attend the setting and follow government advice.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect areas, objects and surfaces frequently.
- Avoid close contact with people that are unwell. Social distance where possible.
- Wear appropriate PPE when required including supporting a child or colleague who are possibly showing symptoms.
- Staff and children should wash their hands:
  - Before leaving home.
  - On arrival at the setting.
  - After using the toilet.
  - Before food preparation (staff).
  - Before eating any food, including at snack time and lunchtimes.
  - After outdoor play/walks.
  - Before leaving the nursery.
- If you are worried about your symptoms please seek medical advice by calling NHS Direct (111) and get tested.

### **Daily Cleaning**

- Rigorous cleaning routines will be adhered to at all times.

- Surfaces and areas that children and staff touch such as toys, books, sinks, toilets, light switches, door handles to name a few, will be cleaned more regularly using disinfectant as appropriate.
- Toys will be rotated each day and cleaned between uses to prevent cross contamination between children who attend on different days.
- The toys available will be toys that can be cleaned effectively. Toys that are difficult to clean such as wooden toys, fabric toys like dressing up clothes, puppets and soft furnishings will not be available at this time.
- Sand and sensory play such as playdoh will also be removed to prevent the possible spread of infection.

## **Hand Washing**

To ensure staff and children are washing their hands in line with current guidelines the following will be put in place:

- On arrival staff and children will sanitise their hands
- During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before snack time and lunchtimes, when arriving back from a walk and at any other time that is deemed necessary.
- Staff must wash their hands before putting on any PPE.
- We will introduce a hand washing song to encourage the children to thoroughly wash their hands with soap and water for at least 20 seconds.
- Staff must wash their hands before preparing or serving food before wearing gloves.
- Guidelines on hand washing will be displayed around the setting.

## **Personal Protective Equipment (PPE)**

The majority of staff in childcare settings will not require PPE, beyond what you would normally use for work. PPE is generally only needed for children whose care routine already involves the use of PPE such as nappy changing or if a child or staff member start to display coronavirus symptoms. Following guidelines and recommendations from the Government, Public Health England, Department for Education and our local authority:

- All staff will have access to PPE should they need to use it at any time.
- All staff to wear gloves when preparing and serving food.
- All staff to wear gloves and an apron for nappy changing.
- If a child or staff member display coronavirus symptoms, PPE to be worn if required.

## **Lateral Flow Test**

- All staff have been provided and have access to Lateral Flow Tests to be used at home.

- Testing twice weekly is recommended by the government, but this is not compulsory, although as employers we strongly advise you to get tested regularly.
- If a lateral flow test is positive, you must self-isolate immediately, book a PCR test as soon as possible and contact Jo Cameron nursery manager/director.
- Vaccines are being offered to all age groups over the age of 18. Contact your local GP for further information.

## **PCR Testing**

- PCR Tests are available to all team members and their families and children attending the nursery and their families. Our nearest test centre is Victoria Way Ashford.
- If a person of a member of staffs or a child's household show signs of COVID-19, the family should get tested immediately. You cannot attend nursery whilst they await the results and the entire household must self-isolate.
- The nursery must be informed of the result as soon as possible to enable appropriate action to be put in place if required.
- We ask that all parents/carers to ensure they organise a test for their child in the event that they develop coronavirus symptoms, and notify us immediately of a positive/negative test. Official written proof will be required to be shown to us for a negative test before a child can return to the nursery setting.
- Should you be contacted by the NHS as part of the governments 'Test and Trace' process you are expected to self-isolate for 10 days and notify the nursery as soon as possible.

**This policy maybe amended or modified at any time following Government and Public Health England advice and guidance.**

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