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Coronavirus Policy

**Policy and procedure – dealing with possible cases of Coronavirus.**

Written in line with current advice from the Department for Education publication “Actions for Early Years and Childcare Providers during the Coronavirus (Covid-19) outbreak”, available at [https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures updated 17th August 2021](about:blank) and Contingency Framework: education and childcare settings, available at https:/assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/1011704/20210817\_Contingency\_Framework\_FINAL.pdf, August 2021.

***To minimise the risk of children attending and staff from contracting Coronavirus the following control measures will be in place :***

**Ensure good hygiene for everyone** – children and visitors will be asked to use hand sanitiser provided on entry and exit of pre-school. Provision of tissues and bins, handwashing facilities, ensuring children wash their hands before and after eating and using the toilet. We promote and teach the children to ‘catch it, bin it, kill it’ – catch a cough/sneeze in a tissue and put it in the bin to kill the germs and then wash their hands. Staff will also follow the above.

**Maintain appropriate cleaning regimes** – the kitchen, toilets and tables/unit tops to be cleaned regularly by staff. During the day – toilets are cleaned at lunch time. Tables are cleaned before and after café, before and after lunch and again at the end of the day. Floors are swept after eating and mopped at the end of the day. All equipment and resources used on that day are thoroughly cleaned. Any toys that have been in a child’s mouth will be removed and returned when disinfected. Frequently touched areas such as the cloakroom, cupboards, doorframes etc will be cleaned regularly. Outdoor equipment will be sprayed at the end of the day with disinfectant.

**Keep spaces well ventilated** – all available windows/doors are to be kept opened. When children are outside the door/s will remain open as usual. For safety, the door/s will be closed for lunch and other times.

**Following public health advice on testing, self-isolation and managing confirmed cases of Covid-19** – Management will keep up to date with any updates and work with different agencies in the event of a confirmed case of coronavirus in a member of staff or child. In addition to the above, staff will carry out lateral flow home tests twice weekly unless they have symptoms of coronavirus then they will isolate and arrange a PCR test. The lateral flow tests are only suitable for children over 12 years old and adults. They are only to be used if the person taking the test has NO symptoms of coronavirus. Anyone with symptom should arrange a PCR test.

By the end of September 2021 all staff will be double vaccinated against coronavirus.

**Attendance** – Children or staff are not permitted to attend pre-school if they present with symptoms of coronavirus as defined by UK government as:

* A new continuous cough – this means coughing a lot for more than one hour, or, 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* A high temperature – defined by the NHS as over 38c
* Loss or change of taste/smell

Anyone experiencing any of the above symptoms will be required to arrange a PCR test, contact the pre-school as soon as possible and stay away from pre-school and follow the isolation procedure as defined by the government, available at [https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](about:blank)

**If a child becomes ill with symptoms whilst at pre-school the following procedure will be carried out:**

* The child will be separated from others and looked after by one member of staff in the Quiet Room. The adult will put on disposable gloves, a face covering and a disposable apron.
* The child’s parents will be contacted and asked to collect their child as soon as possible. Advice will be given to the parent regarding self-isolation and testing procedures. The Quiet Room will be deep cleaned immediately after the child has left the setting.
* The whole of the setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.
* The staff member will dispose of the apron and gloves and change their clothing.

**If a member of staff becomes ill with symptoms whilst at pre-school the following procedure will be carried out:**

* The staff member will be asked to collect their belongings and to leave the premises as soon as possible. This may mean a short wait to allow time for management to ensure there are sufficient adults to care safely for the children. In this instance the staff member will be asked to isolate outside the pre-school, within pre-school grounds.
* Advice will be given to the member of staff regarding self-isolation and testing procedures. The area where the staff member has been waiting will be deep cleaned immediately after the staff member has left the setting.
* The whole setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.

**To ensure the safety of all children and staff we are requiring anyone who has symptoms to arrange for a PCR test for Coronavirus.**

To access testing please go to :

[https://www.gov.uk/get-coronavirus-test](about:blank)

If the child or member of staff tests negative to the PCR test they can resume coming to pre-school as long as they are well within themselves.

If a child or staff member has tested positive, we are requesting confirmation of the results so that we can keep a record in the event of any further cases.

If the child or member of staff tests positive to the PCR test they must follow government guidelines of isolating and must not attend pre-school.

We are required to notify Ofsted (Office for Standards in Education) of any positive cases of coronavirus from either staff or children.

Advice on isolation periods can be found here :

[https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](about:blank)

**If we have several confirmed cases within 10 days, this may be deemed as an outbreak defined by the Department for Education thresholds as:**

* 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period; or
* 10% of children, pupils, students or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period.

There are currently 37 children on register and 9 staff – total 46. 10% = 4.6 – we will operate our “outbreak” plan if there are 4 or more staff and children combined who test positive via a PCR test within 10 days.

**Our “outbreak” plan is as follows:**

In the event of the above thresholds being reached (confirmed by PCR tests) we will review and reinforce our existing testing, ventilation and hygiene measures. This may include, but is not limited to, the re-introduction of face coverings during drop off/collection and when on pre-school grounds; the use of an external cleaning company; spending more time outdoors; serving snacks to the children rather than the children choosing themselves; increased supervision on handwashing; removal of equipment that cannot be cleaned easily (eg: soft furnishings).

Additional public health advice will be sought by contacting the Department of Education helpline (0800 046 8687, option 1).

**Staffing** – if the outbreak is because of staff testing positive with a PCR test, the pre-school manager will look at the number of staff required for each session. If there are enough remaining staff, that are not affected, to meet the adult to child ratios then the pre-school will operate as normal. If there are not enough staff to safely care for the children then pre-school will have to close. Managers will contact parents to arrange collection of their children.

**Children** – If the outbreak is amongst the children in the setting we will work closely with all of the relevant authorities and be advised by them. In the first instance a deep clean of the setting will take place. All parents will be notified of confirmed cases – NO names will be given. All staff will book and undertake a PCR test. Staff that are double vaccinated will not be required to isolate but will be encouraged to limit social contact as much as possible whilst awaiting the results of the PCR test.

Children who are aged under 5 years old are identified as close contacts will only be advised to take a PCR test if they develop symptoms or there is a positive case of coronavirus in their household.

**Community** – if we are advised of an increased amount of coronavirus cases within the community we will be advised by the local health protection authority.

**Isolation**

Current government advice is that children under 18 years old and adults that have been double vaccinated do not need to isolate if they have been in contact with a person who has tested positive for coronavirus. This would mean that if a child/staff member at pre-school tested positive for coronavirus, the other children as they are under 18 and staff (those double vaccinated) do not have to isolate and we will not have to close as we did previously. All families will be notified of any case of coronavirus and it will be the choice of the parent/carer if you wish your child to continue attending pre-school.

If **someone in your household** has tested **positive** for coronavirus, we ask that the child/children of that household **do not attend pre-school**. Although children under 18 do not have to isolate, they are more likely to become infected due to living with an infected person who provides care for them. The rule of non-attendance if someone in the household has tested positive also applies to staff. This decision has been made to further protect staff and other children along with their families and to try to prevent any possible spread of infection within pre-school and the wider community.

25th August 2021

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Rosalind Hambidge (Director) Date: 22nd October 2021

Policy review due: April 2022 Position:

Policy review due: Oct 2022 Position

Signed on behalf of Little Oak Pre-school (Witney) Ltd