



COVID-19 Policy and Procedures

(Produced in line with Government Guidance 'Education and Childcare During Coronavirus (COVID-19): Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) -Updated 21 July 2020)

To prevent and/or control the spread of COVID-19 at Sparkies, we will be adhering to the most current Government Health guidance. We receive the latest advice directly from OFSTED and the Health Authorities and implement these procedures.

The current measures of infection control influence the following aspects of our work at nursery:

- Personal Protection Equipment (PPE)
- Personal Care
- Personal Hygiene
- Respiratory Hygiene
- Enhanced Cleaning (Please refer to *Cleaning Policy* for details)
- Amendments to setting/routine
- Daily Practice
- Response to Symptoms

Current Government guidelines **do not** require Staff or children to wear PPE in early years settings.

Sparkies Management has made the decision to use the following compulsory, in-setting precautions to keep staff, children, and families safe:

1) Personal Protective Equipment:

- When inside the building, the staff at Sparkies Nursery School will wear transparent plastic face shields. If a child sneezes or coughs onto the shield, the shield will be immediately changed. The soiled shield will be temporarily stored in a secure location and later disinfected.
- Full PPE (A Facemask, face shield, plastic apron, vinyl gloves) will be worn if a child, parent, or colleague exhibits COVID-19 associated symptoms whilst in the setting and needs direct personal care until they are collected by a caregiver.
- Staff have the option to wear single-use gloves during working hours. Gloves will be changed regularly throughout the day.
- Staff uniforms will be worn at nursery and washed each day at 60 degrees. If traveling to work via public transport, staff must change into their uniform when they arrive at Nursery.
- All staff will maintain >1m distance when interacting with colleagues or other adults at work.

2) Personal care – Nappy Changing:

- Nappies will only be changed if they are soiled or very wet.
- There will be a designated area near the toilet for changing nappies.
- Nappy mats will be disinfected after every use.
- Staff will wear disposable gloves and disposable aprons which will be discarded after every nappy change. Staff will also wear a face mask when changing nappies.
- Soiled nappies will be double-bagged in nappy sacks and discarded in the large waste outside the nursery.
- The child's hands and members of the staff's hands will be thoroughly washed afterward.

3) Personal Hygiene:

- Staff and children will wash their hands with soap and water and dry thoroughly, following the govt. advised hand washing method...
 - When they arrive at the nursery
 - After using the toilet
 - After coughing, sneezing, or blowing nose with a tissue
 - After outside breaks
 - Before and after snack time
 - After touching their face
 - Just before they go home

- Staff will wash hands and before and after preparing the snack.
- Staff will also use antibacterial hand gel after each time they are in physical contact with a child.

4) Respiratory Hygiene:

- We will use the **'catch it, bin it, kill it'** approach.
- Cough or sneeze into tissues (into the crook of the elbow if tissues are not immediately available – staff will always carry tissues with them) and discard immediately. Wash your hands immediately afterward.

5) Enhanced Cleaning:

- Antibacterial, viricidal Cleaner will be used to disinfect all frequently touched surfaces, multiple times throughout the day.
- All play equipment, toys, table-tops, electronic devices, etc; will be cleaned in the morning, after each bubble changeover and after each session.

6) Amendments to setting/routine:

- Staggered entry and pick-up times.
- To reduce the risk of infection due to social interaction; parents will not be permitted to enter the building unless this has been arranged by Grace.
- Any parent wishing to speak to a key person will need to arrange a time to discuss this with the manager or key person virtually.
- Home visits will be arranged virtually via zoom or using teams meeting.
- The use of outdoor spaces is available throughout the morning/afternoon. We will be outside as much as possible (as the virus is less likely to spread outside) using natural resources using our forest ethos.
- We will be limiting the amount of equipment to decrease the risk of contamination. All equipment and toys will be disinfected at regular intervals throughout the morning/afternoon sessions.
- A good range of resources will be used daily to ensure that we are providing the most effective teaching of the EYFS during the current COVID-19 restrictions
- We will be using hardboard books for all ages as these can be easily and regularly disinfected.
- The room has been arranged to allow as much space as possible for social distancing.
- The designated area will always be well ventilated – windows and doors will be kept open where possible.
- Parents should bring and collect the following each day:
 - A snack box, clearly labelled with the child's name.
 - A filled water bottle, clearly labelled with the child's name.
 - Clean and disinfected wellington boots.

- **Change of clothes** in a clearly labelled bag – please ensure that these include; nappies (if applicable), socks, underwear, tops & bottoms
- **Outdoor and waterproof clothing** – **Clearly labelled with the child's name.**

7) Daily Practice:

- Limits on Covid-19 Bubble sizes have been lifted as of July 20th, 2020, however, Sparkies will maintaining a maximum bubble size of 15.
- Children will be allocated to a *bubble group*. Once groups are allocated, they cannot be changed - this is to prevent cross-contamination between groups.
- A video of the entry procedure will be sent to parents via WhatsApp – this form of entry and exit will be adhered to by all parents and staff.
- If parents do not arrive at the child's allotted time, without prior consent, they will be refused entry.
- Parents must leave through the garden and go directly to the garden exit gate.
- Pick up times are also allotted, parents/ caregivers **MUST** arrive at their allotted time.
- Parents are not permitted to enter the building unless this has been previously arranged by Mrs Savage. Settling-in sessions are an exception, these will be arranged by Grace before the start of term.
- We ask parents to adhere to a 1m distance with other families within the boundaries of our setting.
- Family members in contact with a Sparkies child, and staff members must disclose as soon as possible to Mrs Savage or manager if they have been:
 - to an area with a high risk of COVID-19,
 - to a country that is on the UK quarantine list,
 - in contact with anyone with Covid-19 symptoms in the past 14 days,

Failure to disclose the above information would put all Sparkies staff, families, and the community at risk!

8) Response to COVID-19 symptoms or outbreak:

- Contact Mrs Savage 07939 268861 **immediately** in the event of **any** suspected presentation of COVID-19 symptoms in; yourself, any child attending the nursery, any

member of your family, or any persons you have been in contact with, up to 14 days prior.

- Symptoms include (current global consensus):
 - a high temperature (38c or above),
 - a new, continuous cough,
 - loss or change to sense of smell or taste,
 - and/or shortness of breath,

- **In the event of a positive COVID-19 result for any member of staff or child that has attended Nursery School:**
 - Parents will all be informed immediately. The details of the individual with a positive result is confidential and will not be shared.
 - If news of a positive result came to light during a session, parents will be contacted, and the corresponding class bubble will be sent home.
 - Families within the COVID-19 positive bubble will be advised to self-isolate for 14 days.
 - The local Health Authority will be informed.
 - The nursery will be closed for 48 hours whilst everything is thoroughly cleaned and disinfected. (See contract for details)

- **If there is a child or adult exhibiting symptoms of COVID-19 during a nursery session, the following procedure will be followed:**
 - 1) The person exhibiting symptoms will be isolated from the rest of the group, they will be attended to by a member of staff in full PPE. The assisting staff member should disinfect hands before putting on PPE and change their uniform after the symptomatic person has left.
 - 2) The lead professional or deputy lead of the bubble will wash all children's hands and faces immediately and move them to a different area.
 - 3) Full PPE will be worn by all members of staff,
 - 4) Parent or caregiver will be informed and child/adult to be collected as soon as possible,
 - 5) Once the symptomatic person has left, the isolation point and the area of the bubble will be deep cleaned.

- 6) Once collected, the symptomatic person must be taken directly home. A COVID-19 test must be requested immediately. Whilst waiting for results they should follow the current isolation guidance set out by the Government.
- 7) The results of the test **must be shared** with **Mrs Savage 07939268861** as soon as they are received.
- 8) Parents will be informed of a positive result – see the procedures above.
- 9) If the test is negative, the child or staff member can return to the nursery 24hrs after the symptoms have subsided.
- 10) The Lead for Infection Control will contact the local health protection unit of any outbreaks or serious incidents relating to infection
Safety@richmondandwandsworth.gov.uk 0208 871 6220/6221/8501

Created by Sparkies Nursery School (August 2020)

I agree with the terms and conditions of this policy

Name (CAPS print):

Date:

Sign: