



Coronavirus Policy and Procedures

This guidance will assist staff in addressing coronavirus (COVID-19) and the new variant Covid Virus within the nursery and will be updated in line with the changing situation.

Key Points

- Staff and children should stay at home if they are unwell with a new, continuous cough, a high temperature or a loss or change to your sense of smell or taste different to normal to avoid spreading infection to others. Otherwise all children or staff should attend as normal.
- If a member of staff or child becomes unwell on site with a new, continuous cough or a high temperature or loss of smell or taste they must be sent home immediately.
- Staff are to clean and disinfect regularly touched objects and surfaces more often than usual using antibacterial spray or the steamer/steriliser. (see below: limiting the spread of Coronavirus (Covid-19) in the nursery)
- Children should be additionally supervised to ensure they wash their hands (for 20 seconds) more often than usual with soap and water. All adults and children should catch coughs and sneezes in tissues (children will need to be supervised to do so where applicable).

Symptoms

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees) or a loss of smell or taste that different to usual.

For most people, coronavirus (COVID-19) and the new Variant Covid Virus will be a mild infection.

Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild. With the new variant of Covid this appears to be more transmissible from person to person and further controls measures in our risk assessment was implemented.

What to do if someone develops symptoms of coronavirus (COVID-19) and the new Variant Virus within the setting

If a child or member of staff becomes unwell with a new, continuous cough or a high temperature or a change to taste or loss of smell they are to be sent home and made to isolate for 10 days. They should not return at any point during this period unless they have been medically advised to do so or have received a neat Cover test result.

If a child is awaiting collection, they should be moved, to a place in the room where they can be isolated with appropriate adult supervision. This adult should ensure they are wearing appropriate PPE. A window should be opened for ventilation where possible.

If they need to go to the toilet while waiting to be collected, they should use a separate toilet. This should be cleaned and disinfected before being used by anyone else.

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.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, 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.

The nursery and all play areas visited by the child or adult who became unwell during the day should be deep cleaned after they have left. This will reduce the risk of passing the infection on to other people.

Limiting the spread of coronavirus (COVID-19 and New Variant) in the nursery

- All members of staff are to wash their hands on arrival **before** touching or using any objects.
- Toys are to be washed and/or sterilised EACH SESSION paying special attention to the toys which may be mouthed.
- All work surfaces, door handles, buzzers and entry points are to be cleaned at designated times. These will also be cleaned additionally wherever the need to do so arises.
- Drop-off and collection should be done at the door only. No adult/parent should enter the building unless specific instruction has been given by a nursery manager.
- Children are to wash their hands ON ENTRY and be SUPERVISED to wash their hands at multiple times during the day (in addition to normal practices)

Operating Procedures Children

Only children who are symptom free or have completed the required isolation period should attend the setting. A member of the managerial team will ensure a child has been risked assessed before allowing them to return even after the required isolation period

Any child that seems unwell or feels warm to touch will have their temperature checked. Staff are to use gloves when doing so and wipe down the thermometer using appropriate cleaning methods after use (staff are reminded that each thermometer cover is single use).

The Mile-End nursery is a safe space or “bubble” for the children to operate and session times have been allocated in accordance with this. At Limehouse babies and Preschool should be seen as two separate bubbles and the mixing of these bubbles should be limited where physically possible at all times of the day (this includes meal times as babies can have their meals within their own section of the room).

The use of our outdoor areas would be increased. Where applicable the majority of the session could be spent outdoors, ensuring all areas of the EYFS continue to be covered

Nappy changing areas will continue to be cleaned after each use and toilets should be cleaned frequently throughout the day (at least once during and at the end of each session)

Sleep mats/cots should continue to be distanced

Staff are to ensure they help children to learn the importance of good hygiene practices, including and not limited to sneezing and coughing into tissues and correct hand washing procedures.

Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.

Staff/ Workforce

Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.

Staff are to ensure they wash their uniform **after each day** of use. This should be covered when out of the setting or only worn within the setting.

Wherever possible, staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.

Social distancing must be maintained during breaks. Breaks are will continue at normal times, but staff are to make use of outdoor areas (including the benches in front of the Limehouse nursery or in Mile End Park or other rooms within the setting if applicable)

Staff members should avoid physical contact with each other including handshakes, hugs etc.

Parents

Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.

Parents should be encouraged to limit drop off and pick up to 1 parent per family and adhere to each nurseries social distancing practices. (Lining up distanced along the fence, only one family in the drop off area at any time)

Drop off and pick up will only be done at the nursery entrance. Parents are not to be permitted onto the premises unless advance notice by a nursery manager/director has been given.

Prospective parents will be given a virtual tour of the nursery. As much communication as possible, will be done virtually during the registration process.

During the settling in process the parent will be permitted to enter the building (washing their hands immediately upon entry). The parent should be encouraged to leave the building as soon as physically possible, once they are able to do so.

Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

Visitors

Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance)

Where essential visits are required these should be made outside of the usual nursery operational hours where possible

Travel

Wherever possible staff and parents should travel to the nursery alone, using their own transport, where this is not possible individuals agree to ensure they are following the current Government guidance in doing so.

Parents are to limit the use of buggies, scooters and all other travel items to ensure that these do not need to be kept on premises. When this is not possible, parents agree to keep these items outside of the nursery premises in prearranged storage areas at their own risk.

Hygiene and Health and Safety

All children and staff must wash their hands upon arrival at the nursery before touching anything else

Children and staff are to wash their hands frequently throughout the day in addition to normal hand washing practices

Tissues must be disposed of immediately after use and hands washed before touching any child/item.

All items within the setting which require laundering (washing in a washing machine) should be washed at a minimum of 60 degrees Celsius.

Children are not to share any towels, bedding or flannels at any time.

All practices and children's activities should be risk assessed and may be adapted if deemed necessary. This includes and is not limited to materials which are not easily washable such as malleable materials (e.g. playdough) and the suspension of the sharing of food and utensils. As such children are not to self-serve during meal times. Your nursery manager will follow government guidelines and inform you when this is safe to be reinstated.

'Circle time' should be adapted to ensure it is a physical time where children can remain standing and/ or sitting at a distance. This includes and is not limited to physical activities, exercise, action songs and playing musical instruments.

PPE (Personal Protective Equipment) should be used as normal within the setting. There is no need for any additional items or increased frequency of use of any such items within the setting.

Premises

Parents are to only enter the building under exceptional circumstances (e.g. settling in), otherwise they are to line up distanced along the fence and only one family is to be permitted into the drop off area at any time. Buggies, scooters etc are not to enter the building under any circumstance. Windows should be open where possible to ensure ventilation at all times.

The rear lift at Limehosue should not be used. The Stair Lift may be used if absolutely essential.

Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items (such as comforters) should be appropriately cleaned upon arrival. Parents are encouraged to leave such comforters within the setting where possible and these should be cleaned and sterilised daily.

All resources required for play should be washed and sterilised daily after each use. Children within the setting are to be distanced where possible (including at meal times) and staff are to try and remain 2 metres apart at all times where physically possible.

The use of our outdoor areas would be increased. Where applicable the majority of the session could be spent outdoors, ensuring all areas of the EYFS continue to be covered

Supplies

The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies.

Staff are to ensure they inform management as soon as any essential supply has reached half of stock levels for them to be replaced. The setting will not be able to operate without essential supplies required for ensuring infection control.

In the case the supply of food is interrupted, parents may need to be informed to bring in a packed lunch. Normal food safety and hygiene processes continue to apply.

Responding to a suspected case

In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance.

Whilst waiting for the child to be collected they should be isolated from others (Nursery manager should be consulted as to where in the building this will be as each case may be different). However, at Mile End this will usually be in the Lobby area and at Limehouse this will be at the rear of the building. If possible, a window should be opened for ventilation.

The staff member responsible for the child during this time should be a staff member from their 'bubble'. If the staff member remains symptom free they are free to return to work after washing their hands thoroughly for 20 seconds.

The area should be thoroughly cleaned, immediately after the child has been collected.

The person responsible for cleaning the area should wear appropriate PPE (Gloves and white apron) and this should be placed in a nappy sack and disposed of after use.

In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance. (The above cleaning practices would apply here, including a deep clean of the whole nursery.

Tools for use in childcare and educational settings

There is a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents. Please call 0800 046 8687 - 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday) - for any specific question not covered on this page.

PHE has a [suite of materials](#) that contains public health advice about how you can help stop the spread of viruses, like those that cause coronavirus (COVID-19), by practising good respiratory and hand hygiene. To access, download and share this information, you will need to register for an account which only takes a couple of minutes.

Common symptoms of coronavirus (COVID-19)



new and
continuous cough

or



high
temperature

If you **have symptoms** of coronavirus, you need to **self-isolate for 7 days**

If you **live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

Stop the spread of coronavirus



Wash your hands
more often
and for 20 seconds

Use soap and water or a hand sanitizer when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Supervise young children to ensure they wash their hands more often than usual



Posters and lesson plans on general hand hygiene can be found on the eBug website



Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products



Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others

If staff, young people or children become unwell on site with a new, continuous cough or a high temperature they should be sent home

We are asking schools, colleges, nurseries, childminders and other registered childcare settings to remain open for children of critical workers and vulnerable children where they can