



## COVID 19 POLICY

COVID 19 is a new hazard that requires the implementation of new risk control measures for the foreseeable future. In returning we want to be able to give as much confidence as we can by detailing our control measures to reduce the transition and spread of infection as low as reasonably practical to make it safe for children to attend and our colleagues to work in.

The safety of the children, staff and parents/carers who attend our setting is paramount. We will take our guidance from the Welsh Assembly Government regarding best practice in an effort to protect from and reduce the risk of the spread of infection of COVID 19. It is important to recognise that we can currently reduce the risk of infection, but not totally eliminate the risk. This policy and the procedures are liable to change at short notice. This policy forms part of our Safeguarding Policy.

### **Our Duties**

- Take reasonable steps to protect the health and safety of our colleagues, preventing exposure to unnecessary risk and ensuring protective measures are in place where we are operational for key workers and vulnerable children.
- Ensure members of staff are physically fit and mentally well to return to work.
- To continue to ensure the safety measures are effective and practiced by all members of staff when returning to work, post furlough/opening of the setting.
- Be prepared to act quickly to deal with colleagues who may have been exposed to the virus to help contain the virus in the setting as much as possible.
- Ensure that at least one person is responsible for keeping abreast of developments from the World Health Organization, the Welsh Assembly Government, and the NHS.
- Ensure hygiene and infection control measures are revised to try and avoid any child or colleague entering a setting with symptoms of COVID 19 to avoid transmission and spread of the disease.
- Ensure all members of staff are trained upon their return to work in our new safety measures and hygiene practices to reduce the spread of infection.
- Ensure safety measures are communicated to parents/carers so they can make an informed decision if to leave their child in care and equally on doing so, are clear what our policies and procedures are, including but not exclusive to our exclusion policy and self-isolation periods.
- Ensure we keep up to date with the latest government legislation regarding Statutory Sick Pay (SSP) around Coronavirus, self-isolation and sick pay.



- Review our safeguarding and whistleblowing policy to ensure it safeguards children and staff members during the pandemic and staff members know how to report any covid-19 related incidents, such as violence, breach of social distancing and not following the policy.

### **Communication**

We will communicate changes to policy and procedure to all of our staff and users of the Nursery as quickly as possible. Communication will be electronic in all cases to ensure that there is consistency in the communication. All communication will come via the Manager and all questions must be directed to the manager and not to any other staff member.

### **Social Distancing**

The Government acknowledges that social distancing in an Early Years setting is difficult. The measures within this policy are intended to minimise the risk of the spread of infection. We will carry out and review our COVID 19 risk assessment regularly.

We realise that social distancing is difficult when working with small children as part of the role is to support their emotional wellbeing. Staff should provide comfort to children where it is necessary but should not initiate contact if it is not required. Staff should use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories.

Staff will ensure that they will abide by social distancing from their colleagues as much as possible throughout the day.

### **Risk Assessment**

A full risk assessment will be carried out regularly. Protective measures are in place for staff and children to ensure the risk of the transmission of the virus is reduced. The staff must adhere to these measures and report any breaches or concerns to the Manager immediately.

### **General Hygiene**

All members of staff will ensure that the environment is as clean as possible, which includes an increase in deep cleans and spot cleans throughout the day. The setting will be ventilated through the use of open windows and the main door into the garden. In colder weather, the windows will be opened for 15 minutes every hour to allow for the



movement of air. In the warmer months, the windows will be open for longer periods of time.

### **Zero Tolerance**

To ensure that children, staff, parents, carers and the wider Meithrinfa community are protected, this policy must be followed. Any staff member that does not follow procedures either through choice or poor practice will face disciplinary action that may lead to dismissal.

### **IF A CHILD BECOMES UNWELL WITH SYMPTOMS OF COVID 19 WHILST AT NURSERY**

If any child becomes unwell with a new, continuous cough or a high temperature (37.5°) they must be sent home and advised to follow the stay at home guidance. Their parent/carer will be called to collect them and a Temperature or Illness record form will be completed. The setting will not accept them back into Nursery until the end of the isolation period or until they receive a negative test result.

If a child is awaiting collection, they will be moved to the Office where they can be isolated behind a closed door, with appropriate adult supervision. The adult with them is required to wear a disposable apron, gloves and face covering. A window will also be opened to aid with ventilation.

If they need to use the toilet while waiting to be collected, the bathroom must be cleaned and disinfected before being used by anyone else.

In an emergency, 999 will be called.

### **Children with Siblings showing symptoms of COVID 19**

In the event that any family siblings show symptoms of COVID 19, the child should follow guidance and self-isolate at home. **Under no circumstances can the child be cared for at Meithrinfa.**

### **IF A MEMBER OF STAFF BECOMES UNWELL WITH SYMPTOMS OF COVID 19 WHILST AT NURSERY**

If a staff member becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the stay at home guidance. If they need to go to the bathroom then the bathroom should be cleaned and disinfected using standard cleaning products 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 staff member is unwell, we want them to stay at home and recover. However, we also want to be able to have the information if a member of staff has the coronavirus or not. We will ask all staff with symptoms to book in for a test via the Government website <https://www.gov.uk/applycoronavirus-test> and ask for the result to be shared with us as soon as they have the information.

### **IF THERE IS A CONFIRMED POSITIVE CASE OF COVID 19 AT NURSERY**

If there is a confirmed positive case of COVID 19 at Nursery, the Manager will contact parents/carers to collect the other children if they are told during opening hours. If they are notified when closed, the Manager will contact all parents/carers by telephone to let them know that the children and members of staff will have to self-isolate for 14 days or the amount of time in the current guidelines. Other household members do not need to isolate unless someone in their household starts to show symptoms.

#### **Parents/Carers- Drop off and Collection**

There are yellow painted stars on the floor outside of our main entrance and we ask that all families abide by social distancing guidelines by standing on them as they are 2 metres apart. If the children are not booked in for the Breakfast session, a member of staff will be available to open the door from 8:50am to allow for a reduction in crowding at the door at the beginning of the morning session. In line with guidance, we ask that all parents/carers wear a face covering while on the School grounds unless they are exempt. **No parents/carers are permitted to enter the building unless in extreme circumstances.** The children will be welcomed into the setting one by one by a member of staff who is wearing a face mask. The children will be given hand sanitiser in the entrance way. They will then put their bag/lunchbox onto the trolley and will put their coat on their own peg. The adult will then take the children into the children's bathroom to wash their hands with soap and water.

At collection time, we ask the parents/carers to ring the doorbell and wait for their child to be brought to the door by an adult. They are asked to stand away from the door to allow for social distancing between the member of staff and themselves.

#### **Parents/Carers- Responsibilities**

We ask that the parents abide by Government guidelines to reduce the risk of community transmission of the virus. We also ask that they support the setting by keeping their children off Nursery if they are showing any new symptoms for the



exclusion period that is in the Government guidelines at that time. The parents/carers should try their best to collect their child promptly if Meithrinfa call them to collect their child if they start to display symptoms of COVID 19.

### **Manager's Responsibilities**

The Manager will:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work. This means reporting any signs of COVID 19 immediately and self-isolating. It is requested that all members of staff get tested if experiencing symptoms.
- Communicating openly with parents and carers about COVID 19, any cases within our Nursery community, and what we are doing to keep everyone safe.
- Supplying adequate items of PPE such as gloves, aprons and masks as and when required. She will also ensure there are adequate amounts of hand soap, hand sanitiser and other cleaning products to maintain a clean and safe environment.
- Ensuring all members of staff complete training on how best to maintain a COVID secure environment.
- Ensuring we all work together to continue 'doorstep' drop offs and collections of children to reduce the amount of people entering Nursery.

### **Staff Member Responsibilities**

All members of staff will:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work. This means reporting any signs of COVID 19 immediately and self-isolating. It is requested that all members of staff get tested if experiencing symptoms.
- Wearing a facemask/face covering at all times when inside with children and colleagues as per the COVID 19 Risk Assessment.
- Maintaining a fun but safe play and learning environment for the children- things may be a little bit different and a bit more spaced out, but we will still be planning engaging and exciting activities at Nursery.
- Ensuring the emotional well-being of all children is maintained- it can be a worrying time so we will do all we can to put any fears to rest.
- Ensuring we conduct deep cleans at the end of each session and steam all floors on a weekly basis.



- Spray the children's belongings with Anti-viral aerosol sprays at the beginning of the session to reduce the risk of cross contamination between the homes and the setting.

**We shall continually review this policy to ensure that firstly it minimises the risk of infection and secondly it causes the least disruption to our children, parents, carers and staff.**

This Policy was adopted on	Signed on behalf of Meithrinfa Sêr Môr	Date for next Policy Review