



Woodland House Group

CORONAVIRUS (COVID-19) POLICY AND PROCEDURE

Social Distancing and Infection Control

From 20th March 2020, schools, colleges, nurseries, childminders, and other registered childcare settings in England, closed for all but the most vulnerable children and for children of critical workers. This is in light of the increased spread of the coronavirus throughout the UK

It was announced on 23rd March 2020 that the UK would enter a stricter period of social distancing, with people only allowed to leave home for limited purposes. Government changes to legislation on 11th May 2020 shared restrictions to households and business would be amended. This included the following amendments:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people, 6 people maximum can meet in outdoor spaces – 29/05/2020
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly
- Do not leave home if you or anyone in your household has symptoms

The UK-wide measures are intended to delay the spread of the virus – if the majority of the country are strictly self-isolating, this allows for some people to gather where that is necessary, whether it be in hospitals, food production facilities, or in schools or childcare settings.

Social Distancing is a type of Infection control that can be implemented to help reduce the spread of any virus, and in this case, Coronavirus also known as COVID-19. With the above measure in place we will also be conducting the following within Woodland House Group of Nurseries during these unprecedented times.

The Government advice seeks to support staff working in schools, and other education and childcare settings, to deliver this approach in the safest way possible, focusing on measures they can put in place to help limit risk of the virus spreading within education and childcare settings.

Coronavirus Symptoms for Adults and children:

From Monday 18th May 2020, the most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you should self-isolate at home.

Social distancing within education and childcare settings with young children will be harder to maintain. Staff should implement the following measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.

To help ensure that the risk of virus spread for both staff and children is as low as possible **Woodland House Group of Nurseries** will endeavor to ensure:

Parents, Carers and Visitors

- Any parents, carers or visitors, such as suppliers are not required to enter the Nurseries on either drop off or collection. The Nurseries will operate a one-way system with markers on the floor and signs for parents to wait before dropping their children into the garden areas/Nurseries. The systems will vary depending on the layout of the Nursery.
- Upon dropping off and collecting, parents and children are to queue in the allocated one-way system. Once at the front of the queue parents are to wash their babies/child's hands using the portable sinks available. A self-care station will be positioned with hand sanitiser, antibacterial spray, paper towels, tissues and a bin. **Where hand washing stations are not available, the self-care station will be available. Staff will wash children's hands straight away, on entry to the nursery setting.**
- Walking children are recommended to walk through the gates with their bags and coats on towards the designated member of staff. Non-walking children could be placed in a designated safe and secure area by the gate to limit any parent and staff contact. Younger non-walking children can be passed to the designated member of staff if they become upset. The staff member is then to thoroughly wash their hands after.
- Upon collection staff will bring children to the dropping off and collection area with their personal belongings. Walking children will be encouraged to walk to their parents. Younger children will be encouraged to carry out the same practice as the morning routine. Parents are to collect their children promptly and in accordance with their child's booking pattern. Staff will prepare and organise groups of children to play in certain areas of each Nursery in preparation for parents collecting.

- We recommend only 1 parent to collect their child/ren from the Nursery to prevent larger groupings
- Handovers will be limited to reduce contact between staff and parents. Woodland House Group has developed Care Diaries to replace the communication books that are currently in place. Other communication channels include nursery email or telephone for further information about their child's day. The Care Diary will be available on Tapestry at the end of the child's day. The Tapestry account will need to be accessed through a web browser as it is not compatible with the Tapestry App.
- Under no circumstances will any child, parent, carer, staff member or visitor be permitted to enter the premises if they are displaying any symptoms of Coronavirus (COVID-19).
- Delivery drivers will not be permitted to enter the building. All delivery orders are to be redirected to the main office to reduce any risk of infection
- Deliveries from our catering team will be placed in a designated area outside of each Nursery for the Nursery Managers to collect.
- General Maintenance will take place in outdoor areas throughout the week, when the area is free of adults or children. General maintenance needed indoors take place outside or normal operational hours unless it is an emergency.

Groups of children and staff within the Nursery

- Educational trips on coaches, workshops or gatherings will not take place whilst under the current Government Guidelines. This includes Parent Evenings, productions or stay and play sessions.
- Each Room will be reviewed, once a week, in relation to the number of children and staff allocated in the space to ensure social distancing can be optimised. This will be in accordance with the statutory framework and any further advice we receive from Ofsted. This will constantly be under review by Senior Managers.
- Outdoor space will be utilised for all ages of children, ensuring smaller groups/bubbles of children are in a larger space. Managers and Senior Nursery staff will ensure all areas of the Nursery are deployed appropriately and fully utilised. Children will remain indoors for sleep and nappy changes. Mealtimes will take place outdoors if there is a designated eating area outside and the weather allows them to do so.
- The Key Person's approach will be streamlined resulting in 'bubbles of children and staff' A consistent member of staff will be allocated to a group/bubble of children. This will help to reduce the risk of infection and transmitting germs between rooms. Careful planning and monitoring will be managed to minimise the movement of staff across the nursery rooms. Specific staff/managers will be allocated to cover lunch breaks, comfort breaks and room support for each group of children. This will ensure consistent adults and children, within their groups, throughout the week. Guidance released on Monday 25th May recommended bubbles of children between 8-16 children. The Nursery Manager will plan and prepare each group of children and use the space of the nursery accordingly.

- Staggered times and break times for staff will ensure a minimal number of adults in each staff room.
- Tables will be spaced accordingly at mealtimes to ensure the children are at a safe distance. This will be determined by the number of children within each base room at one time.
- Remote / Online (internal and external) meetings will be used where possible. Where meetings do take place, participants should attend and maintain a 2-metre separation throughout, an empty seat between each person will maintain a required distance. Outdoor meetings are also encouraged, and staff should remain in their bubbles, where possible.

Hygiene and Cleaning

- Limit the number of children visiting the bathroom and only one child to have their nappy changed at one time.
- Toy cleaning rota will be updated daily. Each room used throughout the day, will be cleaned thoroughly at the end of each day, after the last child has left. The resources will be minimised and then rotated to ensure cleaning is maintained at the highest standard. Consistent cleaning throughout the day in all areas of the nursery will continue, this includes in bathrooms, communal areas, and door handles.
- Our 'Sleeping Children' policy will continue to be implemented in the normal way, with the addition of children's beds being spaced at least 1 meter apart with children continuing to sleep 'top to toe', and therefore 2 meters between heads.
- Our already robust laundry system will continue to be implemented for sleep sheets and flannels.
- Staff and children will ensure they wash their hands with soap and water for 20 seconds frequently throughout the day to stop the risk of spreading the virus. All handwashing will be carried out under close supervision.
- Hand sanitiser will be made available in all base rooms, bathrooms, communal areas and parent self-care stations.
- Children and staff will be encouraged not to touch their faces, as well as using a tissue or elbow to cough or sneeze and use bins for tissue waste. Tissues will be provided around the Nursery for staff and children to use. If staff or children require a tissue, then handwashing must be carried out prior to this.
- Staff will be required to thoroughly wash their hands upon arrival and will use hand sanitiser when moving between different areas of the nursery.
- Our usual contract cleaning will continue to take place at each Nursery during the week once the Nursery has closed. Deep cleans will continue at the weekend. Additional terms have been agreed with our contract cleaners to ensure social distancing is adhered to, designated cleaning items for each nursery which will be kept on site and will wear their own PPE within the Nursery.
- Any items from home such as food bags for under ones or medication bottles will be wiped down before placing them in the fridge or medication basket.

PPE

- Staff to carry out 20 seconds of hand washing prior to changing a child's nappy or assisting a child in the bathroom. Disposable gloves are to be worn by staff throughout the duration and further handwashing of 20 seconds to be carried out after. Babies and children to also wash their hand thoroughly for 20 seconds afterwards.
- Staff to continue to wear a white apron every nappy change and during personal care practice in the bathrooms with children.
- Thorough handwashing followed by gloves being worn during mealtimes for those members of staff serving and handling food. Tongs should be used where possible for finger foods in addition to gloves.
- Current Government guidance states that face masks are not recommended for the Early Years sector. It states that face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children, and learners to wear face coverings.

Play and activities

- Shared activities and self-service are restricted to limit the spread of any infectious diseases including Covid-19.
- Messy play, including playdough, will be made fresh on site for each group/bubble of children. Once finished, the messy play will be discarded after use on the same day.
- Children will be able to access activities on tables, surfaces and floors but will be positioned so that children have space to play in a safe environment.
- During normal practices self-service involves older children pouring their own drinks and placing their used cups into a labelled basket. This will cease with immediate effect and drinks will be provided as usual at mealtimes but also sporadically throughout the day. Older children may ask an adult to pour their drink.
- Baby rooms with soft furnishings will be evaluated and monitored throughout the day. Washing machines on site may be used to wash resources that can be machine cleaned.
- All hard-surfaced resources will be cleaned after use by the staff and daily cleaner. Activities normally placed in large tufty spots may need to be arranged into smaller in areas for individual children to access.
- Small group circle times will take place in large areas where spots/mats can be used to ensure safe distance between children as they sit for short periods of time.
- Planned activities will continue to be individually risk assessed on the daily planning sheets by each Key Person.

Children's mental health and wellbeing

- During these difficult times children may show changes in behaviour when returning to nursery. With children's uncertainty in the world, routine and emotional support will be a priority upon children's return. Designated times with their familiar Key Person/Adult will support children in their adjustment. Routines on visual timetables, photo cards, positive behaviour management techniques and emotional support will be ready and available for all children on their return and will be adjusted for each child depending on their individual needs when settling back into the Nursery.

What parents can do:

Communication with Nursery

- Prompt and accurate communication with the Nursery regarding any symptoms displayed by children in their home. A phone call is to be made to the child's Nursery Manager to discuss these symptoms or concerns prior to any further attendance. This includes any symptoms shown by any members of the household. A decision on the best course of action will be discussed and the Area Manager will be consulted.
- Adhere to Nursery Policies and Procedures and discuss any concerns with the Nursery Manager.
- Communicate any changes of baby routines with the Nursery Manager through email or a telephone call prior to the baby restarting. If possible, arrangement will be made for the parent to discuss these changes with the child's Key Person over the phone.
- If any members of the household travels abroad, **to high risk destinations**, and returns to the UK the Nursery Manager must be informed. This notification is critical as 14 days isolation period will commence for that individual. This will continue until further notice.
- **Where a child attends multiple settings, parents should consider minimising the risk and choose one setting for their child, where possible. This will ensure their bubble remains small.**
- **Parents will be sent an 'All about me – returning from lockdown' form to complete before their child returns to the Nursery. Critical information from the responses will be used to help settle each child back into nursery meeting their individual needs.**

Preparing children to return to Nursery

- Begin normal routines by packing children's Nursery bags at home and practice carrying bags and coats around the home (older children).
- Visit the website to view pictures of the Nursery – Videos are soon to appear.
- Pack an activity pack for the car on the first journey to Nursery

- Talk to children about returning and seeing their friends and staff. If they become overwhelmed, try again a little later.
- Have them create something and upload it on to tapestry to show their friends on their first day.
- Practice washing hands and singing Happy Birthday twice, while doing so.

New Admissions

Our New Admissions policy is under review to ensure that we are limiting the contact between new parents and staff as well as children in the setting.

A virtual tour of each Nursery will be available to view on our website. In relation to settle sessions, our normal procedure will be evaluated and amended accordingly. Registration forms, 'all about me' documents and consent forms will be sent via email for new parents to complete prior to their child's first settle session.

Viewings for prospective families will not take place in person within the building, while the building is occupied by children or staff, until further notice. Information can be found on the nursery website page including videos of the nursery. Any paperwork for registering a child is to be carried out via email and Tapestry. Settle sessions will take place in an outdoor space, whilst observing social distancing measures between staff and parent. Any resources/toys being used with the settle session must be cleaned thoroughly after use.

Social distancing and Infection Control Measures.

- If a parent/carer becomes ill during the day, at home or at work, another adult may have to collect on the parent's behalf. This is in line with our 'Arrival and Departure of Children' policy - where a pre-agreed password should be used and a description (photograph if possible) of the adult collecting, must be given to the Manager by the person with parental responsibility. Self-isolation must begin for the whole household.
- Do not gather at entrances, and model social distancing so that children learn good practice.
- The Parent fingerprint system has been disabled until further notice.
- Slippers must be worn inside at all times with outdoor shoes being available for outdoor play. Parents are to provide their children with slippers to be left at Nursery and outdoor shoes which can be worn to and from Nursery each day. Staff are to also follow these guidelines.
- Sun cream is to be applied by parents, in the morning at home, before attending Nursery during the summer months. Nursery staff will re-apply sun cream throughout the day if required. A new pair of disposable gloves will be worn for each child as sun cream is re-applied. Thorough Handwashing will take place prior and after sun cream has been re-applied.
- Follow and maintain social distancing in accordance with dropping off and collection of children within Nursery. Use the available facilities provided on all occasions. See above in section **Parent, Carers and Visitors for details**

- Communicate with the designated member of staff during morning handovers, to confirm that sun cream has been applied and their child is not displaying any symptoms.
- Once children arrive back at home, after a day at Nursery, we advise thorough hand washing and a change of clothes.
- Children's Nursery Bags should include a range of weather appropriate clothes which will be kept in nursery. Once further changes of clothes are required, Nursery staff will send home the child's red bag. Any dirty clothes from Nursery will be placed into a disposable nappy sack and passed to the parent upon collection. Slippers and sun hats should be brought to nursery on the first day of returning. These will remain at Nursery for the foreseeable future.
- Toys from home will not be permitted into the Nursery. Comforters are an essential part of security for young children and babies, however during the lead up to children returning an additional comforter could be introduced and this could be one that remains at Nursery to stop risk of infection from Nursery to home. If a child has a dummy as a comforter during the Nursery day, it is recommended that this stays on the premises in a suitable dummy pot. These will be sterilised regularly.
- Signs and posters will be in certain locations around the nursery and external areas to remind all adults on social distancing messages and the importance of handwashing.
- Staff will refrain from contact such as handshakes or high fives.
- Staff will wear clean fresh clothes/uniform each day when working within the nursery.

Event of an outbreak

In the event of a child or staff member developing symptoms then the Nurseries Isolation Point will be used. The symptomatic child will remain in this location until collected by their parents. They will be monitored by a designated member of staff, from their bubble, who will be provided with appropriate PPE, communication lines (Walkie Talkie) and the child's registration paperwork. Parents will be contacted if symptoms arise throughout the nursery day. The room will be ventilated through open windows. A designated member of staff will follow the guidance of staying 2 meters apart, only if appropriate. All PPE that is used in the isolation room will be placed into a sealed/tied bag, (which is to double bagged) and disposed of appropriately and immediately. This bag should not be put in the communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. The current government advice states that staff members can continue to work unless they show symptoms themselves.

If the isolation point has been used, a thorough deep clean must take place immediately after use, whilst the member of staff wears the correct PPE. Isolation points will be cleaned every 72 hours, regardless of whether they have been required to be used.

The family must then follow the guidelines by calling NHS 111. The Nursery will endeavor to reduce a child's temperature over a 30-minute period but will call parents if to no avail. Calpol will not be given during this time as the symptoms can be masked. However, if a

child has a particularly high temperature for their age e.g. over 38 in a baby under 12 months or 38.5 degrees for an older child, a phone call will be made and permission to administer Calpol will be sought.

The current guidelines state 7 days self-isolation is required for a person/child if they are showing symptoms. This can be checked using the NHS 111 online service. The remainder of the household must self-isolate for 14 days unless they have symptoms present then they are also 7 days. If a member of the household shows symptoms at day 13, they should self-isolate for 7 further days, but the remaining members of the household can leave after the original 14th day.

Testing

Updated on Wednesday 27th May, the Government current tests: the following groups

- Any person living in the UK, who is displaying symptoms can now be tested
- social care workers and residents in care homes, with or without symptoms, both to investigate outbreaks and, following successful pilots, as part of a rolling programme to test all care homes (see the guidance for care home residents and workers in England)
- NHS workers and patients without symptoms, in line with NHS England guidance
- Under 5's with symptoms can now be tested

If a Nursery child or any member of the household is being tested for Coronavirus then the Nursery must be informed immediately. This includes the last two statements for Key Workers who are not symptomatic.

Where the child or staff member develops symptoms and tests negative for coronavirus, they can return to their setting and the fellow household members can end their self-isolation.

Although unlikely, if the child or staff member tests positive, we will inform all staff and families of all children who the child has come into contact with upon confirmation of a positive coronavirus test. The rest of their immediate group/bubble within their setting will be sent home and advised to self-isolate for 14 days. If symptoms appear within this 14 day isolation period, the household will be eligible for testing. If a positive test – 7 days isolation rules apply, if it is a negative test then families can return to Nursery. Nursery must be informed of the test results.

In the event of a positive test from a member of staff contracted through work related exposure RIDDOR will be notified.

Four Seasons

Our Four Seasons, Before and After School and Holiday Club at Dodford First School, is currently under review and we are awaiting up to date guidance from the Government.

More information to follow.

Related weblinks for further information -

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings#Section8>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

https://www.gov.uk/government/news/everyone-in-the-united-kingdom-with-symptoms-now-eligible-for-coronavirus-tests?utm_source=932565f9-f9d7-45ec-b964-d9f353f71948&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily