



# Coronavirus Policy & Outbreak Management Plan



The aim of this policy is to limit the occurrence and transmission of Coronavirus at the setting, protecting all who attend and visit. This policy must be read in conjunction with the most up to date publication of ***Actions for Early Years and Childcare Providers during the COVID 19 Pandemic*** published by DfE and found at: [Actions for early years and childcare providers during the COVID-19 pandemic \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **When an individual develops COVID-19 symptoms or has a positive test**

Children, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into the setting if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in your setting develops symptoms of COVID-19, however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. If a child is awaiting collection, appropriate PPE should be used if close contact is necessary. Further information on this can be found in **COVID 19: Use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs)**. Any rooms they use should be cleaned after they have left. The household (including any siblings) should follow the PHE stay at home: **Guidance for households with possible or confirmed coronavirus (COVID-19) infection**.

Children displaying symptoms will be moved away from other children and placed as near to a ventilated area as possible (open window). If close contact is required, e.g. in a very young child, the member of staff should wear suitable PPE (gloves/apron/facemask) and the areas the child has used after they have left, disinfected. Parents will be asked to collect their child as soon as possible and parents must ensure that their emergency contact details are up to date. The member of staff does not need to go home unless exhibiting symptoms too. The same advice applies to staff exhibiting symptoms. Once that person has left the setting, the cleaning procedure **COVID 19: Cleaning in Non-Healthcare Settings** should be followed.

Refer also to the setting's Sickness and Medication Policy for protocol to follow for responding to a suspected and/or confirmed case of Coronavirus.

## **Positive Test Result**

Staff and children with a positive rapid lateral flow test result should self-isolate in line with the guidance for households with possible coronavirus infection.

They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive rapid lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting, as long as the individual doesn't have COVID-19 symptoms.

The criteria for who needs to isolate will be determined by calling the DfE Helpline where you will be directed to a dedicated NHS team. This service can be reached by calling the DfE's existing helpline 0800 046 8687 and selecting the option for reporting a positive case. You will be informed of what action is needed after working through a risk assessment to identify close contacts.

***In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending your setting, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice***

***All positive confirmed cases of any staff or children must then be reported to Ofsted using the usual reporting method.***

## **Limiting the spread of Coronavirus**

### ***Parents/Carers***

Parents and visitors are requested not to gather in the lobby/entrance area and to maintain social distancing wherever possible. Updates will be provided regarding parents being able to enter the nursery and whether numbers will be limited.

### ***Staff***

Asymptomatic testing of staff should continue.

Staff must wash their hands for 20 seconds in the bathroom area (not kitchen sinks) as soon as they enter the setting. Regular and thorough hand washing should take place throughout the day and in any case before serving food and after the personal care of any child (e.g. wiping noses, nappy changing).

Scientific advice indicates that staff do not require personal protective equipment.

### ***Children***

On arriving at the setting staff will supervise children to wash their hands and dry them thoroughly.

## **General Operating Procedures**

Childcare settings remain a safe place for children and infections of Coronavirus in children is usually mild.

Social distancing within childcare settings and very young children is accepted to be very difficult and hard to maintain. Staff should implement these measures as far as they are able, which will not eliminate cross contamination, but will limit it. These measures will be taken wherever it is possible and whilst the overall priority is to still ensure that children are kept safe and well cared for.

### ***Visitors***

- Any person entering the premises must be asked if they are displaying any symptoms of Coronavirus, where possible deliveries and suppliers will not enter the premises unless necessary.
- We reserve the right to take the temperature of any person (including children) entering the setting and to refuse access if management have any reason to believe they are unwell.

### ***Staff***

- Staff must wash their hands in the staff bathroom as soon as they enter the building and before they start work.
- Long hair should be tied back, nails kept short and jewellery (particularly rings), kept to a bare minimum.
- Increased cleaning of surfaces and high traffic areas will take place regularly e.g. handles, door frames, toilets and appliances. This must be undertaken at adult and child height for high contact areas.
- Increased cleaning/sterilisation of toys is encouraged and limited use of shared soft toys between children. Where used, soft toys and furnishings will be laundered regularly.

### ***Children***

- Children who are able to, will be encouraged to wash their hands when arriving at the setting.
- Young children will be encouraged and helped to wash their hands and discouraged from touching their faces. Tissues used to clean children will be disposed of immediately. Towels, flannels, bedding etc. must never be shared between children or staff.
- Circle time and sleep times will be managed to ensure children are spaced apart where possible.
- Outdoor play will be encouraged and used as much as possible.
- Windows will be opened whenever comfortably possible to facilitate good ventilation throughout the setting.

### **Familiarity with 'System of Controls'**

This is the set of actions that providers must take to effectively reduce risks in settings and create a safer environment:

1. Minimise contact with individuals who are unwell/displaying symptoms or who have someone in their household who does, to not attend the setting.
2. Frequent and thorough hand washing.
3. Promoting 'Catch it, Bin it, Kill it' throughout the setting.
4. Ensuring enhanced cleaning of high traffic areas throughout the setting.
5. Minimise contact between groups.
6. Wear PPE when and where necessary.
7. Engage in Test and Trace programme.
8. Manage confirmed cases amongst the setting community.
9. Notify Ofsted

Further information can be found in the DfE Guidance which should be complied with AT ALL TIMES:

***Coronavirus (COVID-19): Use of personal protective equipment (PPE) in education, childcare and children's social care settings.***

### **Clinically Vulnerable Children and Staff**

Up to date advice must be sought to ensure this group is adequately safeguarded.

## **Outbreak Management Plan**

In the event of 3 or more confirmed cases at the setting occurring within 14 days, this may constitute an 'outbreak'.

A manager must call the DfE Coronavirus Helpline who will escalate the issue to your local health protection team where necessary and advise if any additional action is required.

Contingency measures to take if 3 or more cases are confirmed on site which must refer to and work to guidance in the DfE ***Contingency Framework: Education and Childcare Settings***

Increased use of asymptomatic testing in staff.

Increased use of PPE and reintroduction of face coverings for all staff and visitors.

Re- introduction of 'bubbles' and limited/restricted mixing between these groups of children and staff.

Re-introduction of segregated toilet areas for children.

Re-introduction of limiting shared play resources such as sand and water, malleable play.

Consideration of vulnerable groups (staff and children) based on individual risk assessment, possibility of amended duties.

Limiting of visitors and parents into the premises unless essential.

Limiting of day trips and showing around prospective parents and children internally.

Increased cleaning and sanitising regimes.

## **Department for Education (DfE) Coronavirus Helpline**

**This helpline is available to answer questions about Coronavirus relating to education and children's social care. Staff and parents can contact this helpline on 0800 046 8687. For reference purposes this setting's URN is EY411978.**

## **Coronavirus Risk Assessment**

<b>What are the hazards?</b>	Spread of Coronavirus at the setting, the aim of the risk assessment is to reduce cross contamination wherever possible and minimise risk to staff, parents, children and all visitors to the setting.
<b>Who is responsible?</b>	Managers and line managers will have overall responsibility for ensuring that risk is minimised by actioning the controls detailed.
<b>When does this apply?</b>	April 2021 and ongoing until further notice.

<p><b>Hand Washing</b>  Hand washing facilities with soap and hot water in place.  Stringent hand washing taking place.  Paper towels for drying of hands  See hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>  Gel sanitisers in any area where washing facilities not readily available</p>	<p>Employees and children to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.  Staff to wash hands in bathroom area on entry to the setting before starting work. Children encouraged to wash hands on arrival at the setting.  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>  <a href="https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf">https://www.pacey.org.uk/Pacey/media/Website-files/PACEY%20general/Coronavirus_advice_for_educational_settings_poster.pdf</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>
<p><b>Uniform</b>  Staff will wear black trousers and uniform T-shirt. When staff get home, they are to remove their uniform, place in a laundry bag and wash on the highest temperature permitted for that type of fabric. Staff are also to shower as soon as they get home. These steps are to be taken daily to minimise the chance of cross infection.</p>	<p>Staff are additionally encouraged/have the option to change into their uniform on the premises when they arrive. Facilities are available to launder uniform at the setting.</p>
<p><b>Visitors to Setting</b>  Children will be dropped off and collected at the front door of the setting where possible. Handover will be kept to a minimum.</p> <p>Non-essential visitors and delivery personnel will not be permitted access to the setting, and wherever possible interaction will take place through intercom facility or outside the setting.</p>	<p>Where parents do enter the premises social distancing to be encouraged wherever possible and no more than three parents to enter setting at any one time.</p> <p>Parents and visitors discouraged from gathering in the lobby/entrance area.</p>

<p><b>Cleaning</b> Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toys and resources using appropriate cleaning products and methods.</p>	
<p><b>Social Distancing</b> Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency where possible. <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Minimisation of staff rotation between groups of children.</p> <p>Management checks to ensure this is adhered to wherever possible.</p>
<p><b>Wearing of Gloves</b> Where Risk Assessment identifies wearing of gloves as a requirement of the job (for example, nappy changing), an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>
<p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new, continuous cough or a high temperature attending the setting, they must be sent home and advised to follow the <a href="#">staying at home guidance</a>.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	<p>The temperature of staff and children will be taken if there is any raised concern. Anyone displaying a temperature of 37.8 degrees and above and/or new, persistent cough will and/or change to or loss of sense of smell or taste, be denied entry to the setting and medical advice must be sought.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>

<p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>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.</p> <p>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. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p> <p>Line managers will maintain regular contact with staff members/parent of child during this time.</p> <p>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. Telephone Number: 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)</p>	
<p>Mental Health Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Regular communication of mental health information and open-door policy for those who need additional support including through the use of regular supervision meetings.</p>
<p>Rapid Flow Testing</p>	<p>All staff offered information and invited to voluntarily participate in the Rapid Flow testing programme.</p>