



Earith Pre-School 7  
School Road  
Earith, Cambs PE28 3QB  
01487 841478  
[earithpreschool7@aol.co.uk](mailto:earithpreschool7@aol.co.uk)

## **Covid-19 Policy**

### **Policy Statement**

Earith Pre-school 7 intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.

This policy is linked to our managing children who are sick, infectious or with allergies policy and the two are to be used collaboratively with the pre-school's risk assessment.

Legislation and leading authorities which have guided and influenced this policy are: Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

### **Aim of Policy**

This policy defines and assists the operating arrangements in place within the pre-school that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid-19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

### **Method**

As an early years provider we ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure good practice and hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents/carers and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- Minimising contact from outside visitors (limiting access to the building)
- The use of Protective and Personal Equipment (PPE)
- Testing

### **Focus/ Areas of Consideration / Recommendations**

#### **Children**

##### *Attendance*

- Only children who are symptom free and/or have completed the required isolation period should attend the setting.
- Where there are siblings attending the setting, if one child tests positive we would ask for all siblings who attend to follow the same required isolation period. If the sibling then tests positive at a later date they may be required to isolate for a further period of time depending on current government guidance.
- We may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children.

##### *Physical Distancing/grouping*

- Snack will be prepared and offered to children to avoid potential self-serve contamination.



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- Sunscreen should be applied by the parents / carers before the child arrives at the preschool.

#### *Wellbeing and education*

- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
- 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.
- The EYFS framework will continue to be delivered through play and adult led activities.
- Staff will wash any of our used resources in sterilising fluid and the dishwasher will be used on a hot wash for bowls and cups.
- Where children attend other settings, parents/carers will be required to inform the pre-school of any outbreaks or exposure.

#### **Workforce**

##### *Attendance*

- Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
- We may consider taking temperatures of staff on arrival and risk assessing with regular health questionnaires for returning staff.
- Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.

##### *Physical distancing/ grouping /safety*

- The manager/deputy will complete a risk assessment before opening to address any risks from the virus and ensure sensible measures are in place to control risks.
- Staff to be informed of measures in place and sign to state they have read and understood the preschool policies and procedures.
- Emergency revisions to the EYFS may have been implemented which provides some flexibility on ratios and qualifications to make this feasible.
- Staff have been advised by the government not to wear PPE such as facemasks during their day, but should wear gloves and optional aprons and face mask during intimate care. If caring for a sick child, full PPE will be worn.
- After dealing with an ill child who displayed symptoms the staff member should continue to wear PPE and clean the affected area with disinfectant.
- All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open ensure the safety of the children is maintained.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each session.

##### *Training*

- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- All staff members receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Online training may be available to allow their training levels to be maintained if appropriate.

#### **Parents**

##### *Physical distancing*

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



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- Drop off and pick up at the preschool gate/back door to avoid parents entering the preschool unnecessarily.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to government social distancing policies.
- At the discretion of pre-school management parents/carers may be able to enter the pre-school for the purpose of a settling in session if not doing so would cause a child distress, this could take place in the outdoor environment. Measures to minimise contact between the parent/carer and other children and staff members will be put in place.

#### **Communications**

- Parents/carers will receive clear communication regarding the role they play in the setting's safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents/carers should inform pre-school of their circumstances and if they plan to keep their child away, this helps pre-school to conform to our safeguarding policy.
- Should it become necessary, parents/carers may be needed to support the running of the pre-school by providing extra resources and consumables the pre-school may not be able to source or afford such as cleaning wipes or products, tissues, toilet rolls etc. This is to ensure the safe running of the pre-school is not hindered by lack of equipment and resources.
- Parents/carers will be notified via email/telephone call that there has been a suspected case within the setting and will be contacted again once the result has been confirmed.
- Parents/carers must inform the setting via email/telephone if their child displays symptoms outside of pre-school.

#### **Visitors**

- Attendance to the setting should be restricted to only children and staff as far as practicably possible and visitors should not be permitted to the preschool unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual preschool operational hours wherever possible.
- As far as possible parents/carers will only enter the pre-school by pre-arranged appointment and at the discretion of the management/committee.

#### **Travel**

- Wherever possible staff and parents/carers should travel to preschool alone, using their own transport or if possible walk.
- If public transport is necessary, current guidance on the use of public transport must be followed.

#### **Hygiene and Health & Safety**

##### *Hand Washing*

- All children and staff must wash their hands upon arrival at the pre-school for at least 20 seconds.
- Children and staff members will be encouraged to wash their hands frequently, this includes before eating food, after visiting the toilet, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
- Bodily fluid spills should follow the correct procedures as normal.

##### *Cleaning*

- An enhanced cleaning schedule has been implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Communal areas, touch points and hand washing facilities are to be cleaned and sanitised regularly and cleaned thoroughly every night.
- A deep clean may be needed after a child has become ill in the area they were waiting.

##### *Waste disposal*

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag and lid.



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- Bodily fluids must be double bagged and disposed of in a bin with a bag and lid.

#### *Risk assessment*

- The setting and all activity should be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- Remove anything which cannot be easily wiped down or washed at the end of the day.
- Baking and food play should be avoided.

#### *PPE*

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
- PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.
- If a child shows symptoms, staff should wear a face mask, disposable gloves and apron if a 2-metre distance cannot be maintained at all times. PPE should be disposed of following government guidelines

#### *Premises/ Building*

- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns, appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.
- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

#### *Resources*

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Anything that is brought in from home should remain in the child's bag on their peg.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilised. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationary, tablets etc. should be cleaned regularly.

#### *Supplies Procurement & monitoring*

- The pre-school should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.
- The pre-school will not be able to operate without essential supplies required for ensuring infection control.

#### *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 current NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
- The staff member responsible for the child during this time may consider using suitable PPE for this such as the addition of face mask, visor disposable gloves and apron.
- The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the pre-school, they should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.

#### **Managing an outbreak**

If the setting is advised by the Government, the Local Authority, Directors of Public Health (DsPH) or PHE Health Protection Teams (HPTs) that we should apply additional protective measures or the number of cases reaches the following thresholds:



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- 5 children or staff members, who are likely to have mixed closely, test positive for COVID19 within a 10-day period; or
  - 10% of children or staff members who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- the setting will take the following actions:

Additional Protective Measure:	Action we will take to implement:
Vaccinations	Promote uptake of vaccinations for all eligible staff & parents (everyone >16ys)
Increased testing of staff and families	Monitoring of staff testing, reinstating workplace-based testing, supporting families to access Lateral Flow Testing
Increased ventilation	Any activities that could take place outside, increased time outside, additional ventilation in the setting
Increased cleaning	Increased cleaning of touchpoints, increased cleaning of resources, cleaning areas between uses
Re-introduction of small groups of children ("Bubbles") to prevent mixing between groups	Reapply current arrangements, ensure staffing is consistent across bubbles and review management of children attending more than one setting.
Face coverings	Staff use of face coverings within the setting, use of face coverings when carrying out personal care, use of face coverings whilst preparing food, visitor use of face coverings will be reviewed.
Shielding	Vulnerable staff may have to recommence shielding
Transition or taster days	We may hold transition meetings outside in the garden using face coverings, holding events online wherever possible, video tours of the setting, video calls to new children
Performances	All performances/events will be cancelled until outbreak is managed
Parental visits to the setting	Visits will be limited during outbreak
Attendance limitations (these will only be implemented as a last resort)	Vulnerable children and children of critical workers will be offered priority placement.

### Monitoring of this policy

*This policy will be reviewed annually by the setting manager/committee Chairperson, new government legislation and policies will be incorporated appropriately as and when required or informed.*

This policy was adopted by Earith Pre-School 7 (name of provider)

On 22 September 2021 (date)

Date to be reviewed 22 September 2022 (date)

Signed on behalf of the management committee

Name of signatory Nathan Vingoe

Role of signatory (e.g. chair/owner) Chairperson