

## Coronavirus Policy (COVID-19)

### **Introduction**

This policy applies to all employee's and service users including parents, children and third party users, social care, police and fire rescue services and any other person wishing to gain reasonable access to the setting (this list is not exhaustive of all users defined).

### **Purpose Of The Policy**

To protect all employee's and service users of Poppy's Day Nursery, including parents and children, from encountering Coronavirus (COVID-19).

To maintain the minimum level of staff needed to continue to provide Early Years Education service and to meet the welfare and care needs of the children who attend the setting.

To ensure that the prevention of the spread of Coronavirus (COVID-19) remains at a minimum risk.

### **Nursery Closure**

At anytime that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employee's, children, parents and service users, Poppy's Day Nursery will continually monitor the risk factor of keeping the setting open as a viable option, may at any time, revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs (SEND), children whom have an EHCP plan in place, children in care, children who have a social worker allocated to them already.

### **Monitoring**

Poppy's Day Nursery is closely monitoring and gathering information from the Department of Health England, The Department of Education, and our Local Authority and including all guidelines delivered and updated through official Government sources constantly to ensure that we have the most up to date information and work place practises concerning the spread and containment of the Coronavirus (COVID-19).

This includes all training and delivery methods to all employee's, Directors and any other third party associated with the running or participation with Poppy's Day Nursery.

Poppy's Day Nursery reserves the right to make all changes to this document to uphold guidance of safe working practises and delivery methods for the Early Years Education sector.

### **General**

- Employee's are always advised to practise strict hygiene and cleanliness procedures.
- Employee's must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
- Employee's are advised to cough or sneeze into their elbow when a tissue or other vessel cannot be reached in time and are then to always wash their hands afterwards.
- Employee's are advised to avoid contact with others, such as handshakes and are to maintain a social distance of 2 meters (6ft) where possible.

- Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- Employee's must wash all their uniform before entering the premises for their next shift. This must include the cleaning of all appropriate footwear.
- At the end of each day, all employee's must clean and sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas and equipment, ready for the following days usage, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend / holiday period closures or closures for health and safety measures.
- Only disposable hand towels will be permitted for use whilst on the premises.
- No prams, scooters, bikes, or any other items are to be left at the setting at any time.
- Please be aware that your children will meet both staff members and other children attending the setting during the session times. Although every measure will be taken to ensure that your child has minimal contact with others, children of the Early Years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore it is vital that not only will we adhere to best practise hygiene policies throughout the day, but that parents can also support this by changing their children into different clothing when they return home and placing that days clothing in the wash. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing is met whilst in attendance at Poppy's Day Nursery.
- We do ask that at all times, you respect our neighbours and Poppy's Day Nursery with any social distancing measures that they may have in place outside, and that you adhere to those wishes also.

### **Hygiene On Arrival**

- All parent's, children, third party associates and service users must adhere to the floor markings when entering our site and must not cross over these markings until instructed to do so by a member of the staff / Directing team. When parents drop off their child they must allow for social distancing to be maintained. Only the parent(s) of the child may collect the child and one other, in case of work commitments/emergencies. This will reduce the social contact to help keep the welfare and safety of our staff a top priority.
- We will allow one parent to drop off at once. If there is a parent waiting in the foyer and one in our marked area, please remain in your car until they have left and so on.
- Staff will greet parents at the main door when accepting your child onto the premises.
- Parents must provide a change of clothes for their child in a bag that will be left at Nursery and not taken home. Re stock of items must be brought in the following Nursery day in a labelled carrier bag and staff will sort for you.
- Parents and Children are not permitted to bring in any items from home, this also includes toys. If you require an urgent need for a specific item which is conducive to your child attending the setting, then this must be discussed with the settings manager and agreed upon before an item comes onto the premises. All clothing that the children attend in must have been washed prior to the day of your arrival
- Comforters can be brought into Nursery but we ask they stay at Nursery and staff will wash these items daily.

- A coat for Nursery / jumper must be left at Nursery and staff will wash these items daily. Only the minimum number of belongings will be allowed within the premises to minimise the spread and coming into contact of the coronavirus (COVID-19).

- Children will be given drinks, breakfast, lunch and healthy snacks as normal during the day using our items which are sterilised daily.

### **Hygiene During The Day**

- Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practise when doing this. After an activity / toy playing session has ended, all equipment / toys shall be cleaned after every use.

- Children's temperatures will be taken upon arrival to the setting. If upon arrival, your child is displaying a temperature of 37.8 degrees, has a new cough, looks generally unwell or is displaying any other signs associated with coronavirus (COVID-19) then your child will be excluded for a period of 14 days for self-isolation following the Department of Health England and the Governments guidelines at present. You will be given a date of when your child can attend again. Your child must not attend the setting before this date has expired. This will then help to control the spread of the virus within our setting. Should your child get tested during this time period, and a negative test comes back before the expiration of the allotted time, then providing you consent to give a copy of this for insurance purposes, your child may then attend sooner.

- Should you or an adult present with symptoms within your household, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay. Should you fail to do this, your place within the setting maybe terminated without notice.

- Children will still be allowed to collect their own snack and self serve meals that are provided. All equipment will be cleaned before each new child uses the equipment. The same process will be followed when the children access milk and water during snack time. This will help to promote confidence and motor skills whilst maintaining best practice with hygiene procedures.

- Not more than two employees at any one time, will be permitted into the staff office unless there is a specific reason why this guidance should be changed. The office will be cleaned during and at the end of every day.

- At snack, nappy changes / toileting help and any other close contact with the children, staff will be required to wear the appropriate PPE equipment as supplied by Poppy's Day Nursery.

- All employees will have a designated area to hang belongings. Staff leave all belongings at their own risk whilst on the premises and Poppy's Day Nursery accept no liability for loss or damage currently.

- Staff are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.

- Both the kitchen and toileting / nappy changing areas will be regularly cleaned and sanitised during the day by all employees.

- Staff will not be allowed off site for lunch to purchase items from the shops.

## Hygiene Upon Leaving

- Parents / or designated carer's must only attend the setting one at a time.
- All parents must remain on the social distancing areas until called forward by a member of staff to collect their child.
- If your child comes home in spare clothing from the setting. Please can you ensure that this is washed and returned to the setting upon your child's next session.
- Once your child has been collected, please leave the premises by following the route laid out in front of you. Please do not remain outside of the building for any other reason.
- If you require to talk to the staff regarding your child's attendance, a telephone consultation will be arranged for you.
- If you are required to sign an accident / incident form from an occurrence that may have happened that day, a staff member will bring you the relevant form when you collect your child.
- All children will be brought out to you with a member of staff with their belongings and will be ready to go immediately. Please bear in mind the social distancing rule of two meters inbetween groups of people from outside of your household and to exit swiftly from the setting to maintain other parent's rights to collecting their child safely. This will also help to minimise contact for all visitors of the setting.
- If you require your child to go home with the use of a pram or other aid, can we please ask that you move away from the building, following the designated route, and only when safe to do so by following social distancing rules, then access the desired equipment that you need.