

## Promoting Health & Hygiene



### 6.8 Covid-19 Policy

#### Policy statement

As an OFSTED registered Pre-School we come into contact with many children and families. Due to the ongoing COVID-19 pandemic there are a number of procedures that will need to be in place for the Pre-School to be open. The aim of this policy is to protect the health of the children, staff and families that attend Treetops Pre-school. This policy is to update both parents and staff on the steps we are taking to mitigate the spread of COVID-19. This is to ensure that we are able to operate early year's provision as outlined by the government. This policy will be reviewed at regular intervals in accordance with government advice.

#### Hygiene, Cleaning & Care routines:

- Children and staff must wash their hands/or use antibacterial gel on arrival at the setting, after they sneeze/cough and before/after eating
- Hands must be washed thoroughly with antibacterial soap for 20 seconds
- Posters are on display near all sinks to show efficient hand washing
- Antibacterial gel is available throughout the Pre-School to be used by staff regularly
- A supply of tissues will be available in all areas. The catch it, bin it, kill it approach is demonstrated and encouraged in all children and staff. There are posters in place to support this.
- Bins for tissues are regularly emptied throughout the day
- Frequently touched surfaces must be regularly cleaned with antibacterial surface cleaner
- We have implemented a Deep clean rota for each session to ensure all resources and areas used are sanitised
- Where it is safe to do so doors should be propped open to avoid use of door handles and to create ventilation
- There will be minimal resources available in each area to ensure every resource used can be disinfected
- Disposable cloths and gloves will be used for cleaning
- Nappy changing procedures must be strictly adhered to. Staff must wear gloves and an apron and change these between changing each child. Staff will also wear masks when changing a child. The changing mat must be cleaned with antibacterial spray after each child has been changed.

### **Limiting number of people entering the Pre-School:**

- No new parent visits will take place during this time
- Deliveries of supplies to the Pre-School will be permitted. All deliveries will be taken from the main entrance, with a staff member maintaining 2 metres distance with the person delivering
- Parents must maintain a 2 metre distance with staff and all other parents where possible
- Parents must not enter the building unless it is an emergency, a member of staff will be at the door to welcome their child into the Pre-school

### **Keeping children in smaller groups:**

- As stated in the Department for Education guidance Early Years children cannot be expected to remain 2 metres apart
- Cuddles and sitting on laps will be kept to a minimum
- Children's belongings must come to the Pre-School in a closeable bag.
- No toys can be brought in from home

### **Procedure if a child develops symptoms whilst at the Pre-School:**

- If a child presents with a temperature or new persistent cough whilst present at the Pre-school their parent/carer will be contacted to come and collect the child immediately
- Whilst waiting for the child to be collected the child must be put into isolation away from all other children, supervised by a member of staff
- The member of staff caring for the child can use PPE, including an apron, gloves and a face mask
- If the child needs the toilet this toilet must not be used by any others until it has been thoroughly cleaned
- If the child is coughing, spitting or vomiting then eye protection must be worn
- Where staff have cared for an unwell child they do not have to go home unless they develop symptoms
- Staff must thoroughly wash their hands once the child has been collected
- Any child who has been administered Calpol or had a temperature in the last 24 hours or has any COVID symptoms MUST NOT attend the Pre-School

## **Testing for COVID-19**

- All staff and children attending a childcare setting have access to a COVID test if they display symptoms, along with anyone in their household
- The other household members do not have to isolate unless the staff member/child or someone in the household develops symptoms
- Local Health Protection Team will be contacted in the event of a positive test result

## **Protecting vulnerable individuals:**

- Any children or staff that have been advised to shield due to them being extremely vulnerable should not attend the setting

## **Protecting parents:**

- Only one parent of a child is allowed to drop off/pick up at any one time if possible, and where possible the person doing this should be kept consistent
- Parents must drop off and pick up at the arranged times if possible, to ensure this can be an organised process
- Parents, where possible, must keep a 2 metre distance from staff, other children and parents.
- Parents must give a quick and brief handover. If they wish to give a longer handover this can be given via email or on the phone
- The only forms to be filled out by parents on drop off or collection are accident, incoming injuries and nappy change forms. Any other forms that need signing will be sent home with your child.
- If parents do not adhere to these strict guidelines then Treetops Pre-School reserve the right to remove care for their child in order to protect all staff and children

## **Protecting staff:**

- Staff must be rigorous in following policies for hygiene routines. They MUST wear an apron and gloves to carry out any hygiene routines and these should be disposed of between caring for each child
- Staff lunches can be taken either in the outdoor space (whilst maintaining social distancing) or in the office area one at a time
- Staff working collaboratively will be kept to a minimum
- Staff must follow the most recent government advice on social distancing outside of work
- Any staff who present with COVID symptoms must not attend work

- All staff must adhere to this policy. If they do not then the appropriate disciplinary action will be taken
- Staff should open windows where possible to ensure that the building is well ventilated

### Delivering learning curriculum

- There will be minimal resources available to ensure every resource used can be disinfected
- The use of play dough will be temporarily suspended along with any cooking activities
- Individual/group water play will be allowed but must be changed regularly, with the water tray being disinfected at the end of each day.

### Preparing food

- Treetops will provide snack for the children. This will be food that is easy to prepare with limited contact necessary. Where it is necessary to assist in helping children, staff are to wash their hands before and after and wear disposable gloves.

### Staff sickness

- If a staff member is showing symptoms YOU MUST NOT come to the Pre-School unless a negative test result has been received
- If you have a positive COVID-19 diagnosis you can return to work only once you are fully recovered
- Staff will be paid statutory sick pay in line with their contracts

This policy was adopted at a meeting of	Treetops (Hedge End) Limited	(name of provider)
Held on	1 <sup>st</sup> September 2020	(date)
Date to be reviewed	31 <sup>st</sup> December 2020	(date)
Signed on behalf of the provider		
Name of signatory	W Lowton	P Lowton
Role of signatory (e.g. chair, director or owner)	Director	Director