



Procedures during the COVID-19 pandemic (updated September 2021)

These procedures should be read in conjunction with the existing Health and Safety policy and is in response to the guidance and regulations during the COVID-19 pandemic and going forward.

In response to the guidelines and regulations issued by the Government, we have conducted a risk assessment and put into place a range of protective measures to help reduce the risk of transmission of the infection.

It is everyone's responsibility to ensure that we create the safest possible environment for everyone.

- Minimising Contact with individuals who are unwell

By minimising contact with individuals who are unwell and who may potentially be Covid positive, we will help to reduce the spreading of the infection.

Therefore, anyone (child, parent, staff etc) who is displaying any symptoms of coronavirus must not enter the preschool environment and should follow the latest government guidance regarding staying at home. However, please refer to the specific measures which have been put into place at preschool and are detailed within this policy.

- If symptoms are developed whilst at Preschool

When a child or staff member develops symptoms compatible with coronavirus they should be sent home and advised to follow the guidance which is current at that time (this is currently to obtain a PCR test). The main symptoms of coronavirus are a new continuous cough, and/or a high temperature and/or a loss or change of normal sense of taste or smell.

If a child becomes unwell with symptoms of coronavirus while at preschool and needs direct personal care until they can return home, they will be moved to a quieter area of

the preschool (this will depend on where the majority of the children are at the time) and we will ensure good ventilation. If the member of staff needs to be close to the child then they will wear gloves, apron and face shield.

999 should be called if anyone becomes seriously ill or injured or their life is at risk.

- Testing

Preschool children and staff

Any child or member of staff displaying symptoms **should** be tested – Parents/staff should book a test as soon as possible online via: <https://www.gov.uk/get-coronavirus-test> ; alternatively a test can be ordered by phone on NHS119.

Negative result - Where a child, young person or staff member tests negative, they can return to preschool as long as they are well enough to do so.

Positive result - Where a child or member of staff tests positive, we will ascertain as quickly as possible which children and staff have been in close contact and will advise these individuals accordingly by letter.

Staff who have been in close contact and are double vaccinated will be required to obtain a PCR test and will remain at home until the results are available.

It is likely that due to the nature of how young children play, that the majority of the children will be identified as close contacts. The current guidance advises that children under the age of 5 are not required to obtain a PCR.

Positive case in Children and Staff's Household

Where a child has someone in their household with a positive test result (Lateral Flow or PCR), we will require the child to stay at home until the household is out of the isolation period; in addition a PCR should be booked for the child.

It is recognised that this is different to the current Government guidance however due to the close proximity of our preschool children and small staff team, it is necessary in order to reduce the risk of having to close the preschool. Staff will undoubtedly be identified as close contacts and will need to be absent whilst obtaining a PCR; it is unlikely that we will have sufficient staff available to remain open.

For a member of staff who has a positive case in their own household, they will be required to stay at home until they have obtained a PCR. If this is negative, they will be

able to return to work subject to them having had both vaccinations. If the PCR is positive then they will need to isolate as per the guidelines and we will then ascertain who has been in close contact.

In addition, all staff will take lateral flow tests twice per week and results are reported to the Preschool Manager. Any member of staff who tests positive will obtain a PCR and remain at home until the results are received.

Please note it is likely that more than one positive case may result in the preschool needing to close due to staff shortages or Local Public Health Team putting in additional measures.

- Measures to Prevent Cross Infection/Contamination

We have introduced a number of measures to promote higher levels of hygiene and prevention measures to reduce the risk of cross infection/contamination.

Dual Settings

If cases rise we may decide with notice to limit settings to just ours as this helps to limit the number of contacts each child has and their possible exposure to the virus.

Cleaning of Preschool

We will follow the COVID 19 guidance for the cleaning of non-healthcare settings.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Cleaning schedules are displayed in preschool so that everyone is clear as to what needs cleaning, the frequency and who is responsible

During the course of the day, common touch areas will be cleaned with an anti-bacterial product.

Play resources will be rotated and cleaned between each rotation.

Disposable cloths must not be used more than once; paper kitchen towel should be used.

Frequent Hand Cleaning and Good Respiratory Hygiene Practices

Children will be given hand sanitiser when they first come into preschool and staff will help and support them to rub it on their hands. Staff will supervise handwashing at snack time and all toileting visits. The outside area will have a hand washing station.

Hand sanitiser will be available for staff and parents.

The children (and staff) will regularly be reminded of good respiratory hygiene practices such as 'catch it, bin it, kill it'. The children will wash their hands after sneezing or coughing. The children will be encouraged not to touch their eyes, mouth or nose. Tissues will be available and waste bins will be emptied regularly.

Personal Protective Equipment

Children do not need to wear PPE.

PPE (gloves/apron/mask) will be used when in close proximity to someone displaying coronavirus symptoms. PPE should be worn when cleaning following a confirmed or suspected infection.

Staff may choose to wear PPE at other times and face masks, face shields, disposable gloves and disposable aprons are available for staff to use.

Face coverings are recommended for enclosed and crowded spaces where staff and other adults may come into contact with people they don't normally meet.

Grouping of Children

The latest guidance does not require children in early years settings to be kept in separate groups.

Resources etc

In order to minimise the common touch items within preschool we have introduced a system of rotation for all our resources and we are using a system of pictures and signs to support the children's understanding of this.

Rotation of the resources enables the children to have choices whilst giving staff the opportunity to clean resources and air dry them for 72 hours.

Drop off and Pick up

Drop off and Pick Up will be from the preschool playground.

Please be aware that St Leonards school are operating a one way system and you must use the path to come into the school grounds and exit down the drive.

Please be mindful of the 'Hands, Face, Space' government guidance during drop off and pick up. Parents are welcome to wear a face covering if they wish and are recommended for enclosed and crowded spaces where they may come into contact with people they don't normally meet.

Please also refer to our Settling In policy for details of how we will help your child to settle in quickly and the support we will give you.

Appendix

Cleaning following a confirmed infection

Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.

Staff who have been in contact with the child should wear disposable gloves and aprons for cleaning. These should be double-bagged, then stored securely (in a designated space outside the building) for 72 hours then thrown away in the regular rubbish after cleaning is finished. Staff caring for the child should wash their hands thoroughly for 20 seconds after contact; they do not need to go home unless they develop symptoms themselves.

Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles

If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- An alternative disinfectant which is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. It will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.