



HEALTH AND SAFETY POLICY- Procedures during COVID-19 pandemic (updated Oct 2020)

These procedures should be read in conjunction with the existing Health and Safety policy and is in response to the guidance and requirements during the COVID-19 pandemic. The Health and Safety at Work Act 1974 requires that “all employees take reasonable care for the health and safety of other persons who may be affected by his actions or omissions”.

We have a range of protective measures in place to reduce the risk of the 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**

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.

When a child or staff member develops symptoms compatible with coronavirus they should be sent home and advised to self-isolate for 10 days. Their fellow household members will need to self-isolate for 14 days. The main symptoms of coronavirus are a new continuous cough, and/or a high temperature and/or a loss 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.

Any child or member of staff displaying symptoms **should** be tested. Parents should book a test as soon as possible online via the NHS Test and Trace website;

alternatively a test can be ordered by phone on NHS119. Staff will access testing through the local authority and should contact the Preschool Manager for details.

Where the child, young person or staff member tests negative, they can return to preschool and their fellow household members can end their self-isolation.

Where the child or member of staff tests positive, we will ascertain as quickly as possible which children and staff have been in close contact and these individuals will be sent home and advised to self-isolate for 14 days. The other household members of those individuals do not need to self-isolate unless the individual subsequently develops symptoms.

Please note that given the close proximity of our preschool children and small staff team, it is highly likely that any positive cases will result in the preschool needing to close for the full 14 days.

Please see Appendix for the cleaning routine following a confirmed case.

- 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

The government guidance strongly recommends that children should only attend one setting as this helps to limit the number of contacts each child has and their possible exposure to the virus. We understand that some parents need the flexibility of additional childcare so that they can work.

All parents are required to inform preschool of additional childcare which they use on a regular basis and they must inform preschool immediately if there are any positive covid cases at these settings (or grandparents if relevant) and/or if the setting is instructed to close.

When a dual setting is instructed to close then the child must not attend preschool during the stated period of closure; we will require to see a copy of the notification issued by the setting.

We appreciate that this may cause some difficulties for parents however we need to protect all children and families who attend preschool.

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 will be 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. Staff will supervise the use of hand sanitiser before the children leave to go home.

The outside area will have two hand washing stations.

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.

Preschool does not require staff to wear PPE unless they are caring for or carrying out intimate care for a child, or are 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.

Grouping of Children

The latest guidance (July 2020) does not require children in early years settings to be kept in separate groups. Children will either be in preschool for the morning or all day; at this point in time children will not be allowed to join the group at lunchtime.

Resources etc

In order to support the need to clean all items used by the children, we have removed some resources (eg material items, resources with lots of small parts) and reduced the overall number of items.

Resources will be rotated to enable the children have choice and to allow for used resources to be cleaned and allowed to air dry for 72 hours.

Drop off and Pick up

Parents will be required to queue on the preschool path when bringing their child in the morning and again at pick up – the path will be marked with green squares at 2m intervals. St Leonards school have a one way system on the school drive and parents must comply with this.

The preschool playground is marked with circles and parents should stand in a circle with their child until staff take the child into preschool. Parents should also wait within the circles during pick up time.

Parents must not gather at entrance gates or doors. Drop off and pick up should be prompt and any communications can be emailed to hbpreschool@aol.com

Parents should notify preschool in advance if they need to drop off or pick up at a different time and this will be arranged to support social distancing on both the preschool and school site.

Only one parent should accompany their child into preschool to avoid crowding and where possible siblings should not enter school grounds to drop off/pick up. If there is no other childcare for siblings they should be in their pushchairs or holding their parents hand (next to their parent) at all times. No scooters/bikes etc will be allowed on school grounds.

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.