

Coronavirus (COVID19) Operation Plan

(Updated 23rd September 2020)



This operational guide outlines a full and comprehensive operational protocol for all parents/carers and staff during the phased re-opening of Pre-School from 2nd September 2020. It is based on our full risk assessment and Government guidance.

We would appreciate it if every effort is made to follow this protocol to ensure that we keep our children, families, and staff safe during this unprecedented time.

Numbers

Government guidance indicates that we can now fully re-open to all of our children. Numbers are considerably lower currently and so should help to manage social interactions and minimise any potential transmission of COVID-19.

Attendance of Staff and Children

- Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report (<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>). If people with possible risk factors are concerned, we will discuss their concerns and explain the measures we are putting in place to reduce risks.
- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.
- Any child, staff (or family member) displaying symptoms of COVID 19 (that being a continuous cough, a temperature or a loss of smell, taste) when they arrive at pre-school will be sent home immediately and will be told to book a test and follow isolation guidance until the test result is received (and thereafter, if the test is positive or still symptomatic.)
- All staff and their households who are attending pre-school will have access to a test if they display symptoms of coronavirus and should get tested in this scenario.
- Any child displaying symptoms of a cold will not be able to attend the pre-school until fully recovered.

Travel

- All children and staff attending Pre-school should avoid all non-essential public transport travel, and outside of pre-school should follow national guidelines for social interactions. If public transport is necessary, parents and carers should follow current guidance on the use of public transport.

General Operation

- We are no longer required to operate within a bubble system that operated previously, in effect, the pre-school will become its own separate bubble. Numbers are low enough that we will not be required to operate with smaller groups.

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- We intend to maximise the use of our outdoor area and where possible we will be outside. As such parents and carers should ensure that appropriate outdoor clothing (jumpers/coats/sun hats) are brought to pre-school for their child. Sun cream must be applied prior to arrival at pre-school and will not be applied by staff. If the reapplication of the sun cream is required on the full day sessions, children will be encouraged to wash their hands and reapply their sun cream themselves. Staff will assist them if required wearing a pair of disposable gloves.
- Resources which will be made available to children will be reduced and only those resources that can be cleaned effectively will be used. This means there will for the foreseeable future mean no dressing up clothes, soft and cuddly toys will be available for the children to play with.
- No rugs, soft furnishing, or soft toys to be used. Children will be allocated an individual mat for story time and to play on throughout their session
- Children will be actively encouraged to regularly wash hands throughout the day and when switching activities.
- Current Government guidance states:

“Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently”

We have taken the decision to accept children who attend more than 1 setting on the basis that this is agreed with both parents/carers and the alternative setting involved. We consider that our measures in place for mitigating risk of transmission of the virus are sufficient to not cause increased risk to other children and families attending our setting. Should there however be any spikes or increased transmission of the virus in the local area, we may change our stance on this, we will give you as much notice as possible if this happens. We will expect to be notified immediately if there is any out-break of COVID-19 in that setting. In this instance, your child will be unable to attend pre-school until they have received a negative test result. If they receive a negative result and are displaying symptoms of COVID-19, as a precaution, we would ask that you keep your child away from pre-school for the 10 days self-isolation period to mitigate any risk of transmission of the virus into our pre-school.

System of Controls

Pre-School are required to undertake the following actions.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have someone in their household who does, do not attend settings.
2. Clean hands thoroughly more often than usual.

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3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it approach'
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. Minimise contact between groups where possible
6. Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1-4 must be in place all the time.

Response to any infection

7. Engage with the NHS Test and Trace system
8. Manage confirmed cases of coronavirus (COVID-19) amongst the setting community
9. Contain any outbreak by notifying and following local health protection team advice
10. Notify OFSTED

Numbers 7-10 must be followed in every case where they are relevant.

Cleaning and Hygiene

- Prior to lockdown, the caretaker of the Church undertook a thorough clean of the full Church building. The Church has largely remained closed throughout but has started to open up more recently. A full clean will take place prior to pre-school re-opening. We are in constant touch with the Church regarding the use of the building, and are ensuring that the potential cross over between groups using the facilities is following all necessary protocol regarding cleaning.
- No member of staff, child or family member should use the toilet facilities at the front of the Church building and must use only those located within the pre-school area.
- All toys, equipment and resources will be fully cleaned and disinfected prior to re-opening.
- Throughout the pre-school day, all surfaces and objects which are touched frequently (door handles, flushes, surfaces etc) will be cleaned and disinfected continually. Gloves will be worn for this and discarded immediately after use. Surfaces will be washed with warm soapy water with a disposable cloth before being disinfected with a cleaning product. Thorough hand washing for at least 20 seconds after cleaning will be required.
- Continual and thorough hand washing will be encouraged throughout the day at regular activities and when changing activities or, as a minimum at least every 2 hours. Time will be spent explaining the importance of handwashing and full demonstrations will continually be made.

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- Staff will promote the hygiene of coughing/sneezing into a tissue and discarding immediately; or into elbow and wash hands the 'catch it, bin it, kill it' approach.
- Children will be encouraged not to touch faces or put anything in their mouth.
- Lidded bins will be distributed in pre-school to catch soiled nose tissues.
- Within the bathroom and changing facilities, surfaces will be sprayed with antibacterial cleaner after each use and cleaned thoroughly mid-way through and at the end of each session.
- We request that all staff and children come to pre-school in a clean set of clothes every day.
- Staff will all have access to a small personal hand gel which should be carried with them.

Personal Protective Equipment (PPE)

- Most staff in childcare settings will not require PPE, beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others. PPE is only needed for children whose care routinely already involves the use of PPE, or if a distance of 2 metres cannot be maintained from any child displaying coronavirus symptoms. (see section on illness at pre-school).

Temperatures

- Settings do not need to take children's temperatures every morning or throughout the day. Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus.

Drop off and Collection

- Parents/carers and their children must always maintain social distancing and keep 2m apart from other parents/carers and staff. Markings have put down as guidance.
- Parents and carers will be allocated staggered start times to ensure that social distancing can be adhered to. Pre-school expects parents/carers to stick to these allocated times, please use the markings if you need to queue.
- All entry to pre-school will be via the back door in the garden area and will be accessed by a strict one-way system, with those approaching the premises staying to the left-hand side and those leaving coming down the opposite side.
- On arrival, children will be greeted by a member of staff and requested immediately to wash their hands thoroughly. Parents/carers will be asked if any parent, child, or member of the household has any COVID-19 symptoms, which include a high temperature, persistent cough, and a loss/change to sense of smell and taste. If the answer is yes, then you will be asked to take your child home and will be told to book a

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test and follow isolation guidance until the test result is received (and thereafter, if the test is positive or still symptomatic.) We may if necessary, be required to take your child's temperature on arrival and during the day if there is concern.

- Only 1 adult who is symptom free may drop off or collect from pre-school. Please avoid bringing siblings and pushchairs/prams to pre-school where possible so we can avoid any cross contamination.
- No parent or carer will be allowed on the premises, unless in the event of a distressed child whereby a parent may step inside briefly to reassure the child. All measure should be taken to minimise the contact between the parent/carers and other children and staff members.
- New parents/carers where necessary, are able, can settle their children into Pre-School. Face coverings will be required for all visiting adults and contact details will be kept.
- No teddies, toys or comforters are to be brought into pre-school from home.
- Parents and carers are requested to leave the pre-school site promptly and not linger to avoid unnecessary crowding in the entrance area.

Snacks, Lunchtime and Kitchen

- Where lunch is provided, appropriate packaging should be provided so that children can be self-sufficient in eating. This would also include ensuring that all items such as grapes are cut up before attending pre-school.
- Snacks will be provided and served on a plate with a drink by staff. Plates and cups will be cleared and washed as soon as practically possible. There is strictly to be no sharing of plates, cups, and food.
- 1 member of staff allowed in the kitchen at any one time.
- No bags or coats to be left in the kitchen area, all should be out away in Pre-School cupboard.
- All surfaces in the kitchen must be cleaned before use.
- Normal hygiene practices in the kitchen regarding preparation of food will continue.
- Any washing up clothes or tea towels should be used once, and then placed in a washing bag.
- When finished in the kitchen, all surfaces should be cleaned thoroughly.

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Visitors to pre-school

- We will not permit any visitors to attend pre-school during normal pre-school hours unless for an emergency. Attendance will always be strictly prohibited to staff and children.
- Committee meetings and staff meetings will where possible all be conducted by virtual means though e.g. zoom thereby reducing the need for social contact among staff and committee members.
- In the event of any 3rd party visitors attending pre-school, full contact details will be taken.

Communication

- All parents and carers will be kept fully informed of any changes to operation at pre-school over the coming weeks. In light of any changes which may occur as a result of changes to Government guidance or any changes we require to make in order to increase the safety of our children, families and staff, we will communicate these to as soon as we can. All communications for the foreseeable future will be via email.
- Reduced contact between staff members and parents and carers should be maintained at drop off and collection. Should you require to speak to a member of staff about an issue concerning your child, please phone the pre-school on or email in.

What happens if someone becomes unwell at Pre-School?

• Cold Symptoms

Parents and carers should assess whether a child simply has a cold (a runny nose, sore throat) or whether COVID-19 symptoms are being displayed. If a child has a runny nose, sore throat i.e. simply a common cold, they are free to attend pre-school. We would however expect the child to be well in themselves. Should the child begin to develop a fever or a new continuous cough whilst at pre-school, we would send the child home immediately under our protocols set out below.

- If a child starts to display COVID-19 symptoms whilst at pre-school, they will be sent home immediately and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a child is waiting to be collected, they should be moved to a room where they can be isolated and supervised with one member of staff. Ideally, a window should be opened for ventilation. If

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it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE (gloves, masks, apron) should be worn by staff caring for the child while they await collection irrespective of social distancing. In particular, if a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
- Pre-School should be advised of the result of the test as soon as possible.
- An emergency COVID19 kit will be available for us whereby a child displays symptoms. This will include aprons, face mask, eye protection, gloves, bags to dispose anything

What happens if there is a confirmed case of coronavirus at Pre-School

- All staff and their households who are attending pre-school will have access to a test if they display symptoms of coronavirus and are should get tested in this scenario.
- If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
- If someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days

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- All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit. Where a child or staff member tests positive, we will contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.
 - Working with The local health protection team, we will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
 - Based on the advice from the local health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.
 - The local health protection team will provide definitive advice on who must be sent home.