



COVID-19 Policy: Guidance for Parents

Important Information about Infectious Diseases

As you will all be aware the world is currently facing an outbreak of a new strain of coronavirus, COVID-19. This epidemic is understandably a cause for concern as it continues to spread throughout the UK with the long-term effects on individual's health and the economy are still unknown. However, through careful planning and pre-cautionary measures we can prepare to minimise any disruption to daily life should wide-spread infection occur. This guidance sets out the measures that Fyfield Village Pre-School is putting in place and the steps that parents and carers can take to reduce the spread. We will continue to send you updated information as the situation progresses and we thank you all for co-operating fully.

Who is this policy for?

This policy is for the protection of all team members, children and parents and families at Fyfield Village Pre-School.

What will we do?

As a pre-school we are aware of the dangers of being exposed to Covid -19 and will do our up most to ensure the safety of every single person that enters our setting.

The staff will follow strict hygiene routines when arriving at preschool. Strict hygiene routines will continue throughout the day and children will be asked to wash their hands with soap and water more often than they normally would, as well as using the hand sanitizer displayed in all rooms on arrival and departure.

We will ask parents to drop their children at the preschool doors at the main entrance and no parents or carers are to enter the building. We also ask that we have the 2 metre rule in place to keep everyone safe when dropping off and collecting and the staff will take your child into the pre-school to help eliminate further risk of any infection being brought into the pre-school.

We will ensure that all equipment used by children and the staff is cleaned after use such as table and chairs, disinfected at the end of each day.

The children will be spoken to regularly about why we need to wash hands more often. We want to ensure that the children feel safe and secure while in our care but have as much fun as they normally would while at pre-school.

Testing

The government has announced that coronavirus testing has been extended to everyone. If any child or staff member shows any symptoms of Covid-19 they will be sent home to self-isolate and we request that they are tested. If the test comes back negative they can return. If the test is positive we ask that we are advised straight away so we can contact our local public health protection team.

How do we know if someone has the symptoms?

High temperature/fever, and/ or a new persistent cough, and/or a loss or change of taste and smell.

What are the rules for self-isolating?

Any staff members or children with symptoms will be asked stay at home for at least ten days. If they live with other people, they should all stay at home for at least 14 days, to avoid spreading the infection outside the home. After 14 days, anyone they live with who does not have symptoms can return to their normal routine and return to work/school.

What we will do if I suspect a child or member of staff has COVID-19 but it's not been confirmed?

If the child or staff member is displaying the symptoms as above, they will be sent home to self-isolate for ten days and their whole household should isolate for 14 days. If it is a positive result, our local public health protection team will contact the setting and advise on what precautions we should take.

What will we do while we wait for a child to be collected?

If a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door with a staff member. We will always be mindful of individual children's needs – for example, it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people. If they need to go to the bathroom while waiting to be collected, we will take them to use a separate bathroom if possible.

What should I do if a child or staff member becomes unwell at preschool and has reason to believe they may have COVID-19?

If the child or staff member is displaying the symptoms as above, they should be sent home to self-isolate for ten days and follow the above procedure. They should not go to their GP surgery or hospital. While waiting for someone to pick them up, we will try to find somewhere isolated for them to wait or somewhere which is at least two metres away from other children or the team. We will ask them to try not to touch any surfaces and to cough or sneeze into a tissue should they need to. We will clean the room after they have left.

What we will do to clean the preschool afterwards?

The bathroom will be cleaned and disinfected using cleaning products before being used by anyone else. If a member of staff has helped someone who was taken unwell with a new,

continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

What can we do to prevent the spread of the virus?

Good hygiene and hand washing are essential and very important in childcare anyway but encouraging children to wash their hands thoroughly on a regular basis will be an extra precaution. Asking parents to drop off and collect children from the main door will help to stop the virus entering the building. The staff will also wear protective clothing where appropriate such as gloves and aprons.

Extra Advice for Parents / Carers and Staff

Children

- Only children who are symptom free or have completed the required isolation period should attend Fyfield Village Pre-School.
- Families will be asked to monitor their child's health and wellbeing before setting off for pre-school that day and follow the NHS guidelines if they seem at all unwell.
- If a child appears unwell, we are at liberty to take their temperature and if this is high – we are in a position to ask them to remain at home.
- Children are not permitted to bring in items from home into the setting unless absolutely essential for their wellbeing. Where this is the case, such items will be appropriately cleaned upon arrival.

Staff

- Staff should only come into work if they are completely symptom free. If they have been unwell, they should only return if they have completed the required isolation period or achieved a negative test result.
- Fyfield Village Pre-School are at liberty to risk assess staff wellbeing and if they deem it essential to take a staff member's temperature or ask them to complete an NHS questionnaire, we have the right to do so.
- Consideration will be given by management to ensure we are limiting the number of staff in the pre-school at any one time to only those required to care for expected occupancy levels on any given day – this is subject to change weekly.
- Staff must minimise the belongings they bring into the setting and wash their hands thoroughly with soap and water on entry. Please remember to arrive in enough time to allow for this.
- Equipment used by staff such as stationary, cameras etc will be allocated to individual staff where possible – however these must remain being cleaned/wiped over as often as possible.
- Any meetings or training sessions will be conducted through virtual conferencing
- All staff members are receiving appropriate instruction (this document) to allow them to understand our Fyfield Village Pre-School standard operating procedure and risk

Parents

- Only parents who are symptom free and/or have completed the required isolation period will be able to drop off or collect their child.

- Drop offs and pick ups at will continue to be at the entrance door to avoid parents/carers entering the pre-school unnecessarily
- When parents/carers are waiting to drop off or collect their child, physical distancing should be maintained in a safe area 2 metre distance from any other family
- Only one family at a time should come up to the door – this is partly for social distancing but also to ensure that if the family wish to share any confidential information with us during handover, that this is out of earshot of any other families
- Families must understand that there could possibly be a wait whilst dropping/picking up your child. Please be patient and understand that we will continue to monitor and adjust this if need be
- Parents will continue to receive clear communication regarding their role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, themselves, and the staff.