

## Lady Castle Nursery COVID-19 Policy and Procedure

This policy and procedure takes precedence over the normal operational plan in place at the setting, whilst we are in the pandemic of COVID-19. It will be updated regularly as a working document and removed once the pandemic is thought to be less of a threat and under government guidance.

**Intent:** Lady Castle Nursery intend to use this policy and procedure to provide precautionary measures to minimise transmission risks of disease in the setting, during an epidemic or pandemic.

**Aim:** This policy and procedure defines and assists the operating arrangements in place within the nursery that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as COVID-19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection, and Equality and Diversity, however new practices may emerge as the situation continues. The policy and procedure may evolve and be built upon as the situation deepens and new precautionary measures have been introduced, and practices have been reflected upon.

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# 1. Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever (37.8 degrees or above)
- loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups.

## 1.1 How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 meters) or could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

## 2. Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often (for 20 seconds or longer) - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport.
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See [Catch it, Bin it, Kill it](#).
- people who feel unwell should stay at home and should not attend work or any education or childcare setting (see below: Guidance on dealing with suspected or confirmed cases of COVID-19).
- children, staff and visitors should wash their hands:
  - before leaving home
  - on arrival at nursery
  - after using the toilet
  - after outdoor play/walks
  - before food preparation
  - before eating any food, including snacks
  - before leaving nursery
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
- avoid touching your eyes, nose, and mouth with unwashed hands.
- avoid close contact with people who are unwell.
- clean and disinfect frequently touched objects and surfaces.
- wear appropriate PPE if supporting a child or colleague who has suspected or confirmed COVID-19.
- if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment.
- see further information on the [Public Health England Blog](#) and the [NHS UK website](#).

## 2.1 Cleaning routines:

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

- All frequently used hard surfaces will be cleaned with virucidal spray each day, this includes all door handles, number pads on doors, door release buttons, light switches, key boards/ mouse, telephones, office desks, printers, phone, money safe and chairs.
- Disposable cleaning cloths will be used throughout the nursery, for example, blue roll for cleaning hard surfaces.
- Throughout the day when children are moving between areas/equipment/toilets the staff will use virucidal spray which is sprayed and left and can be used on all surfaces.
- All activities will be available. Water play will have soap added to it and changed three times a day. Play dough will be used by the group in for that morning or afternoon then thrown away and new playdough used for the start of a new session. Sand will be used in small amounts such as a dinosaur swamp and discarded at the end of each session.
- Toilets will be checked each hour by staff member floating and cleaned and mopped at lunch and end of session. Staff to use disinfectant after each child has used the bathroom.
- All toys and equipment will be sprayed at the end of the day with virucidal spray and sterilising tablets. Dressing up clothes and cushions will be put into laundry after use. Bean bags will be removed. All equipment will be sprayed three times a day, once in the morning before starting session/once at lunch time while children have lunch and then at the end of session. The outside equipment will be sprayed with virucidal disinfectant between uses and at the end of each day. Carpets and rugs will be steam cleaned / washed.
- The cleaner attends for a deep clean every day for 3.5 hours.

## 2.2 Hand washing routines:

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to nursery all staff will sanitise their hands in the main entrance. Parents will sanitise their hands at the table before entry to the playground.
- On arrival all children will be taken to the bathroom to wash their hands with a staff member.

- Staff should wash their own hands before supporting a child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before meals or snacks, and when arriving back from a walk.
- Every hour a bell with sound that signifies for everyone to wash hands.
- A hand washing routine will be introduced to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
- Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into a tissue.
- Staff must wash their hands before preparing or serving food even if wearing gloves.

## 2.3 Personal Protective Equipment (PPE)

In line with recommendations from the DfE and PHE, PPE will be worn as follows:

- In the event of a child or team member showing symptoms of COVID-19 during the day the person supporting this person/child will need to wear a disposable apron, disposable gloves and a disposable face mask. (see How to isolate an adult or child)

## 2.4 Social Distancing and further measures to protect from infection

### 2.41 Managing entry times such as drop off and collection

- All nursery (walking and driving) children and family members to enter through the bottom barrier and car park (gates to be opened at the set times).
- One-way system in place for area closest to nursery (picture attached)
- Nursery to use nursery car park and the lower part of the grounds only (picture attached)
- Painted lines to set two metres distance queuing.
- Set times of drop off and collection i.e. between 8am and 830am drop off, 1215pm and 1230pm collection, 1230pm and 1245pm drop off, 430pm and 5pm collection.
- Children to stand by parent always. Only one parent/family member to collect or drop off.
- Parents to drop off and collect children in playground. By choosing an empty cone opposite an entry door way to stand by and wave goodbye to their child.
- Hand sanitisers for parents on the table by the last queue point before entry to the playground.
- Posters displaying warnings and social distancing displayed on the building and fence

- One bag for each child with spare clothes/ sunhat/ shoes to be brought to the setting, left outside and sprayed on entry. Items to be placed in a yellow trolley in the playground.
- Children cannot bring in toys and belongings from home. No other items to be allowed into nursery. If a child has a comforter, ask parents for a spare to be kept on premises if possible/ if not to be sprayed on entry.
- If a child is upset on entry the person at the door will pick them up to comfort them and after they have settled, they will wash their hands.
- No entry to the setting for parents.
- No child will be refused entry because they are upset and common sense should overrule fear of the virus.
- Staff on three entry doors to ensure a smooth collection.
- Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting.
- The staff will sign the child into the electronic Parenta app.
- The staff on the doors will ensure messages are circulated to all staff, as required, and all staff will ensure the child is welcomed into nursery in a warm and friendly way.
- No verbal feedback will be given to ensure a smooth system but the Parenta app will be used instead.
- Parents will be asked to not send an adult who is shielding to collect or drop off their child.

#### 2.42 Regulating movements within the nursery

- The building is closed to the public, so visitors are not permitted
- Virtual tours will be conducted with a pre-recorded video or slideshow and remote meetings with prospective parents can be held via phone or google hangouts.
- Deliveries are left at the front door.
- Information posters are present at entrances.
- Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies, when no children are in the building.
- Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day.
- All events cancelled until further notice
- Cleaner to only clean in nursery

#### 2.43 Other measures

- Prams are unable to be stored in nursery, so will be placed in the outdoor pram area, if they have to be left at nursery. The nursery would prefer for all prams to be taken home.
- Bottles and items for the under 2s can be brought into nursery, and left at nursery for the foreseeable. These items will be sterilised on entry.

- Water will be available to children in cups, which will be washed after each use. Children will not be able to bring in a water bottle from home. No food or drink will be permitted into nursery.
- Contact details of all children to be updated, with emergency contacts that are not vulnerable or shielding.
- Children that attend a hospital appointment will be asked to isolate from nursery for 7 days before returning.

## 2.5 Organisation of children to prevent cross contamination

The nursery will be operating as one 'bubble', and will introduce a temporary cap of numbers at 16 in any one session. If more than 16 children wish to return to nursery, then a priority list system will be used, and the temporary number re-evaluated for the following month.

Parents will be asked to confirm attendance at nursery month by month, and children will not be admitted mid-month.

Lessons such as swimming, PE, soft play and dance have been cancelled as these take place out of the nursery building, where pupils from the local school will be present.

Snack, lunch and tea will be grouped and no free-flow or self-serve will be available.

The nursery routine of indoors and outdoors will be retained as normal as possible to promote consistency and help support mental well-being.

Fire assembly point to be moved, as this is currently with the local school. The nursery fire assembly point to be moved to the lower tennis courts.

## 2.6 Settling in new children

Home visits are currently cancelled, in place a telephone or video meeting will take place with the key person and buddy (where applicable and staff ratios allow) to discuss their child's needs, share information about the setting and answer any questions.

On their first day, the child and parent will join the social distancing queue, and be left at nursery for one hour. The key person will greet at the door and parents will be advised which door to use. This will happen for three sessions.

For under 2's, the first day will take place in the outdoor area, where the parent can stay with their child for an hour, with the key person. This may mean wearing waterproofs for a rainy day. Then the second and third sessions will follow the system as above.

If the children require more than three short sessions, this will be accommodated in the same way for as long as needed.

Parents can email their key person and buddy throughout the settling in period (and beyond) for reassurance. Pictures and information will be sent digitally.

Activities will initially be surrounding settling in and hygiene based routines.

### 3. Guidance on dealing with suspected or confirmed cases of COVID-19.

#### 3.1 What to do if child or adult becomes unwell with symptoms of COVID-19

- Call the child's parent to request they collect their child from the nursery immediately, and within 30 minutes.
- The staff member should leave the nursery immediately and return home.
- Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), you can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or hospital.
- Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible, find a ventilated room or area, ideally outside. They should avoid touching people, surfaces and objects, and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If there are no tissues available, they should cough or sneeze into the crook of their elbow. The room or area will need to be cleaned when they leave.
- The key person or buddy should wait with the child, wearing PPE, and wash their hands following being sat with the child.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available, or toilet area that is then not in use by other children or staff until thoroughly cleaned.
- Nursery to use the COVID-19 log of attendance to add any person (child or adult) sent home with symptoms, the date, test date, isolation period, result of the test and date returned to nursery.

#### 3.2 Getting tested

The parent of the child or team member who has symptoms must contact 111 or apply online immediately and request a test.

Tests are available to all staff members and their families, children attending the nursery and their families.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

If any person in a staff member's or child's household shows signs of COVID-19 the family must get tested immediately. They cannot attend the nursery whilst they await the results and the entire household must isolate.

The nursery must be informed of the result as soon as possible to enable appropriate action to be put in place, if required. Self-isolation for 14 days to begin.

### **3.3 What to do if a case of COVID-19 is suspected in the nursery**

If anyone has been in contact with a suspected case in the nursery, no restrictions or special control measures are required until the test results for COVID-19 are received. There is no need to close the setting or send children or staff home.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return to nursery. This will be after a period of seven day self-isolation.

### **3.4 What to do if a case of COVID-19 is confirmed in the nursery**

The nursery will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment.

The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice.

Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken with advice from the local Health Protection Team.

### **3.5 What to do if children or staff in the nursery are contacts of a confirmed case of COVID-19 who was symptomatic**

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- they will be actively followed up by the Health Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the nursery the local Health Protection Team will provide advice and will work with the management team. Outside those that are defined as close contacts, the rest of the nursery does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of nursery. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the nursery and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

## **4. Guidance on cleaning after a case of COVID-19 (suspected or confirmed)**

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

### **4.1 Disposing of waste in the nursery including tissues, if children, students or staff become unwell with suspected COVID-19**

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, the nursery will be instructed what to do with the waste.

## 5. Guidance to assist professionals

### 5.1 Supporting staff

In order to ensure emotional and physical welfare, supervisions and well-being meetings will be held with staff. These will involve checking on their well-being, any concerns and constant monitoring to offer support throughout this time, as is current practice.

Staff are to come to work in own transport where possible, if they are coming on public transport, they are required to wear a mask at all times, and these will be provided by the setting.

PPE equipment is available if staff members wish to use it, but staff must wear PPE equipment if a child or colleague becomes ill and these will include an apron, gloves and face mask.

### 5.3 Working with parents during phased re-opening

There will be a continuous line of communication from the setting to parents, this will be through twitter, phone calls, emails, video meetings and if required a home distance meeting.

Parents with children returning will be asked to sign an additional parent agreement and this contain agreements around social distancing, time schedules for drop off and collection, the procedure to be followed, and guidance on keeping their families and others safe at the setting and home.

The nursery will continue with the blog sharing ideas and activities for parents to do with children that are staying at home.

Parenta app will be used for feedback to parents at the end of the day. Accident at home forms will be written by the staff member on the app when notified by parent. Accidents in the setting will be added to the app, and if an accident form has been completed this will be emailed to parents.

All telephone messages and emails will be responded to within 48 hours.

### 5.2 Professional advice

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published. Up-to-date advice can be found through the following links

Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings

<https://www.gov.uk/coronavirus/education-and-childcare>

Guidance for parents

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Call NHS 111

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<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
30/05/2020	Laurafay Muranka	01/07/2020 and as required