

Policy Title and Number:

Coronavirus (COVID-19) Policy

Policy Reference Number: JIC-084

Legislation that informs this policy

- EYFS Welfare Requirements
- Health and Safety Executive
- Department for education
- <https://www.gov.uk/coronavirus>

This policy is under continues updates due to changes in Government guidelines

To all service users of Just Imagine Day Nursery – Canvey Island

Introduction

This policy applies to all employees, Parents, Children, volunteers, students and anyone else working on behalf of the Just Imagine Day Nursery – Canvey Island. This policy also applies to service users and delivery drivers visiting the nursery.

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
- Loss of taste or smell

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 – very few cases have been reported in children.

Purpose of policy

- To protect all employees, and service users including parents and children from coming into contact with Coronavirus (COVID-19).
- To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
- To prevent the spread of Coronavirus (COVID-19)

Procedures

Preventing the spread of infection

Just Imagine Day Nursery – Canvey Island Closure

The Nursery is closed to all but key worker children until further notice. All volunteers have been told not to attend the Nursery. The Nursery will ensure hygiene and self-distancing practice is in place and followed. The Nursery has agreed to continue to look after key workers children so there is still minimal contact with the public.

Focus on Children

- Only children who are symptom free or have completed the required isolation period will be accepted to attend the setting.
- Practitioners will be risk assessing children and parents with regular health questionnaires for returning children
- If a child develops a temperature or continuous cough while at the setting, parent/carer will be contacted immediately and asked to collect their child as soon as they possibly can
- Outdoor spaces will be used as much as possible
- Distancing of beds/cots will be facilitated wherever possible
- Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue
- Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time
- Children cannot bring in toys and belonging from home. Spare clothes and nappies should be given to registering practitioner; this will be kept on site and topped up as required. Parents must ensure that they provide adequate amount of spare clothing for their child. Nursery will not be providing spare clothes for the time being of pandemic. Any bottles and sippy cups for the youngest children can be kept on site and sterilised between uses.
- Water will be available to children in their labelled bottle and sippy cups, which will be washed and sterilised regularly. **Parents to provide water bottle to stay in the nursery.**
- Buggy area is open to parents to use but parents must always close their buggy to allow free space for other parents to walk by freely. Bikes and scooters can be store there too but safely to allow others walk by freely.

Focus on parents/carers, visitors

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child
- Nursery is limiting drop off and pick up to 1 parent per family and stagger the timings where possible
- Parents/carers will drop off and pick up their children at the nursery entrance to avoid parents entering the nursery unnecessarily
- When parents/carers are waiting to drop off or collect their child, physical distancing should be maintained while waiting outside
- Only parents of new starters will be allowed to enter the nursery for the purpose of settling in sessions as if not doing so would cause a child distress. Staff members will ensure a parents/carer will have minimised contact between themselves and other children and other staff members.

- Parents are receiving clear communication (newsletters via emails, posters at the entrance) regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual nursery operational hours where possible.

Hygiene and Health and Safety

- All children and staff must wash their hands upon arrival at the nursery or use hand sanitiser provided by the entrance
- Children and staff members will wash their hands frequently. Children will be supervised while washing hands to ensure they thoroughly wash their hands for 20 seconds.
- An enhanced cleaning schedule is implemented that includes furniture, surfaces and children's toys and equipment
- Communal area, touch points and hand washing facilities are cleaned and sanitised regularly
- All waste are disposed of in a hygienic and safe manner
- Tissues must be immediately disposed of ('catch it, bin it, kill it').
- All items within the setting requiring laundering are washed in line with NHS laundry guidelines
- Items such as towels, flannels and bedding will not be shared by children
- All activity will be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils
- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
 - PPE is only needed in a very small number of cases including:**
 - ✓ children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
 - ✓ if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
- Windows will be kept open where possible to ensure ventilation
- Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival
- All resources required for play and learning experiences of children are regularly washed and/or sterilised
- Equipment used by staff such as stationary, tablets etc. are allocated to individual staff members where possible and cleaned regularly

- Nursery manager will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.
- In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.

Travel associated with setting operations

- Wherever possible staff and parents should travel to the nursery alone, using their own transport
- If public transport is necessary, current guidance on the use of public transport must be followed
- Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises
- Outings from the setting into the local community should be restricted unless the setting has no or limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered

Monitoring

- Just Imagine Day Nursery – Canvey Island is closely monitoring and gathering information from The Department of Health the spread of Coronavirus (COVID-19) and the management team meet regularly and then feedback to employees. Service providers have a duty of care to communicate with Just Imagine Day Nursery – Canvey Island if any of their staff or family/friends contract Coronavirus (COVID19) or are made to self-isolate. Please call on 01268 699 244 or email manager@justimagedaynursery.com to do so.

Responding to a suspected case

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance
- Whilst waiting for the child to be collected child will be isolated from others in an identified room or area. If possible, a window will be opened for ventilation
- The staff member responsible for the child during this time will have suitable PPE
- If possible, the area will not be used for 72 hours after the child has been collected
- The area will be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours
- The person responsible for cleaning the area will wear appropriate PPE

- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance.
- The staff member will be asked to get tested.
- The first person in a household who have symptoms of coronavirus (COVID-19), must stay at home for 10 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

Getting tested

The parent of the child or team member who has symptoms should contact 119 or apply online immediately and request a test.

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

If any person in a team member 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.

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

When a child, young person 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 should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

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

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing

guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

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 by Just Imagine Day Nursery with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing.

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

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, or equivalent setting such as boarding school dormitory or other student accommodation

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 you with 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 the class. 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.

Fees policy

Nursery is re-opening on 1st June 2020. Nursery provides 1 month grace period of freezing the fees, however from the 1st of July parents will be charged and will be receiving their invoices under new fees structure. If parents wish to withdraw their places, our fees policy and one month notice will have to apply.

If a child or parent will have to self-isolate, nursery fees will have to be paid as just for isolation during any other illnesses. Nursery however recognises that these unprecedented times are difficult for us all, therefore if any parents find themselves in financially difficult situation and wish to withdraw child's place instead, will be advised to speak to manager or director.

RIDDOR reporting of COVID-19

Nursery Manager must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

What to report

Dangerous occurrences

Read about RIDDOR regulation 7, Schedule 2 – Section 10 on legislation.gov.uk

If something happens at work which results in (or could result in) the release or escape of coronavirus you must report this as a dangerous occurrence. An example of a dangerous occurrence

would be a lab worker accidentally smashing a glass vial containing coronavirus, leading to people being exposed.

Cases of disease: exposure to a biological agent

Read about RIDDOR regulation 9 (b) on legislation.gov.uk

If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work you must report this as an exposure to a biological agent using the case of disease report. An example of a work-related exposure to coronavirus would be a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19.

Work related fatalities

Read about RIDDOR regulation 6 (2) on legislation.gov.uk

If a worker dies as a result of exposure to coronavirus from their work and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death due to exposure to a biological agent using the 'case of disease' report form. You must report workplace fatalities to HSE by the quickest practicable means without delay and send a report of that fatality within 10 days of the incident.

Report it online:

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

'System of controls'

This is the set of actions early years settings must take. They are outlined in more detail below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) clean hands thoroughly more often than usual
- 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 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community

9) contain any outbreak by following local health protection team advice

10) notify Ofsted

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

Policy updated: 15.09.2020

Review date: on going updates