



Covid-19 Policy

Other documents related to this policy:

Health and Safety Checklist

Re-Opening Checklist

Deep Cleaning of Premises Policy

Key Considerations for Re-Opening document

This policy has been written for the re-opening of Shooting Stars Nursery School on 01/06/2020. Guidance from the Government has been used, along with supplementary information from The Early Years Alliance and Hampshire County Council.

Changes to our procedures

- Children will be asked to wash or sanitise their hands on arrival.
- Parents will be asked to drop off and collect via the main door and remain outside the setting.
- No external visitors will be allowed into the setting unless the need outweighs the risk - ie. a medical professional or a parent doing a brief settling in session. Prospective parents will be shown round after 3pm when there are less children present. They will be asked to sanitise their hands on arrival and to wear a mask.
- We will be open as usual except we will be closing at 4pm on a Mon and Fri rather than 5pm until the schools return (08/03/21 potentially).
- Frequent cleaning of high traffic areas including door handles, tables, toilets, kitchen during the day whilst we are open. Bins will be emptied regularly.
- Whilst we are the only users of the hall, we will undertake our own regular cleaning of the hall, kitchen, entrance areas and toilets. This is in addition to the cleaning done by the caretaker.
- Any child showing any signs of illness will be immediately isolated with a member of staff until parents can collect their child.
- Any parent who develops symptoms whilst we have their child will be asked to collect their child immediately so that they can go home and self-isolate. In this case, the parent will be asked to stay in their car and a member of staff will deliver the child to their car.
- Staff who develop symptoms will either stay at home or go home immediately and self-isolate following the most recent guidance.

Dealing with an ill child or staff member

A staff member who develop symptoms whilst at home will self-isolate, following the most recent Government guidance. Staff members who develop symptoms at the setting will immediately return home, a deep clean of the setting will be carried out. Parents will be informed if a staff member becomes ill. Current advice will be sought from Public Health England.

If a child becomes ill whilst at the setting, they will immediately be isolated in the small room with an adult who will be wearing PPE (apron, disposable gloves and a child friendly visor which the children will be familiar with already so it is not a surprise to them). The parent will be notified immediately and the child will remain isolated with the member of staff until they are collected from the car park, the parent will not be allowed to enter the setting. The member of staff will deliver the child to the parent in the car park via the front entrance. The member of staff will then dispose of/clean the PPE and then deep clean the small room. A deep clean of the setting will also be carried out and parents will be notified of the suspected case of Covid-19. Current advice will be sought from Public Health England.

Returning to the setting after illness

This will be dealt with as and when it happens in line with Government guidance at the time.

Dealing with an outbreak of Covid-19 within the setting

If more than one child or staff member becomes ill with suspected Covid-19 then current advice will be sought from Public Health England as advice keeps changing rapidly. This advice will then be communicated to other staff, parents and the trustees of the hall.

Coping with Change and the Ongoing Developments of the COVID-19 Pandemic

This policy will be constantly reviewed and update as the guidance and effects of Covid-19 are changing regularly in light of the unforeseeable situations that are arising currently.

Policy written on 21.05.20 by Clare Wilkins

Reviewed and amended on 28.05.20

Reviewed and amended 18.01.21

Reviewed and amended 10.02.21