

## **Policy reviewed Jan 2022**

### **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. **This policy is updated frequently when changes are necessary. It now includes contingency planning for staff absence.**

### **Continuing procedures**

- Parents will be asked to drop off and collect via the main door and remain outside the setting.
- External visitors will only be allowed into the setting if the need outweighs the risk - ie. a medical professional or a parent doing a brief settling in session. Prospective parents being shown round will be asked to wear a mask and sanitise their hands. They will be asked to do a lft before their visit and encouraged not to touch resources whilst in the building.
- Frequent cleaning of high traffic areas including door handles, tables, toilets, kitchen during the day whilst we are open. Bins will be emptied regularly.
- We 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.
- Staff who develop symptoms will either stay at home or go home immediately and self-isolate following the most recent guidance.
- Door will always be open (to outside area) and windows will be opened at other end of hall, ceiling windows too in hall and hallway to ensure ventilation.
- Government allocated quality of air monitor will be out and visible at all times in the hall and caretaker will be contacted if air quality drops below normal.

### **Dealing with an ill child or staff member**

A staff member who develops 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. Cases will be reported to OFSTED and the Local Authority as required.

If a child becomes ill whilst at the setting, they will immediately be isolated in the small room with an adult and with the window open. 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 and ventilate the small room. 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. Our policy for sickness and diarrhoea is that children cannot return to the setting until 48 hours after the last bout of sickness or diarrhoea. For a raised temperature it is 24 hours after the temperature has remained down without medication. Currently, it is 5 days after testing positive minimum and they must also have had 2 negative tests, 24 hours apart.

### **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.

### **Contingency Plan for High Staff Absence**

At the moment, we have extra staff due to opening the new setting in April 2022. If possible, staff will be rotated so that there is minimal mixing in order to ensure sustainability to open. For example, Clare and Phillip aren't counted in ratios so they could work from home whilst there are high Covid levels so that if staff start to fall ill, they are healthy to work in their place. Most staff have now had Covid once and are double or triple jabbed so hopefully this won't be too much of a problem. During Jan Clare is not undertaking any OFSTED inspections so she will be around if needed. We have an additional member of staff that covers people when they are ill too and she works up to a maximum of 20 hours per week. We are usually staffed at least one over the legal ratios, sometimes more and so have flexibility to reduce staffing levels if needed without it impacting our ability to open.

### **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

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