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## **Epidemic and Pandemic Policy (COVID-19)**

### **Statement of Intent**

Berry Harbor Preschool intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic.

Legislation and leading authorities which have guided and influenced this policy are: Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organization (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE). The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

### **Aim of Policy**

This Policy defines and assists the operating arrangements in place within the setting that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19 or other infectious illnesses and diseases. This policy will be reviewed regularly in line with the government guidelines.

As early years providers we ensure to offer a continuum of extremely high standards of practice of childcare and education.

The fundamental principles to be outlined in this policy are set out to ensure good hygiene practices as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies if they do not conflict with this policy.

The main areas we will be considering are:

- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces and resources)

### **Focus/ Areas of Consideration / Recommendations**

#### **Children**

##### *Attendance*

- Children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 3 days from the test date. This is to ensure the safety and wellbeing of our vulnerable staff, children and families.

##### *Physical Distancing/grouping*

- Care routines including provision of meals, nappy changing, and toileting should be within the space allocated and thoroughly deep cleaned after every use.
- Sunscreen should be applied by the parents / carers before the child arrives at the setting.

### *Wellbeing and education*

- Children should be supported in age-appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing on entry and continuously throughout the day, coughing / sneezing using a tissue and adopting a catch it, kill it, bin it regime.
- EYFS framework will continue to be delivered through play and adult led activities as normal.
- Children will have access of fresh drinks of water throughout the day if they are thirsty, staff will monitor this to ensure no cross contamination of beakers or cups.

### **Workforce**

#### *Attendance*

- Staff who test positive will continue to be advised to stay at home and avoid contact with other people for 3 days. This is to ensure the safety and wellbeing of our vulnerable staff, children and families.

#### *Physical distancing/ grouping /safety*

- Staff to be informed of measures in place and any new or updated policies and procedures.
- All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
- Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open, staff will ensure the safety of the children is maintained through continuous risk assessments.
- Staff to wear fresh, clean clothes for each session.
- If staff wish to continue to wear PPE this will no longer be supplied by the setting, however this will be down to individual staff preferences.

#### *Training*

- All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Online training may be available to allow their training levels to be maintained if appropriate.

### **Parents**

#### *Physical distancing*

- Although there are no longer social distant requirements, drop offs will be at the front doors as this has had a positive effect on children separating from their main careers with ease and minimising congestion with the corridor and setting
- Collections are through the side gate back of the garden area.
- Parents, careers and other adults will be able to enter the setting for show arounds, settling in periods and staff/ career meetings.

#### *Communications*

- Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents should inform the setting of their circumstances and if they plan to keep their child away.
- Although handovers are kept to minimum, we encourage parents and staff to have continuous communication via phone calls or messages throughout the day.

## **Hygiene and Health & Safety**

### *Hand Washing*

- All children and staff must wash their hands upon arrival at the nursery for at least 20 seconds.
- Hand sanitation stations are located outside the front and back gate before departure.
- Children and staff members should be encouraged to wash and sanitise their hands frequently, this includes before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hand and dealing with unwell individuals.
- Bodily fluid spills should follow the correct procedures as normal.

### *Cleaning*

- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly every night.
- A deep clean may be needed after a child has become ill in the area they were waiting.
- A professional cleaner will come into the setting daily once all children and staff have left the building and complete a vigorous deep clean.

### *Waste disposal*

- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag.
- Bodily fluids must be double bagged and disposed of in a bin with a bag, lid, and foot pedal.

### *Laundry*

- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.
- Items such as towels, flannels and bedding must not be shared by children. These will be washed weekly or after each use if a child becomes unwell.

### *Risk assessment*

- The setting and all activity should be risk assessed before opening or going ahead to address the risks from virus' and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.

### *PPE*

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. However this will be down to individual staff member preference if they wish to continue to use PPE.
- PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.

### *Premises Building*

- Keep windows open where possible to ensure good levels of ventilation. If doors are opened ensure the children safety is maintained with locked gates.

### *Resources*

- All resources required for play and learning experiences of children should be regularly washed and/or sterilised.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.

### *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. If possible, a window should be opened for ventilation.
- The area should be thoroughly cleaned, immediately.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the preschool, they should return home immediately and isolate at home.

### *In the event of an outbreak, or closure.*

- Additional cleaning will be arranged for the setting to ensure minimal spread of the virus.
- Staff will continue to contact the parents and families via email, phone or message with activities, videos, progress reports and wellbeing checks or to answer any questions and offer support.
- The manager will notify HPA (environmental health) and the local authority as well as gain advice from DFE (department for education).

# What to do in the event of Suspected Cases of COVID-19

**CHILD / STAFF BECOMES UNWELL WITH COVID-19 SYMPTOMS IN SETTING**

## **SETTING ACTION:**

1. Arrange for child/staff to go home
2. Isolate in a well-ventilated room, if possible, whilst waiting to be collected. Each individual unwell person to be isolated from other unwell individuals.  
**If supervised, keep 2m away.  
If less than 2m, PPE to be worn.**
3. Advise to stay at home (at least 10 days from start of symptoms) and arrange for a test **make an appointment**
4. Household members to self-isolate for 14 days or until negative test result received
5. Advise to share test result with the setting

## **MAIN SYMPTOMS:**

- **New continuous cough** (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)
- **Fever** (temperature of 37.8 or higher)
- **Loss of sense of taste or smell** (anosmia)

**SETTING IS NOTIFIED OF SYMPTOMATIC CHILD / STAFF**

## **SETTING ACTION:**

1. Ensure child/staff does not attend setting
2. Advise to stay at home (at least 10 days from start of symptoms) and arrange for a test **make an appointment**
3. Household members to self-isolate for 14 days or until negative test result received
4. Advise to share test result with the setting

## **SETTING RECEIVES TEST RESULT FROM PARENT/STAFF**

- **Negative result:** Child/Staff can return to setting if well and no symptoms (no raised temperature for 48 hours)
- **Positive Result:** Follow "Confirmed Case" flow chart
- **Void/Unclear Result:** Continue to self-isolate and arrange retesting

# What to do in the event of Confirmed Case of COVID-19

## SETTING INFORMED OF POSITIVE TEST (STAFF / CHILD)

### ACTIONS BY THE SETTING

Carry out on-site risk assessment to identify potential contacts during the infectious period.

Contact DfE Helpline on **0800 046 8687** if you need advice or support.

Inform the relevant member of the Havering Education Team (who will inform Local Public Health Team):

Early Years:

**Celia.freeth@havering.gov.uk**  
**01708 433802 / 07920 027976**

Primary:

**Grahame.smith@havering.gov.uk**  
**01708 433942 / 07751 384409**

Secondary:

**Susan.sutton@havering.gov.uk**  
**01708 434142 / 07870 220234**

Special:

**Caroline.penfold@havering.gov.uk**  
**01708 431743 / 07773 588482**

AP / Post 16:

**Darren.purdie@havering.gov.uk**  
**01708 434940 / 07980 005905**

- **Identify infectious period for the individual who has tested positive** (48 hours prior to displaying symptoms / or date of test - whichever first, and 10 days after that date.)
- **Identify Contacts within this period;**
  - Direct contact:**
    - Anyone who lives in the same household as a case.
    - Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to.
    - Anyone who has been within 1 meter of a case for one minute or longer.
  - Proximity contact:**
    - Anyone who has been within two meters of a case for more than 15 minutes.
    - Anyone who has travelled in a small vehicle with a case.
- **See below for Specific Advice for Different Phases.**
- **Contact the London Coronavirus Response Cell (LCRC) on 0300 303 0450 or email [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk) if following criteria is met;**
  - 10% (or more) of primary bubble is affected within 14 days.
  - 5 or more secondary students are affected in one school year within 14 days.
  - 3 or more primary/secondary bubbles are affected.
  - 10% (or more) of staff are affected within 14 days.
  - There have been any hospitalisations.
  - You are a special school.
- **Send Communications to Parents**
  - Use relevant letter templates on HES portal to:
    - Make all parents aware of a positive case in the setting.
    - Inform the parents of the children who have been identified as close contacts that they need to self-isolate.



				contact of Child 1 in their class bubble at school	
Mum	Child 1	Child 2	Dad	Friend of Child 1	Parent of Friend
					
DAY 1: Mum gets <b>ILL</b> with symptoms of coronavirus	DAY 1 – Child 1 has to isolate as a direct contact of symptomatic person (Mum)	DAY 1 - Child 2 has to isolate as a direct contact of symptomatic person (Mum)	DAY 1 – Dad has to isolate as a direct contact of symptomatic person (Mum)	Friend still in school	
DAY 2	Child 1 gets <b>ILL</b> with symptoms of Covid-19. DAY 2 of isolation now becomes Day 1 of illness and a new 10 day isolation period begins	DAY 2	DAY 2	DAY 1 Friend notified that Child 1 became sick; Last contact with Child 1 was within 48 hours, so must isolate	No need for Parent to isolate as they have not had direct contact with the positive case
DAY 3	DAY 2	DAY 3	DAY 3	DAY 2	
DAY 4	DAY 3	DAY 4	DAY 4	DAY 3	
DAY 5	DAY 4	DAY 5	DAY 5	DAY 4	
DAY 6	DAY 5	DAY 6	DAY 6 Now becomes DAY 1 : Dad is <b>ASYMPTOMATIC</b> but has <b>POSITIVE Covid-19 test</b>	DAY 5	
DAY 7	DAY 6	DAY 7	DAY 2	DAY 6	
DAY 8	DAY 7	DAY 8	DAY 3	DAY 7	
DAY 9	DAY 8	DAY 9	DAY 4	DAY 8	
DAY 10	DAY 9	DAY 10	DAY 5	DAY 9	
Isolation ends	DAY 10	DAY 11	DAY 6	DAY 10	
	Isolation ends	DAY 12	DAY 7	DAY 11	
		DAY 13	DAY 8	DAY 12	
		DAY 14	DAY 9	DAY 13	
		Isolation ends	DAY 10	DAY 14	
			Isolation ends	Isolation ends	

Any parent / career failing to inform the setting of anyone living in the household with symptoms, a positive result or being exposed to COVID-19 and has been advised to isolate from track and trace but continues to attend will risk immediate termination of their contract with Truly Scrumptious Early Years Nursery for putting other children, staff and families at risk.

This policy was adopted at a meeting of Berryarbor Preschool held on 25/04/2020  
This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....