

### Important Information about Infectious Diseases

As you will all be aware the world is currently facing an outbreak of a new strain of coronavirus, COVID-19. This epidemic is understandably a cause for concern as it continues to spread throughout the UK with the long-term effects on individual's health and the economy are still unknown. However, there is no reason for panic, through careful planning and pre-cautionary measures we can prepare to minimise any disruption to daily life should wide-spread infection occur. This guidance sets out the measures that Woodentops is putting in place and the steps that parents and carers can take to reduce the spread. We will continue to send you updated information as the situation progresses and we thank you all for co-operating fully.

Many thanks,

*Jackie and the Woodentops Team*

### Woodentops Response, Policies and Procedures

#### **Pre-cautionary measures in place**

1. For up to date information please visit <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
2. Increased hand-washing practices within the setting and awareness of cross-contamination, focusing on 'Catch it, Kill it, Bin it'.
3. Introducing age-appropriate information relating to health and hygiene and practicing good hand-washing techniques.
4. Asking all visitors to sanitise hands on entry to the preschool. Disinfecting high contact areas such as door handles at regular intervals throughout the day-concentrating on busier periods such as early morning/late afternoon.
5. Tightening sickness and exclusion policies and procedures for unwell children.

#### **Policies and Procedures**

1. Any child or member of staff with a fever will be sent home at the first instance. We class fever as a temperature above 38°C OR above 37.5°C and showing symptoms of fever such as shivering and lethargy.
2. Any child or member of staff showing signs and symptoms of any infectious disease will be sent home and the appropriate exclusion period followed.

3. Any child or staff member returning from travel from the government listed 'Risk Areas' will be excluded from the setting following the latest government advice found at <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
4. Any child or staff member that becomes ill with symptoms of COVID-19 or that has been in close contact with a person which has been confirmed to have COVID-19 will be excluded following the latest government advice found at <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
5. Fees will still be payable for any child that is absent from the setting due to sickness of any kind, in line with our terms and conditions.
6. If prolonged closure is ordered (more than 2 weeks) updated guidance and information will be given in line with the government response.

### **Advice for Parents, Carers and Families**

1. Follow all guidance and policies set by Woodentops Preschool and keep up to date with latest government advice.
2. If you or child is unwell with fever or cold/flu like symptoms to remain away from the setting until symptoms have passed.
3. If you have travelled or have future travel plans abroad then to update the setting as to destination and return dates. If you are travelling to any listed areas on the government specified countries list then you MUST inform the setting before return. Listed areas found <https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk>
4. If you have been in contact with anyone with a confirmed or suspected case of COVID-19 then you MUST inform the setting. Appropriate action will be taken dependent on individual circumstances and the current guidance.
5. Sanitise hands upon entry to the Woodentops Preschool.

### **And the most important... exercise good hygiene procedures!**

1. Wash your and your child's hands regularly using hot, soapy water for at least 20 seconds
  2. Avoid touching your and your child's face
  3. Use tissues when coughing and sneezing and dispose of safely.

**Catch it, Kill it, Bin it!**