

## Covid-19 Policy

Written in line with current advice from The Department for Education publication 'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak' Available at: -

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> Updated February 2022

The following control measures will be in place :

**Ensure good hygiene for everyone** – provision of tissues and bins, handwashing facilities, ensuring children wash their hands before and after eating, playing outside, using messy play and using the toilet. We promote and teach the children to 'catch it, bin it, kill it' – Catch a cough/sneeze in a tissue and put it in the bin to kill the germs and then wash their hands. Hand sanitiser is provided for staff, who also follow the above. Use of the daily Zoono hand sanitiser.

**Maintain appropriate cleaning regimes** –

We use Repel Hygiene to decontaminate our setting every 28 days.

- All bins to be cleaned at the end of the day and as /when necessary.
- The tables and table cloths are cleaned before use.
- The areas are cleaned regularly and extensively using appropriate cleaning products and methods including steam cleaning at the end of each day.
- Items that can be washed will be washed regularly.
- Use of paper towels to clean surfaces and then disposed of.
- Toilets and sinks are cleaned regularly throughout the day and at the end of the day.

**Keep spaces well ventilated** – 2 windows in the hall are to be kept open and one window in the kitchen. When children are outside the door remains open. For safety this is locked shut when everyone's inside. We monitor the CO2 device to ensure we keep CO2 levels under 1000ppm and adapt as necessary to keep the levels low.

**Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

Woodentops will keep up to date with any updates and notify Central Beds of any confirmed cases.

Staff do not need to continue to carry out Lateral flow tests (LFT) twice weekly unless they have symptoms of coronavirus then they will isolate and take an LFT.

All staff have received a minimum of 2 covid vaccinations and all staff have either received or booked a booster vaccination.

**Attendance:**

Children or staff are not permitted to attend Woodentops if they present with symptoms of coronavirus as defined by UK government as:

- New continuous cough -this means coughing a lot for more than one hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual) or
- high temperature – defined by the NHS as over 38C or
- Loss or change of taste/smell

Anyone experiencing any of the above symptoms must remain at home, contact Woodentops as soon as possible and follow the isolation procedure as defined by government: <https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

**If a child becomes ill with symptoms whilst at Woodentops, the following procedure will be carried out:**

The child will be separated from others and looked after by 1 member of staff in the office area with the patio door open. The adult will put on – Disposable gloves, A face covering and a disposable apron.

The child's parents will be contacted and asked to collect their child as soon as possible. Advice will be given to the parent regarding self-isolation and testing procedures. The office area where the child has been, will be deep cleaned immediately after the child has left the setting.

The staff member will dispose of the apron and gloves and change their clothing.

The whole of the setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.

**If a member of staff becomes ill with symptoms whilst at Woodentops the following procedure will be carried out:**

The staff member will be asked to collect their belongings and to leave the premises as soon as possible. This may mean a short wait to allow time for management to ensure there are sufficient adults to care safely for the children. In this instance the staff member will be asked to isolate in the office area with the patio door open. Advice will be given to the member of staff regarding self-isolation and testing procedures. The area where the staff member has been waiting will be deep cleaned immediately after the staff member has left the setting.

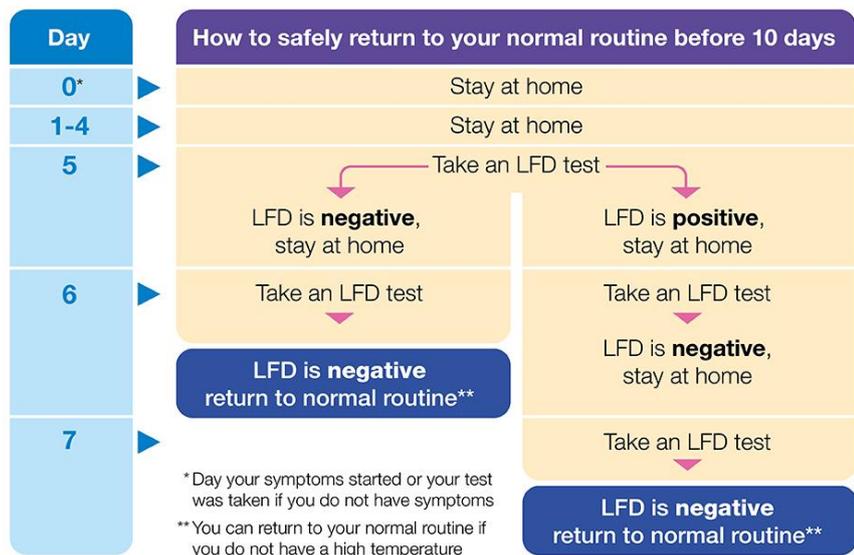
The whole of the setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.

To ensure the safety of all children and staff we are requiring anyone who has symptoms to do an LFT for Coronavirus. To access PCR testing please go to: <https://www.gov.uk/get-coronavirus-test>

If the child or member of staff tests negative to the LFT test, they can continue to come in to Woodentops if they are well enough to join in the activities.

If positive, please inform us so that we can keep a record in the event of any further cases and they must follow government guidelines of isolating and follow the government guidance of 5 days isolating and only returning to Woodentops once you have had 2 negative LFT's or 10 days have passed since the original positive or symptoms.

**How to safely return to your normal routine before 10 days**



We must notify Central Bedfordshire local Authority and Health Protection England of any positive cases.

**Outbreaks**

**Thresholds-**

For most education and childcare settings, these include:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19

- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

We follow our 'Outbreak' plan as follows:

In the event of the above thresholds being reached we will review our testing, ventilation and hygiene measures.

This may include but is not limited to the use of an external cleaning company, spending more time outdoors, serving snacks to the children rather than the children choosing, increased supervision on handwashing, removal of equipment that cannot be cleaned easily eg fabrics, cushions.

Additional public health advice will be sought by contacting the Department of education helpline (0800 046 8687, option 1)

### **Staffing**

If the outbreak is because of staff testing positive with a PCR test, the manager will look at the number of staff required for each session – morning and afternoon. If there are enough remaining staff, that are not affected, to meet the adult to child ratios then Woodentops will operate as normal. All other Staff will be expected to do daily LFT's. If there are not enough staff to safely care for the children, then the manager will contact all families to offer alternative sessions where there is enough staff. If we are unable to do this, we will try to arrange additional staffing from an outside source. At this point we will prioritise children attending to those defined as vulnerable by the Department of Education :

- those with a social worker
- those with an Education, Health and Care Plan
- those children considered to be 'vulnerable'
- children known to children's social care services in the past
- children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction

Children that meet the above criteria will be able to attend Woodentops if there are enough staff to care for them. After the children prioritised above, we will aim to remain open for the following groups of children in this order:

- Children with Special educational needs
- Children of "critical workers" as defined by government at :

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision> updated 2 January 2022

- Children in receipt of 3-year-old funding
- Children in receipt of 2-year-old funding
- Children in receipt of Early Years Pupil Premium

In the event that there is not enough staff and we cannot use staff from outside sources we will be forced to close temporarily until we can operate safely.

### **Children**

If the outbreak is amongst children at Woodentops we will work closely with all the relevant authorities and be advised by them. In the first instance a deep clean of the setting will take place. All parents will be notified of confirmed cases. No names will be given. All staff that have been in contact with a child who is positive will undertake daily Lateral flow testing. As all staff that are double vaccinated, they will not be required to isolate unless they present with symptoms.

Children under 5 are not required to take daily Lateral flow tests.

### **Community**

If we are advised of an increased amount of coronavirus cases within the community, we will be advised by the local health protection authority and share any information with you.

This policy was adopted on	16 <sup>th</sup> May 2020
Policy reviewed	28/2/22
Date for review	Jan 23