

Effective Infection and Protection and Control (EIPC) During Coronavirus/COVID Outbreak

At Radnor Park Kindergarten we seek to deliver safe practice by focusing on measures that will be put in place to help limit risk of the virus spreading within the setting

As a Company we have introduced a number of changes to our policies and procedures have been added to introduce new measures to help all our staff, children and families feel supported. The EIPC has been devised alongside risk assessments, which lay out how we will ensure to mitigate and minimise any risks.

Hierarchy of measures

One of the protective measures we can take to reduce transmission is to ensure we don't mix the groups. We know that, unlike older children and adults, early years children cannot be expected to remain 2m apart from each other and staff. Therefore the kindergarten will work through the hierarchy of measures set out in the government [guidance](#):

- Avoiding contact with anyone with symptoms
- Minimising contact and mixing
- Frequent hand cleaning and good hygiene practices
- Regular cleaning of the setting including the environment and resources.

Individuals in vulnerable health groups

We strongly advised that staff and children with serious underlying health conditions, which put them at very high risk of severe illness from coronavirus (COVID-19), to rigorously follow shielding measures in order to keep themselves safe. Staff and children in this position must not attend the setting until it is deemed safe to through Government advice. More advice on this can be found in the Government's [guidance on shielding](#).

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff with other conditions that mean they are at increased risk of serious illness as a result of coronavirus (COVID-19) should stay/work from home where possible. On return to work they are advised to follow the government guidelines to ensure they keep themselves safe. While ensuring they follow the kindergartens measures in the EIPC guidance to minimise the risks of transmission.

This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distance from other staff in settings. This provides that ideally, adults should maintain a 2-metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.

Pregnant staff

Pregnant women are in the clinically vulnerable category and are generally advised to follow the above advice, which applies to all staff in early years settings.

For more information, pregnant staff can also read [guidance and advice on coronavirus \(COVID-19\) and pregnancy](#) from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.

The kindergarten's workplace risk assessment will consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified will be included and managed as part of the general workplace risk assessment.

If the setting is notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, we will review and check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, we will take appropriate, sensible action to reduce, remove or control them.

While it is a legal obligation for the kindergarten to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment may help identify any additional action that needs to be taken to mitigate risks.

Testing for early years staff, children and families.

Coronavirus testing: Staff and children in all early year's settings are eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to return to their childcare setting and their parents to get back to work (to obtain a test on line visit <https://www.gov.uk/get-coronavirus-test>). A positive test will ensure rapid action to protect their peers and staff in at the setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children effected. See more details regarding this at: www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

Further information can be found at: www.hse.gov.uk/news/coronavirus.htm

Symptom - free Covid-19 testing: Staff and parents can access system free test as long as you:

- Live or work in Kent
- Be 5 years old or over
- Have **NO** COVID-19 symptoms
- Not have tested positive for COVID-19 in the past 90 days.

Do not book a test if you are displaying COVID-19 symptoms or self-isolating. There are testing centres all around Kent. See more details regarding this at <https://kcc.healthit.org.uk/covbook/home>

Engage with the NHS Test and Trace process

The kindergarten will ensure that we understand the NHS Test and Trace process, and ensure that staff members, parents and carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms - the main symptoms are a high temperature, a new continuous cough or a loss or change to your sense of smell or taste.
- staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting.
- All children can be tested if they have symptoms, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms.

Anyone who displays symptoms of coronavirus (COVID-19) can and should [get a test](#). Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to internet.

Essential workers, which includes anyone involved in education or childcare, have [priority access to testing](#).

NHS COVID-19 app. The [NHS COVID-19 app](#) is a key part of the country's ongoing coronavirus (COVID-19) response, aiming to extend the speed, precision and reach of [NHS Test and Trace](#). The app is available to download for free and is available to anyone aged 16 and over to download if they choose.

If the kindergarten has a positive case, the setting will advise the relevant bodies: DfE help line 0800 046 8687 (DfE will inform the HPT if their input may be required) and advise on the appropriate course of action.

Minimising contact before entering the setting

- We have minimised contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the kindergarten.
- A thermal imaging camera has been set up just inside the kindergarten entrance. This will detect every adult's temperature; children's temperatures will be taken manually using an infrared hand-held thermometer. Any child, or parent/carer of a child, displaying a temperature of 37.8C or above will not be accepted to the kindergarten until the end of the self-isolation period of 10 days.

Please note: Whilst teething can cause some known side effects such as flushed cheeks and sore gums, [NHS guidelines](#) state that fever is not a symptom of teething. If a child has a temperature, they will be sent home and be asked to isolate for 10 days.

- Parents are asked to support the kindergarten with checking their child's temperature at home before they arrive at nursery, and staff will be monitoring the children's temperatures if the child is displaying symptoms or appears unwell.
- Our expectation is for parents to inform us if medications have been used that may lower the child's temperature and if there are any household members showing symptoms of COVID-19 i.e., a new continuous cough and or a high temperature of 37.8 C or more (in accordance with the settings Health Screening on Entry Policy March 2020).
- Staff to check their temperature before they leave for work and will be monitored when they enter the setting and regularly throughout the day.
- For parents, children and staff, where possible, should not use public transport. For staff where this isn't possible to ensure they wear a face mask and change into your work uniform as soon as they enter the setting.
- Parents and visitors are not to enter the building unless there are any emergency repairs needed.
- Any work that needs to be done by outside agencies will be done during hours of closing where appropriate.
- Measures will be in place to discourage parents from gathering at the kindergartens entrance during pick up /drop off times by marking out 2- meter guidelines on the pavement and only one parent at a time at the top of the ramp/entrance. Please can parents take into consideration the increased waiting time due to the one in and out system and if needed we may have to consider staggering starting and finishing times to ease any congestions at the front door. If you find that there is a waiting line to come into the kindergarten please consider staying in your car until the queue has reduced.
- When dropping off and picking up their children from the main entrance's parents must sanitise their own hands at drop off and when picking up their child at the end of their session, and sanitise their child's hands at drop off before their child enters the building.

- For children attending more than one early year's setting, or using a childminder, parents will have to choose one or the other to limit transmission.
- All staff, children and emergency workers, will remove their shoes at the kindergarten's entrance and ensure they have slippers or slipper socks to change into. Blue shoe covers will be provided for emergency workers.
- Please can parents provide a pair of indoor shoes and wellies for their children with their names clearly marked so that we can keep them at the setting. Outdoor shoes will need to go home with the parents and brought back at pick up as we have very limited storage space at the nursery.
- Staff to remove work wear once they get home and wash accordingly, ensuring they have a cleanly laundered work uniform for the following day. Staff that are using public transport must change out of their uniform at the end of their shift before they leave the setting.
- We will not be able to store any buggies, bikes, tricycles or scooters at the nursery and would ask that they are all left at home.
- We ask families to have one designated adult to carry out the drop off and collection of their child to minimise the number of adults in the setting entrance. We will work with you to ensure your child can be welcomed and settled by a familiar adult.
- Only parents/carers who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child.
- Key staff will have registers, so attendance can be marked on entry.

Minimising contact inside the setting

There have been some sacrifices that we have had to make to keep the children safe and all outings and events have been cancelled until further notice.

Children not being able to self-serve their own food or drink and toys from home are not to be brought in, but we feel that these small sacrifices are beneficial to help reduce the spread. Babies and children whom are settling in will be allowed to bring in their comforters and these will be put in their bags if not in use.

We will also endeavour to:

- Reduce contact between staff and children by limiting the movement of children and staff in the setting by keeping staff and children in their sections only
- We have introduced two separate entrances. Baby unit and toddler children and their parents will go to the entrance at the front of the kindergarten that leads straight to the baby unit and all other sections will use the entrance that leads up from the ramp.
- Introduce a one-way circulation to keep groups apart as they move through the setting:
 - Baby unit (Ladybirds) will use their front door entrance for their children will only access their unit and the garden from their side.
 - Toddlers (Bumblebee's) will use the baby unit front entrance for their children and only use their section and the garden from this side.

- Pre - Foundation (Caterpillar's) will use their section and access the garden from the stairs leading to back door nearest to the disabled toilets.
- Foundation (Butterfly's) will only use their section and access the back garden from the stairs nearest the front door, using the backdoor nearest to the disabled toilets.
- Time slots will be allocated to each section for time outside and by staggering the use of the garden this will ensure circulation routes are not congested or overlapped.
- If staff need anything during the day, they will call on a member of the management team and not leave their section to ensure hallways remain clear.
- We will minimise contact and mixing by ensuring there is plentiful space with tables and activities spread out, utilising the whole section, utilising the space that the available.
- Staff to split the children into smaller groups to help minimise contact between different activities.
- Ensure the children's sleep beds are 2 meters apart.
- Lunch and tea times - children will clean their hands beforehand and enter the dining area in the groups they are already in. Children will be kept apart as much as possible and tables and chairs spaced accordingly. If there is a need to create more space, we will use other rooms and spaces in the section for meal times. We will encourage children to sit further apart from one another, by stretching their arms out or 'flap their wings', keeping enough space to not touch their friends.
- We will be washing or sanitising the staff and children's hands regularly, washing them thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time (one in one out where practical).
- Noting that some children will need additional support to follow these measures (for example, meaningful symbols, and social stories to support them in understanding how to follow rules).
- For children with an EHC plan, we will work with the local authority and parents to decide how best to continue supporting these children to stay healthy
- Stagger the use of staff room and offices to limit occupancy.
- Non-essential staff meetings and training will be cancelled and more use made of e-learning, emails and zoom meetings.
- Staff will use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories.
- Parents/carers will be encouraged to reinforce these messages at home, by asking them to remind their children.
- Staff to wipe iPad and other electrical equipment after each use and have their own pens.

- Staff not to leave the premises during shift. i.e. during lunch break or to pick up resources.
- Artwork coming home will be kept in a paper bag for 24 hours before going home.

Use outside space:

Outdoor learning offers a template for socially distancing and we will utilise the space as much as possible, embracing the benefits of learning and playing in the garden

- Staff were possible to use the garden for exercise and breaks
- To utilise the space for more outdoor education as this can limit transmission and more easily allow for distance between children and staff.
- Outdoor equipment will be used and cleaned after each section use.
- Where possible we will keep children apart when in the outside area or doing any physical exercise

What parents can do:

- Talk to your children about coronavirus (COVID-19), social distancing and handwashing
- Follow [guidance for households with possible coronavirus infection](#)
- Do not gather at entrance, and model social distancing so that children learn good practice.
- Ensure that Baby unit and toddler children go to the entrance at the front of the Kindergarten and all other sections access the entrance that leads up to the ramp.
- Take into consideration waiting time due to the one in and out system at the main entrance. Once at the entrance door it will take time for staff to check parents and children's temperatures and parents to pass over their children's food bags and any important information.
- Provide a packed lunch and/or tea in a sealed plastic food bag clearly labelled with your child's full name.
- Children will have their own plastic carrier bag with 2 changes of clothes, sunhat, nappies, comforter in etc – they will remain at the kindergarten. When children arrive, their coat will be put into their bag. The kindergarten will inform you when these items need topping up.
- Wash children's comforters daily and bring in a clear plastic bag,
- Remove children's shoes at the kindergarten entrance and take their outdoor shoes home with you. Provide slippers and wellingtons that can remain at the setting.
- Apply sunscreen before your child comes to nursery.
- Provide up to date emergency contacts before the children start back with us.
- Provide up to date medical, allergy and dietary needs of children.
- Provide information on any changes to parental responsibility.
- Provide up to date information on the children's wellbeing sheet which will be emailed a week before they re-join the setting.

- We will continue to follow our online safety policy.
- Where we are still using online platforms, such as Zoom, to engage with children, staff and parents, we will ensure that we have permission to contact them through this way detailing how it is used.
- We will also ensure that we set up a secure log-in using a standard username and password or SAML single sign-on, with secured schedule meetings, that require a password.
 - We kindly ask for no pushchairs, bike or trikes to be brought in.

Parents and carers as Partners

Parental contact and contribution are extremely important and will communicate via telephone, email and our online portal (Parent zone) and ask you to do the same to share information about your child. Staff will maintain safe distancing when sharing information about your child's day. We may contact you via phone or video conferencing to discuss any other matters rather than face-to-face.

We will continue to keep in touch with any families and children not yet returning to nursery, and keep sending through home learning ideas.

Nursery events/parent evenings will not take place in the nursery during this time and we will keep you updated as government guidelines change. Where possible, they may take place electronically for example, via video conferencing.

Online safety

We will continue to share information with parents about online safety and direct them to resources recommended by the government such as e-bug available on the kindergarten's website www.radnorparkkindergarten.com .

Quality of provision

The Early Years Foundation Stage (EYFS) sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old. We will use reasonable endeavours to deliver the learning and development requirements, as far as possible, in the current circumstances and ensure we follow the Early Years Foundation Stage: Coronavirus Disapplication's where required. Further information can be found at:

www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications

The legislative changes will be reviewed on a monthly basis and disapplication's, and modifications, may be lifted earlier. For instance, if government advice on self-isolation and social distancing is amended.

As part of our quality practice, we will carry out more frequent cleaning of toys and resources (at least twice daily and if children have put these in their mouths.)

We still want to provide children with a wide range of activities and experiences, however some of these may differ to minimise the spread of germs, for example playdough and sand This may need to be presented in an individual tray and discarded afterwards, rather than all children accessing them at the same time. Singing sessions will be held outside and certain musical instruments such as recorders and other blow instruments will be excluded from the sessions.

Special Educational Needs and Disabilities (SEND)

Vulnerable children continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with education health and care (EHC) plans this will be informed by a risk assessment approach.)

Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, will be advised to speak to their clinicians before attending the kindergarten and must adhere to the shielding guidance until further notice. Appropriate safety measures and risk assessments will be put in place. Any children who do not attend the setting for medical reasons will continue to be supported to learn at home, as much as possible.

Due to the lockdown and as per the Early Years Foundation Stage: coronavirus disapplication's adjustment, the EYFS two-year-old progress check requirement may mean that some progress checks are delayed. These will take place as soon as is reasonably practical and any areas where a child's progress is less than expected, we will put a plan in place with activities and strategies to address any concerns.

Assessment for all children will take place gradually over the next few months with a strong focus on re-settling children. Strategies and support will be put in place for any children with noticeable gaps in development progress.

Children's developmental assessments will be carried out each term as usual and parents evening will be held over zoom to ensure parent partnership is maintained.

Stay in Touch with Parents or Carers whose Child is at Home

Since 20 July, normal group sizes have resumed so all children should be able to attend as normal, with the exception of those children who may still have to shield or are in isolation.

For those children we will ensure to stay in children and families we will endeavour to stay in contact by email and 'Parent zone' app by providing a 'Learning and activities' programme to:

- continue to support the learning of children who are not in attendance due to coronavirus by providing home learning packs.
- ensure parents and carers can be supported to provide a positive learning environment at home

We will work with the local authorities to monitor the welfare of:

- vulnerable children who are not attending the setting
- other children they might wish to keep in touch with, for safeguarding purposes

Medication and Accident forms

As an early year setting, we have to ensure we implement our policy and procedures for administering medicines and must include systems for obtaining information about a child's needs for medicine and for keeping the information up to date. EYFS 2017(3.44).

Medicine -Online Permission

- We will send out to all parents a 'Medication Form' via email or by post if some parents don't have access to email.
- These forms are for parents to complete in the event a child needing medication to be administered while at the setting.
- Parents will be asked to fill in all the details on the form, then email the completed form back, or post it, to the kindergarten before the child arrives for nursery. If that is not possible please bring the completed form with you when you come in, in a clear plastic wallet. This enables the kindergarten to have an accurate written record.
- Staff will then record on the same document the time and dosage of medicine administered to a child and by whom.
- Staff will use the Iconnect / Parent zone system to upload a photo of the fully completed form and any additional information at the end of a child's session.
- This will give parents confirmation of when, and by whom, the medicine has been administered.
- Parents will be asked to type a comment on the uploaded post, this will act as a verification they have read the form as we are not able to currently obtain a parental signature.

If anyone becomes unwell whilst at nursery, we will contact their parent/carer immediately and they will be sent home. Due to the nature of Covid-19, a key symptom of which is a high temperature, non-prescribed medication will not be administered unless in emergency situation (with prior permission).

Accidents

In the event a child has an accident at the setting, we will:

- Record any accident on the appropriate forms.
- Take a picture of the completed form and upload to the Iconnect / Parentzone system
- Contact the parent/carer by phone to read through the form with them. This will give parents a clear picture of what happened and appropriate action taken.

- Parents will be asked to type a comment on the uploaded post, this will act as a verification they have read the form as we can't currently obtain a parental signature.

Safeguarding Children

We will continue to follow our comprehensive safeguarding policy and procedures.

In addition, we will follow the specific government Covid-19 safeguarding in school's document: www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers

During the current pandemic we will endeavour to continue to have a practitioner designated to take lead responsibility for safeguarding. When this is not practical to have a safeguarding lead based on -site, for example, they are working from home, as long as they are still available to provide support, advice and guidance for staff.

All kindergarten staff and volunteers have access to a designated lead practitioner and know on any given day who that person is and how to speak to them.

Managing prospective parents and new intakes of children:

Starting nursery can be a difficult time not only for children but for parents. Sadly, due to the current outbreak we are unable to implement our current settling in routine as we are not permitting parents, visitors and outside agencies to enter the building. We have adapted the settling in process to ensure we are following correct protocol and social distancing measures and put in place simple steps to aid the transition process (see updated settling in policy amendments).

- Show rounds will take place virtually and by phone to secure future bookings.
- Virtual/telephone pre-start meetings will be held with parents of new starters to discuss child's need, interests and routine.
- Virtual play date will be set up for the new child and key person to help them become familiar with one other.
- Information about safety arrangements, settling in documents, contracts and admission form will be sent online or by post.
- Where settling visits are required, different options will be considered such as:
 - Settling in visits outdoors
 - Children will have their settling in sessions in their new environments and parents can monitor their transition during this process via video link from outside.
 - Shorter sessions to begin with building up to the full sessions
 - Saturday open day to enable children and parents to view their section.
 - Ensure all children starting and coming back have baseline assessments.

Note: Any new families will be asked to sign a health declaration form to confirm the child or no one in the family has any symptoms of coronavirus.

Transitions

Taking into account the Transition Matters Framework 2016 we will support children and their families to ensure a smooth transition back to the setting and for new children starting with us.

- Assign each child a key person and buddy.
- Provide a photograph of the key person and buddy.
- Share information between original key person and new key person where appropriate.
- Utilise the Iconnect / Parentzone system as an alternative method of communication between parent/carers.
- We will ask parents to post on the Iconnect or by email updated information about the children's interests, routine, favourite songs, games and activities.
- Ask parents to send by email photos of the children's family, which we can display in the child's environment.

Staff face masks

Health authorities are not recommending the use of facemasks to prevent the spread of infection, see [Early years providers do not require PPE](#) which states 'Staff should care for children as normal, although increasing the frequency of handwashing.' However, as a setting we want to ensure all our staff feel as safe as possible and will recommend that all our staff wear face masks in communal areas such as the staff room and kitchen and areas of high congestion such as the kindergarten entrance, hallways and stairs.

By face masks we do not mean the wearing of a surgical or other medical grade mask but a facial covering of the mouth and nose that is made of cloth or other textiles and through which we can breathe. Face masks must cover both mouth and nose and not be allowed to dangle around the neck. They also need to be changed when they become moist or damaged. (follow guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination).

When applying or removing the covering, it is important that staff wash their hands first and avoid touching their face. After each use, they must wash the face covering at 60 degrees centigrade or dispose of safely.

Personal protective equipment (PPE)

We will ensure we have access to plenty of supplies of gloves, aprons and appropriate PPE.

- If a child becomes unwell with symptoms of coronavirus while at the setting, they will need direct personal care until they can return home. A face mask will be worn by the member of staff, as well as gloves, an apron along with eye protection in case there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting.

- Staff to wear PPE (gloves and aprons) during routine intimate care needs. Staff should pay particular attention to handwashing before and after supporting children with nappy changing or when helping with toileting or eating, as well as avoiding touching their own face whilst at work
- Staffs hair will be tied back, they will wear no jewellery or watches only wedding and engagement ring. Nails will have no varnish of any sort and will be cut down as short as possible.

Handwashing

Regular handwashing with soap and water, and for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

- Always carry tissues with you and use them to catch your cough or sneeze, then bin the tissue in the dedicated tissue bin, and wash your hands, or use a sanitiser gel.
- Wash your hands often with soap and water, especially after using public transport. Use a sanitiser gel if soap and water are not available.
- All staff and children to wash hands on entering and sanitise on leaving the premises.
- Wash hands before and after eating, after sneezing or coughing.
- Staff to increase the frequency of handwashing and use of a nailbrush (and always doing so before and after, for example, feeding children or changing nappies) and cleaning of surfaces and toys
- Avoid touching your mouth, eyes and nose
- Staff to supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues.
- Staff will use puppets or dolls with the children to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick (cultivating empathy and safe caring behaviours)
- We will ensure that bins for tissues are emptied throughout the day and use gloves to dispose of the items appropriately.

Environment

- All of the nursery environment will be risk assessed.
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows)

- We will prop doors open, where safe to do so, bearing in mind fire safety and safeguarding, to limit use of door handles and aid ventilation
- We will regularly clean frequently touched surfaces such as door handles, handrails, table tops, play equipment, toys and electronic devices using Newline multi surface cleaner.
- At the end of each session all surfaces and equipment will be sprayed with Newline Viral Sidal cleaner.
- At the end of the day and close of business all kindergarten rooms will be de-fogged with a sterile solution
- All soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed.
- Reduce the use of shared items.
- All communal play such as sand, rice, pasta, cooking and playdough will not be provided at this present time.
- Role play clothing will be available but once worn will then be transferred to the washroom.
- The soft play area and the ball pool will be decommissioned and emptied and the space used as an overspill for the Caterpillar section.
- We will seek to prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces should be cleaned and disinfected more frequently.
- If a member of staff or child becomes unwell with a new, continuous cough, or a high temperature, at the kindergarten, they will be sent home and advised to follow the [staying at home guidance](#) .
- Signs and posters will be displayed in the relevant areas reminding staff, children and parents on reducing the risk of infection.

Meals

We have decided not to provide meals for the time being and will ask parents to provide packed lunches and teas for their children. The hygiene and cleaning procedures we have developed have been based on public health guidance on coronavirus.

- We will ask parents to supply their children with a packed lunch and or tea.
- Bring their lunch items in a sealed plastic food bag with the child's full name clearly labelled on the bag.
- Staff, wearing gloves, will drop the lunch bag in food crate situated just inside the door. Wherever possible the child should bring in their own lunches into the setting to minimise contact with parents/carers.
- The lunch bags will be sanitised by a member of staff at the door.
- The children's lunch bags will stay in the crate until majority of the children have been dropped off.
- A member of staff will take the crate and label each bag with the child's name and the date and store in the fridge. This will be done with consideration to hygiene at all times for each individual lunch bag.
- We will still be providing breakfast which will be an assortment of cereals.

We will continue to monitor and implement official guidelines from Public Health England with regard to COVID -19 so that we can continue to cater safely during coronavirus.

- During meal times children will be supervised at all times when eating and drinking, to ensure that they do not share cup/utensils or food.
- Fresh drinking water is always available.

Daily cleaning regime

It is recommended that all educational settings follow the Public Health England (PHE) guidance on [cleaning for non-healthcare settings](#).

- We will increase in cleaning of surfaces in the kindergarten and toys and resources, this includes, but is not limited to, keyboards, iPad, tables, chairs, door handles, light switched and bannisters, using our standard cleaning products.
- All rooms will be cleaned thoroughly at the end of each day by the setting cleaner
- Toilets will be sprayed and cleaned after each use.
- Toilets will be thoroughly cleaned twice daily.
- Staff electronics such as iPad, computers and nursery phones will be wiped with anti-bacterial wipes after every use.

Deep Clean

The nursery will be deep cleaned once a day at end of closing using a defogger.

What happens if someone becomes unwell at the setting?

If anyone becomes unwell with a new, continuous cough or a high temperature at the setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

- If a child is awaiting collection, they will be moved, if possible, to an isolation area where they can be isolated behind a closed door or in the outside garden. If inside, ideally, a window should be opened for ventilation.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is

unwell. Cleaning the affected area with normal Newline disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

- When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

What happens if there is a confirmed case of coronavirus in a setting?

Where the child or staff member tests positive, the rest of their section/group within the kindergarten should be sent home and advised to self-isolate for 10 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. In these cases, all information will be recorded on an incident form.

The setting will inform the relevant bodies of a positive case:

- **DfE helpline 0800 046 8687 and choose option 1.** (DfE will inform the HPT if their input may be required).

The kindergarten will report all COVID -19 cases and situations to our:

- **Local Authority (Steph Harvey – Childcare Sufficiency Officer: Office: 03000 415038 | Mob: 07917 639077)**

The kindergarten will inform **Ofsted** by:

- Access the Ofsted website and [Report a serious childcare incident service](#), and follow the steps below:
 1. Complete the service as normally would, until you get to the page asking “What type of incident do you want to report?”.
 2. Select the option “Child or member of staff testing positive for COVID-19, or closure due to COVID-19” as the type of incident you want to report.
 3. On the “Details of incident” page, provide the information below.

Information to include: If reporting a positive COVID-19 test by a member of staff or a child, or a closure of your setting due to COVID-19, the kindergarten must tell Ofsted about important dates and who was present.

Where there is a positive test, you must tell Ofsted whether it was by a member of staff or a child. However, you do not need to give us their personal details.

Dates: You need to tell us the following dates:

- when COVID-19 cases were first suspected
- when COVID-19 cases were confirmed as positive
- when the setting is closing from, and when you intend too re-open

Who was there: We also need to know the total number of:

- children attending the setting at the time of the suspected case
- staff working at the setting at the time of the suspected case

Other information you should include: You should also tell us if you have:

- notified the case to Public Health England via the [Department for Education helpline](#) and any advice they gave you
- advised the local authority
- taken any other action

Parents and staff will be informed within the affected bubble/those who have been in close contact with the affected person; these people will have to self- isolate for 10 days and take a test if they develop symptoms. Staff and children in contact with anyone who has tested positive **must not return to nursery within their 10-day isolation period** even if they take a test and receive a negative result.

Staff and children who were sent home after being in contact with a positive case can return to nursery after self- isolating for 10 days as long as they feel well and have no remaining symptoms.

The kindergarten can ask for verbal /written confirmation of a negative test form parents but parents are not required by law to provide the full test result.

Note: When an individual has had close contact with someone with coronavirus (COVID-19) symptoms

Any members of staff who have provided close contact care to someone with symptoms while wearing PPE, and any other members of staff or children who have been in close contact with the person with symptoms (even if wearing a face covering), do not need to go home to self-isolate. They must, however, self-isolate and [arrange for a test](#) if:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves
- they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see

if you have COVID-19 www.nhs.uk/conditions/coronavirus-covid19/testing-and-tracing

A person with coronavirus (COVID-19) is thought to be infectious 2 days before symptoms appear, and up to 10 days after they start displaying symptoms. If someone without symptoms tests positive then we estimate their period of infectiousness from 2 days before the positive test till 10 days after the test result.

If that person has not developed new symptoms of COVID-19 and has tested positive within 90 days of a previous positive test, they do not need to self-isolate again. Current advice is people only remain infectious for a period of 10 days from symptom onset, the test can pick up fragments of DNA for many weeks after this. However, if the person previously recovered, then developed new symptoms and tested positive, this will be treated as a new infection. This is because lack of evidence that previous infection offers any long-term immunity to coronavirus.

Cleaning after someone has become ill with suspected coronavirus

- Areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal with Newline multi surface spray, which will reduce the risk of passing the infection on to other people.
- All objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells will need to be cleaned appropriately.
 - Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
 - Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings with warm soapy water. Then disinfect these surfaces with cleaning products
 - Multi surface cleaner and Viral Sidal which is effective against enveloped viruses should be used.
 - Avoid creating splashes and spray when cleaning.
 - If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
 - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
 - Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
 - When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
 - Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Will be put in a plastic rubbish bag and tied when full.
2. The plastic bag will then be placed in a second bin bag and tied.
3. It will be put in a suitable and secure place and marked for storage until the individual's test results are known.
4. Waste will be stored safely and kept away from children. The waste will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
 - If the individual tests negative, this can be put in with the normal waste
 - If the individual tests positive, then it will be stored for at least 72 hours and put in with the normal waste
 - If unable to store for at least 72 hours, we will arrange for collection as a Category B infectious waste by our local waste collection authority.

Laundry

We will wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Use laundry sanitising solution at every wash.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with our usual products, in line with the cleaning guidance above.

The Kindergartens policy and procedure Pack - COVID-19 Addendum

The kindergarten has a comprehensive range of policies and procedures to ensure high quality care and learning, compliance with EYFS (2017) and all relevant legal requirements. These are sent out to all new starters and are also available on the kindergarten's website www.radnorparkkindergarten.com

A Coronavirus COVID -19 addendum has been attached to ensure all changes between September 2020 addendum and this January 2021, have been implemented into the settings policies and procedures.

The following information has been gathered from the latest Government documents:

[**Actions for early years and childcare providers during the coronavirus outbreak - last updated 7 January 2021**](#)

Resources

- Education resources for children such as [e-bug](#) and [PHE schools resources](#)

Useful links

For guidance see:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

Help lines:

- Department for Education coronavirus / COVID-19 helpline: **0800 046 8687** (8am - 6pm Mon - Friday, 10am - 4pm weekends) - email dfc.coronavirushelpline@education.gov.uk
- NDNA [legal helpline for members.](#)
- [Department for Education Helpline](#) for general hygiene advice, if you have specific questions about the virus call 0800 046 8687
Email: DfE.coronavirushelpline@education.gov.uk
- [Food Safety and the Coronavirus Disease 2019 \(COVID-19\) Questions & Answers for Industry](#)
- [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic](#)
- [What Grocery and Food Retail Workers Need to Know about COVID-19 \(CDC\)](#)
- [COVID-19 Resources for Businesses and Employers \(CDC\)](#)
- [Stop the Spread of Germs \(CDC\)](#)
- [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes \(CDC\)](#)

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>January 2021</i>	<i>Emily Sargeant</i>	<i>March 2021</i>

Duty Manager Daily Effective Infection and Protection Checklist

1. Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake.

Ensure adequate, clean toilets for children and staff

- Ensure soap and safe water is available at age-appropriate hand washing stations
- Ensure all children and staff are washing their hands every 20 minutes and thorough washing (at least 20 seconds) is adhered to. If not possible then hand sanitisers can be used.
- Place hand sanitisers in toilets, rooms, halls, and near exits where possible
- Ensure toilets are cleaned twice daily.
- Ensure all tissue bins are regularly emptied.

2. Clean and disinfect setting and sections, especially water and sanitation facilities at least once a day, and in particular surfaces that are frequently in contact with people, e.g. railings, tables, bannisters, door and window handles, toys, teaching and learning aids etc.)

- Ensure appropriate equipment for cleaning
- Ensure well stocked cleaning equipment and PPE (liquid soap, hand sanitiser, gloves, plastic aprons).
- Ensure toys are disinfected daily
- Check sections cleaning rota

3. Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)

4. Post signs encouraging good hand and respiratory hygiene practices

5. Ensure bins are not over full and cleaned and removed daily and disposed of safely