

Written February 2022

## COVID POLICY

Please refer to the Public Health (<https://covid19.gov.gg/>) and SEYT (<https://www.gov.gg/SEYT>) websites for current COVID information.

*In line with the government guidance, we encourage all staff, parents and visitors to regularly test (LFT) – twice a week is the current advice. LFTs can be collected from the Pharmacy and the Charity Shop.*

Humming Bees Day Nursery intend to use this policy to provide precautionary measures to minimize transmission risks of disease in the setting during an outbreak.

This policy will come in force when the Guernsey Civil Contingencies Authority announce appropriate measures to contain and/or prevent an outbreak.

Our nursery is taking steps to ensure extremely high standards of practice in childcare and education. The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled when necessary and implement good hygiene practices at all times, as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents, and staff 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.

### **ATTENDANCE**

Only children who are symptom free or have completed the required isolation period should attend the setting.

It is the parent / careers responsibility to be open and honest with the setting and keep the child/ren at home if they or anyone in the same household is showing any of the following symptoms: HIGH TEMPERATURE, CONTINUOUS COUGH, LOSS OF TASTE OR SMELL or has had a positive test result or been contacted by the Covid Team.

### **PHYSICAL DISTANCING**

In the case of Emergency Measures being instated by the CCA, Children and staff will be kept in separate “bubbles” - this is the child’s or staff members designated rooms within the setting, this will also involve outdoor areas. These small groups or ‘bubbles’ will not mix at any point during the day.

Children in small groups should have the same staff team caring for them wherever possible to limit the amount of people coming into contact.

Care routines including provision of meals, nappy changing, and toileting should be within the space allocated to each ‘bubble’ and thoroughly deep cleaned after every use.

The use of communal internal spaces should be restricted as much as possible (the staff room will be restricted to one person at a time, in scheduled slots) and outdoor spaces should be utilised as much as possible and used by ‘bubbles’ in different areas during the day.

Sunscreen should be applied by the parents / carers before the child arrives at the setting. T shirts covering shoulders and leggings would be preferable to minimise how much top up of the preschool staff will do.

## **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 into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.

Children should be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.

EYFS framework will continue to be delivered through play and adult led activities.

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.

## **WORKFORCE**

At present there is no obligation for staff to be vaccinated however any absence due to lack of vaccination (eg. Additional quarantine imposed by the government on unvaccinated individuals) will be unpaid.

### Attendance

Staff should only attend nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.

Temperature of staff may be taken on arrival and risk assessing with regular health questionnaires for returning staff.

Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.

Staff should be fully vaccinated.

### Physical Distancing

Staff to be informed of measures in place and any new or updated policies and procedures.

Wherever possible staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not meet other groups.

Face masks are not required during the general day to increase the amount of face to face time shared with children, but PPE should be worn at the usual times such as intimate care and wear disposable gloves and apron if completing one to one care and if supporting an ill child a face mask and visor should also be worn if a 2 meter distance cannot be maintained.

After dealing with an ill child who displayed symptoms the staff member should continue to wear PPE and clean the affected area with disinfectant.

All PPE should be removed and disposed of following CCA guidelines, the staff member should wash their hands for at least 20 seconds.

The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.

Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks.

Staff may be required to oversee specific rooms or areas including the outdoors to minimise their contact with surfaces etc. This includes potentially working from one table if tabletop toys are available. 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 members should avoid physical contact with each other including handshakes, hugs etc.

Staff to wear fresh, clean clothes for each session.

Staff should remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.

### Training

Where possible, meetings and training sessions should be conducted through virtual conferencing.

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

Only parents who are symptom free and or have completed the required isolation periods after exposure or travel will be able to drop off or collect their child.

Drop off and collection timings will be staggered where possible will avoid a queue of families waiting to enter nursery.

When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to CCA social distancing policies.

Parents will not be allowed the setting, they must stay 2 meters away from staff

### 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 the FAMILY app or phone calls throughout the day.

Any parent meetings can be arranged via zoom at a convenient time for both the key person and parent/ guardian.

## **VISITORS**

Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance).

Where essential visits are required, these should be made outside of the usual setting operational hours where possible, if this is not possible the area will be cleared of children, staff and the visitor will be asked to wear appropriate PPE.

Parents and carers should not enter the premises, unless necessary in an emergency.

## **TRAVEL**

Wherever possible staff and parents should travel to the setting alone, using their own transport or if possible, walk.

If public transport is necessary, current guidance on the use of public transport must be followed.

Outings from the setting will still continue to local parks and outside walks but will be restricted in more confined areas to ensure mixing with members of the public does not happen.

If children travel on public transport or taxis, parents will be responsible for removing their outer clothing which will not enter the premises.

## **HYGIENE & HEALTHY AND SAFETY**

### Hand Washing

All children and staff must wash their hands upon arrival at the nursery for at least 20 seconds.

Hand washing stations are located at the back of the building (both upstairs and downstairs), in the toilet area.

Children and staff members should be encouraged to wash 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.

The appropriate cleaning fluid (as recommended by Public Health) should be utilised.

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.

### Laundry

No towels, flannels or other fabric items should be used.

### 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 after every use.

### Reducing risks

Reducing risks of spread would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials (dough, clay) and the suspension of the sharing of food and utensils.

Outdoor play should be promoted as we learn to live with Covid.

Cut down on the available resources out in the setting.

Remove anything which cannot be easily wiped down or washed at the end of the day.

Play food, play cutlery and crockery etc. should be removed or anything else which may be 'mouthed' by many children.

Baking, food play and finger painting should be avoided.

### PPE

CCA guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.

PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.

If a child shows symptoms, staff should wear a face mask, visor, disposable gloves, and apron if a 2-meter distance cannot always be maintained. PPE should be disposed of following government guidelines

### 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

Children should not be permitted to bring items from home into the setting unless essential for their wellbeing. Anything that is brought in from home should remain in the child's bag on their peg.

All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.

Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.

#### Supplies Procurement & monitoring

The setting should ensure an adequate supply of essential supplies and contingency plans such as additional supplies are in place to minimise the impact of any shortages of supplies.

The setting will not be able to operate without essential supplies required for ensuring infection control.

A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other washing.

In case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.

### **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 in line with the current CCA guidance.

Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.

The staff member responsible for the child during this time should be a staff member from their 'bubble'. The provider may consider suitable PPE for this staff member such as the addition of face mask, visor disposable gloves and apron.

The area should be thoroughly cleaned, immediately.

The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to CCA procedure.

In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the CCA guidance. They should also follow current testing advice for themselves and their household.

### **IN THE EVENT OF A POSITIVE CASE / OUTBREAK**

Parents/ carers are responsible to notify a member of the management team at the earliest point of receiving a positive test result.

If a "bubble" has been exposed a member of the management team will then notify all families within that 'bubble' as early as possible to notify of closures or to arrange immediate collection of their child.

Additional cleaning will be arranged for that 'bubble' to ensure minimal spread of the virus.

Staff will continue to contact the parents and families via the FAMILY app with activities, videos, progress reports and well being checks or to answer any questions and offer support.

The manager will notify SEYT and Infection Prevention.

#### Procedure

The child will have to isolate for 5 days of symptoms developing and anyone that lives within the same household will have to isolate for 5 days unless tested and has a Negative test result.

Isolation **MUST** continue until results are back.