



Learn & Play Childcare

Covid-19 Policy

Statement of Intent

Learn and Play Childcare Ltd (LPCC) intend to use this policy to provide precautionary measures to minimize transmission risks of disease in the setting during an epidemic or pandemic.

The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

We have used the Department for Education and Public Health England's guidelines, Ofsted and the advice of Barnet Local Authority to formulate this document.

To set out measures to practicably minimise the risk for all within the Learn and Play community from Coronavirus (COVID-19).

To maintain the health and well-being of staff, children and parents within the setting

Continuity of Service

Learn and Play will endeavour to continue to operate within current Government or Local Authority guidelines and law. Therefore, if at any time, these guidelines/laws/instructions change, closure is a possibility. We will aim to keep our community informed as best we can.

Learn and Play will act in accordance with the advice given by all the authorities to support the well-being of all who use our provision. However LPCC reserves the right to add reasonable measures to minimise risk to all who use our services.

Aim of Policy

This Policy defines and assists the operating arrangements in place within the nursery that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.



Method

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 physical distancing is enabled and implement good hygiene practices 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 as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- Minimising general contact and mixing (essential visitors to setting)
- The use of Protective and Personal Equipment (PPE)
- Testing

Focus/Areas of Consideration/ Recommendations

Children

Attendance

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Daily taking and recording of temperatures of children and staff.
- Daily risk assessment using health questionnaires for children in attendance and seeking information regarding the general health of everyone at home.
- Extremely vulnerable children should continue under government advice (to shield).
- Families who attend at least two settings should choose only one (with the exclusion of after school club with the permission of LPCC).
- In the event of a Covid-19 outbreak in the setting children may be organized into small groups or given designated rooms within the setting. Wherever possible these small groups or 'bubbles' should not mix during the day as best as possible. This is to minimize contact with others and mixing. Management will exercise their own judgement during the day for the high standards of safety for all children.
- Children in small groups should have the same staff team caring for them wherever possible to limit the amount of people mixing with each other.
- Attendance will remain the same for staff and children apart from those who have to:
 - Self-isolate at home as a result of a positive Covid-19 test or have travelled abroad
 - have exhibited symptoms of covid-19 and are awaiting a PCR test result
 - Are absent due to general sickness
 - Nursery closure
- Care routines including provision of meals, nappy changing, and toileting should be kept in a maximum of 2 areas and nappy changing stations cleaned after each use. PPE to be used during these times.
- The use of communal internal spaces should be restricted as much as possible and



outdoor spaces should be utilized as much as possible.

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, coughing 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 child-led and adult led activities.

Workforce

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. Staff will take at Lateral Flow Tests (LFTs) at least twice a week, in case of an outbreak this should be increased to everyday. *Refer to Covid Outbreak Management Plan for more details.*
- Managers will take the temperature of staff on arrival and risk assess using daily health questionnaires for all staff.
- Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day.
- Staff hours, days they work, and length of day may change in order to meet childcare demands and considerations within this policy and to meet the ratio criteria as instructed by EYFS September 2021.

Physical Distancing/Grouping/Safety

- Staff will complete a risk assessment before opening to address any risks from the virus, ensure sensible measures are in place to control risks.
- Staff to be informed of measures in place and sign a disclaimer to state they have read and understood the nursery policies and procedures.
- In an outbreak, staff should remain with a small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.
- Emergency revisions to the EYFS or introduced by the DfE, PHE and Ofsted may be implemented which provides some flexibility on ratios and qualifications to make this feasible.
- Staff have been advised by the government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care and wear disposable gloves and an apron if completing one to one care. If supporting an ill child, a face mask and/or face shield should also be worn if a 2-meter distance cannot be maintained.
- After dealing with an ill child who displays 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 current government 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.
- In the event of an individual Covid-19 case in the setting staff may be required to be in charge of specific rooms or areas including the outdoors to minimize their contact with surfaces etc. This includes potentially working from one table if tabletop toys are available. Staff (with Management supervision) will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open, ensure the safety of the children is maintained.
- Staff members should avoid physical contact with each other including handshakes, hugs etc., if there has been a positive case.
- Staff to wear fresh, clean clothes for each day. The sleeves of the tops/shirts should be above the elbows.

Training

- In an outbreak, 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 professional development to be maintained if appropriate.

Parents

Physical Distancing

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- No parents will be allowed in the building unless it is under special circumstances e.g., a prearranged meeting with managers (including those registering or visiting) and PPE must be worn.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to government social distancing policies.
- Travelling abroad – if parents or a member of staff choose to travel abroad, the setting will need to be notified of this, they will need to self-isolate for at least five days upon return (regardless of government guidelines) and be able to produce a negative PCR test before they can re-enter the building.

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 nursery of their circumstances and if they plan to keep their child away, this helps nursery to conform to our safeguarding policy.



- If there is an outbreak, parents / carers should refrain from engaging in conversations with staff and other parents around the pickup area. All parent communication will be via email, written communication, EYLog or telephone

Visitors

- Attendance to the setting should be restricted to only children and staff as far as practically possible. Essential visitors e.g., essential building maintenance, will be allowed in the building with PPE and their visit recorded in the visitor's log.
- Where essential visits are required, the setting will try to limit them to the end of the working day, and they will be required to socially distance from staff and children.

Travel

- Wherever possible staff and parents should travel to nursery 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.
- Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, and scooters in the setting premises or grounds.
- In an outbreak, outings from the nursery into the local community will be limited and risk assessed.
- All staff using public transport will be required to wash their hands thoroughly once in the building as well as take and record their temperatures.
- The setting requires parents and members of staff to notify us if they plan on travelling abroad. If you and your child are travelling abroad, we require at least 5 days quarantine at home on your return regardless of government guidelines. If you and your child have travelled abroad and for any reason you need to enter the building, we will need to see a negative PCR test before we can allow entry.
- If you are moving into the UK and are fully vaccinated, we will still require you self-isolate at home for 5 days (in case symptoms arise) and we will need to see a negative PCR test result.

Hygiene and Health & Safety

Hand Washing

- All children and staff must wash their hands upon arrival at the nursery for at least 20 seconds.
- Children and staff members will 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.
- Bodily fluid spills should follow the correct procedures as normal.

Child Becoming Sick in Setting

- If your child has suspected covid-19 symptoms whilst attending the setting they will be isolated with a practitioner until collected.



- If a child becomes sick with symptoms unrelated covid-19 e.g. conjunctivitis. head lice etc, LPCC will adhere and enforce its usual illness and sickness policies.
- Should you or an adult present with symptoms within your household, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay. Should you fail to do this, your place within the setting may be terminated without notice.
- In the event of a child or staff developing suspected coronavirus symptoms whilst attending the setting, they should be collected/leave as soon as possible and isolate at home in line with the current NHS guidance. The child/staff should be tested at the earliest possible opportunity and the test results should be shared with the nursery. If the test is negative the children and staff can return to the nursery immediately. If tested positive the child/staff should follow guidelines for isolation.

Cleaning

- Communal area, touch points and hand washing facilities must be cleaned and sanitized regularly and cleaned thoroughly every night.
- All staff members are required to clean areas of common use such as staff toilets and staff kitchen area immediately before and after use.
- Any items or areas that cannot be cleaned immediately for any reason should be clearly marked with the signage provided
- The setting is deep cleaned at least 2 times a week.
- *Refer to Covid Management Plan for more details.*

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.

Laundry

- All items within the setting requiring laundering must be washed at 60 degrees.
- Children must not share items such as towels, flannels and bedding.

PPE

- Government 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 face masks, disposable gloves and aprons if a 2-meter distance cannot always be maintained. PPE should be disposed of following Government guidelines.

Premises Building



- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening.
- 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 are not 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 soft toys, beanbags, cushions will be laundered weekly.
- 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.
- Learning experiences involving materials, which are not easily washable such as malleable materials (dough, clay) will only be used once and then disposed of safely.
- Remove anything, which cannot be easily wiped down or washed at the end of the day.
- Equipment used by staff such as stationary, tablets etc. should be cleaned regularly.

Supplies Procurement and Monitoring

- LPCC will ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimize the impact of any shortages of supplies.
- The nursery 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 facemasks. This item will be washed at a high temperature in accordance with relevant guidelines and separate to any other preschool 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

- *Refer to Covid Outbreak Management Plan for more details.*
- 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 NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified area.
- The staff member responsible for the child during this time should be a staff member from their 'bubble'. LPCC will provide suitable PPE for this staff member such as the addition of face mask, face shield, disposable gloves and apron.
- The area will be thoroughly cleaned
- 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 current government guidelines.

- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, should return home immediately and isolate at home in line with the NHS guidance. They should also follow current testing advice for themselves and their household.
- According to the current guidelines as stated in [Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic), children under the age of 18 are not required to self-isolate whether they have been in close contact with a positive covid-19 diagnosis or if they live with someone with a positive diagnosis. The guidelines also state that children under 5 years old may be advised to take a PCR test if a positive case is in their own household. However, LPCC requires notice if there is a positive case of Covid-19 in a child's household, without this notice you will be breaking LPCCs terms and conditions. LPCC will also notify parents if there is a positive case within the setting.

Testing

- In the event of a child or staff developing suspected coronavirus symptoms whilst attending the setting, they should be collected/leave as soon as possible and isolate at home in line with the current NHS guidance. The child/staff should be tested at the earliest possible opportunity and the test results should be shared with the nursery. If the test is negative the children and staff can return to the nursery immediately. If tested positive the child/staff should follow guidelines for isolation.
- Staff will take LFTs twice a week. In the vents of an outbreak, this will increase to daily testing.

Medication

- Calpol will be given once to your child if she/he develops a temperature of 37.8 degrees or above. Parents will be contacted by telephone and consent will be obtained then to give Calpol or Nurofen and your consent will be confirmed by the nursery via email or phone. Any medication coming to the nursery and going back home must be prescribed by a doctor and a medication form completed. Prescribed inhaler or EpiPen should be left in the nursery rather than bring to the nursery and taking back home.

Risk Assessment

- The setting and all activity will be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Reasonable and practicable measures should be put in place, policies, and procedures followed.
- The Risk assessment should be regularly updated in line with the policy
- Child and Staff Health questionnaires form a part of the risk assessment process

Monitoring of this policy



This policy will be reviewed termly, by the setting, whilst covid-19 remains prevalent or until authoritative bodies amend guidance. New government legislation and policies will be incorporated appropriately as and when required or informed.

