



### Coronavirus Action Plan: Ladybirds Day Nursery

Issue /Action	Solutions	By who	Who to inform
1. Parents, Children and staff travelling back from a category 1 country	Government guidelines are that anyone travelling back from a category 1 country are to self-isolate for 14 days and if they develop symptoms are to call NHS 111 and not to attend their GP surgery. If parents and children are travelling in the future or have travelled in the last 14 days to any category 1 country they are to inform the nursery manager as soon as possible	Staff Parents Children	Parents to be informed Nursery Staff to inform Manager Owner to be updated.
2. Parents children and staff returning or visited a category 2 country	Government guidelines are that they must self-isolate if they develop symptoms they do not need to avoid others or change activities unless symptoms develop.	Staff Children Parents	Parents to inform nursery of travel plans before they travel and if they have travelled to any category 2 countries in the last 14 days
3. Suspected Case of COVID-19, Child, staff or parents will be asked to self-isolate and contact NHS 111	Government guidelines state this as what is expected and there is no reason for the nursery setting to do anything while awaiting test results. Nursery will deep clean the rooms	Staff Children Parents	Parents Manager Director
4. Confirmed case of COVID-19 within the setting	Setting will be contacted or will contact the Local Public Health England who will advise on the next steps that the setting must take. The setting will be inspected by the health protection team and advice will be based on this assessment	Local Health Protection Agency Manager Owner	Local Health Protection Agency Manager Owner Parents
5. <b>*Updated 16/3/2020*</b> The government have entered the delay phase and have implemented that anyone who is displaying upper respiratory symptoms cough/cold and/or fever of over 37.8°C they must self-isolate for the following:  <b>-if you live alone and you have symptoms of Coronavirus</b>	The government have implemented self-isolation for 7 days for any displaying upper respiratory symptoms must self-isolate for 7 days if they live on their own, anyone living with others must isolate for 14 days, this applies to staff children and other adults including parents and/or carers who collect or drop off children to the setting.	Staff Parents	LHPA if applicable Manager Staff Parents Owner



<p>illness (COVID-19), however mild, stay at home for <b>7 days</b> from when your symptoms started.</p> <p>-if you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for <b>14 days</b>.</p> <p>The 14-day period starts from the day when the first person in the house became ill</p> <p>-it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community</p>	<p>Staff – Must follow setting absence procedure</p> <ul style="list-style-type: none"> <li>- Must keep a member of management updated</li> <li>- Self-isolation is not leaving home for any reason for recommended period of time</li> <li>- Must self-isolate if suffering from mild respiratory conditions</li> </ul> <p>Children and their siblings – Must not attend nursery if unwell with coughs or colds and parents must self-isolate for 14 days</p> <ul style="list-style-type: none"> <li>- If children become unwell with a fever or cough and cold while in session they will be isolated from other children but will be supervised, sent home, parents are required to make arrangements to collect their child within 30 Minutes of contact from the setting and asked to not attend for 14 days</li> <li>- Parents must keep the setting informed of their child's condition to enable them to implement actions above for suspected case and confirmed case</li> </ul>		
<p>6. High staff absence affecting operation of the setting and possible closure to being unable to maintain safe child to adult ratios</p>	<p>If the setting experiences high staff absence due the Delay phase to attempt and delay the spread of COVID-19. We will follow these procedures</p> <ul style="list-style-type: none"> <li>- Combine rooms to maintain ratios</li> <li>- Implement alternative hours and sessions to ensure ratios can be maintained</li> <li>- Staff working flexible hours to maintain ratios through setting hours</li> <li>- Only open to working parents prioritise Health care and NHS workers</li> <li>- Close rooms</li> <li>- Alternative open and closing times</li> </ul>	<p>Staff Management Owner</p>	<p>Government agencies Parents Staff Owner</p>



	We will endeavour to remain open if safe to do so based on adult to child ratios, parents will be kept informed through Facebook and also through email if this changes in anyway. If we are informed by any government agencies that we must close for a period of time parents will be informed as soon as possible after we have been notified.		
7. Closure of Nursery setting because of COVID-19	<p>If we are advised by an outside agency to close our setting due to COVID-19 or strategies to minimise the spread of this virus then we have no option but to do this the other times we may be required to close are</p> <ul style="list-style-type: none"> <li>- If ratios cannot be safely met despite following all our procedures as per High staff absence. This decision would be made by management/directors. Period of time we may close would depend on the circumstances and would be relayed to parents through Facebook and email.</li> </ul>	<p>Staff Parents Manager Owner</p>	<p>Owner Manager Parents</p>

- Actions 1-5 your normal fees will still be payable as per our sick children policy and your childcare agreement, any parent who is required to self-isolate or chooses to keep your child off nursery all fees will be required to be paid. If your child is sent home sick from nursery fees will also still apply.
- Actions 6 and 7 if your child can not attend nursery due to staffing or we have been advised to close half fees will be charged as per our terms and conditions.
- Priority will be given to working parents if we require children to stay at home due to staffing and ratio requirements, parents will be kept informed of any changes to their child's sessions.

This Action plan is affective from Friday 13<sup>th</sup> of March and will be reviewed on a regular basis and updated in accordance with government guidelines.

Reviewed 17/03/2020

Reviewed by Kayleigh Easton (Nursery Manager) and Janine Lissack