

Ladybirds Day Nursery

COVID-19 POLICY

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1. Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever (37.8 degrees or above)
- Loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

1.1 How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

2. Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

Policy for dealing with COVID-19 within Ladybirds Day Nursery

- washing your hands often (for 20 seconds or longer) - with soap and water, or use alcohol sanitiser if hand washing facilities are not available. This is particularly important after taking public transport.
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See Catch it, Bin it, Kill it
- people who feel unwell should stay at home and should not attend work or any education or childcare setting (see below: Guidance on dealing with suspected or confirmed cases of COVID-19 at Ladybirds Day Nursery)
- pupils, students, staff and visitors should wash their hands:
 - o before leaving home
 - o on arrival at nursery
 - o after using the toilet
 - o after outdoor play/walks
 - o before food preparation
 - o before eating any food, including snacks
 - o before leaving nursery
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- wearing appropriate PPE if supporting a child or colleague who has suspected or confirmed COVID-19
- if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environments.
- see further information on the Public Health England Blog and the NHS UK website.

2.1 Cleaning Routines

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

- All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, key boards/ mouse, telephones, office desks, printers, phone, banisters, children's chairs.
- Disposable cleaning cloths will be used throughout the nursery, for example blue roll for cleaning hard surfaces.
- The toys available will be toys that can be cleaned effectively, and resources will be limited to enable rotation.
- Toys that are difficult to clean, such as toys with lots of fiddly parts, soft toys and the wooden blocks will not be available at this time.
- Sand, water and sensory play such as playdough will also be removed from the play rooms to further prevent the possible spread of infection.

2.2 Hand Washing Routines

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to nursery all adults will sanitise their hands in the entrance hall.
- On arrival all children will be taken to the bathroom to wash their hands by a team member.
- Team should wash their own hands before supporting a child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet, before meals or snacks.
- Team should wash hands before putting on any PPE.
- Ladybirds Day Nursery will introduce the Hand Washing Song to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
- Individual face cloths or disposable dry wipe cloths are used at meal times, face cloths will be washed after each use on a 90 degree wash cycle.
- Staff must wash their hands before preparing or serving food even if wearing gloves.

2.3 Personal Protective Equipment (PPE)

In line with recommendations from the DfE and PHE PPE will be worn as follows:

- In regular nursery practice for example dealing with bodily fluids, nappy changes ect.
- In the event of a child or team member showing symptoms of COVID-19 during the day the person supporting this person will need to wear a disposable apron, disposable gloves, a disposable face mask and a face shield. (see How to isolate an adult or child at Ladybirds Day Nursery)

2.4 Social Distancing and further measures to protect from infection

2.41 Managing Pick-up and Drop off

Managing Registration Times at Pick-up and Drop off

1. Parents will be expected to bring their children to the gate correlating to their Bubble, the lower garden gate for Bubble 1 and the front entrance gate for Bubble 2. During regular drop off and collection time parents should be greeted by staff members however if there is no-one there they should call the nursery on 01752 881161 and we will come out.
2. One adult only per child to attend setting to drop off or collect. Parents will not be permitted to enter the nursery.
3. Parents will drop their child to the relevant gate, parents will be required to social distance queue outside, there are 2 Metre markings along the pavement to assist with this. One parent at a time to drop off at each entrance.
4. In each room one team member will be responsible for taking the children at the start and end of each day, taking them inside for them to wash their hands before they can go and play.
5. The team member taking children from parents will ensure messages are passed to the bubble staff and the child is welcomed into nursery in a warm and friendly way.

2.42 Regulating movements within the nursery

- No visitors allowed into the settings.
- The same staff are to remain with their bubbles and their 'end' of the building except for when having to use toilet or kitchen facilities, these movements must be kept to a minimum and avoid touching too many surfaces. Staff should not congregate in these areas and ensure that staff from different bubbles do not attempt to use the facilities at the same time they should also sanitise or wash their hands before enter the opposing bubble and upon their return to their bubble.

2.43 Other measures

- Children can not bring in toys and belonging from home (comforters will be allowed). A bag of spare clothes and nappies can be kept on site and topped up as required.
- Water will be available to children in cups, which will be washed after each use. Children will not be able to bring in a water bottle from home.
- Gardens will need to be cleaned each day and limited to use of only one group of children at a time, with a period of time between each use as well as disinfectant of resources.
- Breakfast and after school club will be suspended for the foreseeable to prevent cross infection by children attending multiple groups/rooms.

2.5 Management of Team and organisation of groups of children to prevent cross contamination within the nursery

- The team will work within an allocated room/group and not be moved around the nursery to provide cover.
- In emergencies (for example a staff member is sent home ill) the nursery ratios may need to be met across a site not in an individual room, in such an incident a risk assessment will be conducted to ensure children are safeguarded. In the event of not being able to safely care for the children the room may be closed for that day.
- The interconnecting rooms must be kept separate.
- Children will not be moved to different rooms for any reason.
- Children will be in smaller groups than normal. Where demand for places does not allow this, children may have to be re-allocated to another room permanently.

3. Guidance on dealing with suspected or confirmed cases of COVID-19 at Ladybirds Day Nursery

3.1 What to do if child or adult becomes unwell with symptoms of COVID-19

- Call the child's parent to request they collect their child from the nursery immediately.
- A staff member with symptoms should leave the nursery immediately and return home.
- Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), you can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or a hospital.
- Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

3.2 How to isolate an adult or child at Ladybirds Day Nursery

If an adult becomes unwell with symptoms of COVID-19;

- If they become unwell in the workplace the person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as the staff room, if it is possible to open a window, do so for ventilation. If the person is well enough they should leave the nursery immediately and return home.
- The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms. If the person affected is not able for any reason to call NHS 111 themselves, then a staff member should call on their behalf.
- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet, if available.

If a child becomes unwell with symptoms of COVID-19;

- The child must be isolated in the same manner as an adult; however an adult from their bubble should remain with them, and keep their distance from the child, at least 2 meters.
- The adult must wear appropriate PPE which will be in the isolation box in the correlating isolation room. This is the Baby room for Bubble 1 and small upstairs room for Bubble 2
- The child's parent would be called to collect the child immediately, 111 will also be called for advice and if required an ambulance will be called. The child should be off the nursery premises within thirty minutes of becoming unwell.
- After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

3.3 Getting tested

The parent of the child or team member who has symptoms must contact 111 or apply online immediately and request a test. Tests are available to all team members and their families, children attending the nursery and their families. If any person in a team member or child's household shows signs of COVID-19 the family must get tested immediately. They cannot attend the nursery whilst they await the results and the entire household must isolate. The nursery must be informed of the result as soon as possible to enable appropriate action to be put in place if required.

3.4 What to do if a case of COVID-19 is suspected in the nursery

If anyone has been in contact with a suspected case in the nursery, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home. Once the results arrive, those who test negative for COVID-19 will be advised individually about return to nursery.

3.5 What to do if a case of COVID-19 is confirmed in the nursery

The nursery will need to contact the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff.

Advice on the management of children and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team. If there is a confirmed case, a risk assessment will be undertaken by Ladybirds Day Nursery with advice from the local Health Protection Team. The room or group that has been affected will be required to close, all team and children within this group will be required to self-isolate for 14 days along with the other members of their household. In most cases, closure of the whole setting will be unnecessary.

3.6 What to do if children or staff in the nursery are contacts of a confirmed case of COVID-19 who was symptomatic

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case.

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- they will be actively followed up by the Health Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection.

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the nursery the local Health Protection Team will provide advice and will work with the management team. Outside those that are defined as close contacts, the rest of the nursery does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the group. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the nursery and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

4. What to do if children or staff return from travel anywhere else in the world within the last 14 days

Team or children returning from abroad are required to self-isolate for 14 days upon their return and can not attend the nursery during this time.

5. Guidance on cleaning Ladybirds Day Nursery after a case of COVID-19 (suspected or confirmed)

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
 - all potentially contaminated high-contact areas such as toilets, door handles, telephones
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

5.1 Disposing of waste in the nursery including tissues, if children or team become unwell with suspected COVID-19

All waste that has been in contact with the individual, including used tissues and PPE, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, the nursery will be instructed what to do with the waste.

6. Guidance to assist professionals

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published. Up-to-date advice can be found through the following links

Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings

<https://www.gov.uk/coronavirus/education-and-childcare>

Guidance for parents

<https://www.gov.uk/government/publications/closure-of-educational-settings?information-for-parents-and-carers>

Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses?about-covid-19>

<https://www.acas.org.uk/coronavirus>

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