

COVID-19 Infection Control Policy

The following measures will be required to be adhered to in order for the pre-school to open.

At the start of the session:

- children will be dropped off and collected at the front door.
- there will be two drop off times, 9.00am and 9.15am, these vary depending on the day as follows:
Monday - Thursday:
9.00am if staying for lunch club
9.15am if not staying for lunch club
Friday:
9.00am for all children
If a child does a mixture of lunch clubs and no lunch clubs then their start times will vary. Parents/carers are asked not to arrive earlier than the required time in order to maintain social distancing.
- the staff member who greets the children at the main door at drop off and collection time will be required to wear PPE consisting of a face mask, gloves and an apron.
- another member of staff will be in the cloakroom to greet the children and support them in removing their outdoor coat and shoes, then wash their hands. This member of staff will be required to wear PPE consisting of gloves and an apron.
- once the children have had their hands washed they will be escorted into the main hall where other staff will be waiting. No PPE will be required in the main setting.

Prevention of infection during the session:

- staff are to ensure the children wash their hands sufficiently and for a minimum of 20 seconds on entering and leaving the setting, after using the bathroom, before and after snack/lunch, when moving rooms and at any other time it is felt appropriate. Staff members may be required to demonstrate hand washing to the child(ren).
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- spillages of bodily fluids such as respiratory and nasal discharges are cleaned up immediately in line with the 'Cleaning in non-healthcare settings' guidance. ,

When cleaning contaminated area, staff must use PPE for the eyes, mouth and nose as well as wearing disposable gloves and apron. After removing PPE, hands should be washed with soap and water for 20 seconds.

- ensure that the rooms are well ventilated including opening all windows, messy room doors and the doors to the outside area. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
- Disposable PPE must be double bagged, then stored securely for 72 hours before being thrown away in the regular rubbish.
- 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.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) must be disposed of as below:

Disposing of Waste

1. waste should be put in a plastic rubbish bag and tied when full.
 2. the plastic bag should then be placed in a second bin bag and tied.
 3. it should be put in a suitable and secure place and marked for storage until the individual's test results are known.
 4. waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
 5. if the individual tests negative, this can be put in with the normal waste
 6. if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.
 7. if storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by our local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.
- when changing nappies or dealing with a child who has had a toileting accident, PPE must be worn as per the Changing of Nappies Procedure or Intimate Care Procedure.
 - children will be required to manage their toileting needs independently (wherever possible). Parents are to ensure their child is wearing clothes that can be managed independently.

- the routine will be adapted to allow cleaning to be carried out every hour or more often if required. Particular care should be paid to frequently touched surfaces that children and staff are touching regularly, such as toys, books, tables, chairs, doors, door handles, sinks, toilets, light switches and electronic devices. Avoid creating splashes and spray when cleaning.
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- soft furnishings, soft toys and toys that are hard to clean will be removed.
- where possible, parents/carers should be encouraged to limit the number of settings their child attends. This should also be the same for staff.
- only staff and attendees of Ducklings Pre-School can enter the premises during pre-school hours. Parents/carers are required to drop their children at the front door.
- to avoid all but essential visits to the premises from professionals such as social workers, speech and language therapists etc. Management will assess the need to attend in person and wherever possible to carry out the meeting virtually. Where a professional has to attend the setting, management must ensure that they follow the system of control for the setting and maintain social distancing wherever possible.
- during any indoor organised group music or dance activity, all participants must be 2 metres apart. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
- no background music will be played during the session.

Managing possible infection:

- if a child becomes unwell during the course of the session they will be moved to a well ventilated area that is not occupied by others, preferably a separate room but if not then an area that is at least 2 metres away from other people. The parents/carers will be required to collect their child immediately.
- a staff member is to remain with the child until they are collected by their parent/carer.
- where it is not possible to maintain 2 metre social distancing, the member of staff will wear a face visor, face mask, disposable apron and disposable gloves at all times whilst caring for the child.
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>.

- if the symptoms worsen then 999 will be dialled immediately.
- if the child requires the bathroom before being collected, they are to use a separate bathroom where possible and this must be thoroughly cleaned and disinfected after use.
- once the child has gone home the area in which they were being isolated will be thoroughly cleaned with antibacterial spray/wipes.
- parent/carer will be required to arrange a coronavirus test immediately and notify Ducklings Pre-School management of the result. If the result is positive, the household must follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.
If the test is negative, the child can return to the pre-school when well enough to do so. We do not require proof of a negative test.
- the staff member caring for the child does not need to self-isolate unless they develop symptoms themselves.
- any person who has been in contact with a person who is unwell must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.
- staff members will adhere to the confidentiality outlined in our Confidentiality Policy.
- if a staff member becomes ill during the session, they are to leave the premises immediately and self-isolate. If their symptoms worsen then 999 will be dialled immediately. They are to arrange a test immediately through <https://www.gov.uk/apply-coronavirus-test-essential-workers> OR by calling NHS 119

Response to confirmed cases of COVID-19

- if a staff member, parent/carer or child receives a positive test, they must inform the pre-school immediately and follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.
- management must immediately contact the dedicated advice service introduced by Public Health England and delivered by the NHS Business Services Authority. This can be reached by calling:
DfE Helpline on 0800 046 8687 and selecting option 1
They will advise us on the action we must take in line with the latest public health advice. If further expert advice is needed the adviser will escalate the call to our local health protection team:

PHE Surrey and Sussex Health Protection Team (South East),
County Hall, Chart Way,
Horsham,
RH12 1XA
0344 225 3861

They will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure that they are asked to self-isolate.

- we will engage with the NHS Test and Trace Service as per the government guidance, providing contact details of any parents/carers if requested.
- when advised to by the NHS Test and Trace Service, we will close Ducklings Pre-School for quarantine purposes.
- to immediately notify Ofsted of any confirmed cases of coronavirus (COVID-19) and/or closure of the setting.

Containing any outbreaks

- if there are two or more confirmed cases within 14 days, we may have an outbreak and will contact our local Health Protection Team.
- we will follow local health protection advice and may need to self-isolate in a larger number, perhaps the whole group.

Responsibilities of Ducklings Pre-School Management:

- to continually review their health and safety risk assessment in light of changes to public health advice.
- make staff, parents/carers and external visitors aware of the system of controls in the setting in relation to coronavirus.
- keep up to date with advice issues by DfE, NHS, Department of Health and Social care, PHE.
- to ensure that the rooms are well ventilated including opening all windows, messy room doors and the doors to the outside area.
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
- to ensure there are sufficient supplies of hand sanitizer, hand soap, hand towels, disposable gloves and aprons, face masks and face visors.

- to ensure that stock levels at all cleaning stations are regularly monitored. All cleaning stations to include facial tissues, hand sanitizer, disposable gloves, anti-bacterial cleaning wipes and anti-bacterial aerosol spray.
- to ensure the cups and any cutlery used will be soaked in Milton disinfectant so that they are hygienically clean for the next use.
- to ensure that all staff are up to date on the national guidance regarding signs, symptoms and transmission of corona virus.
- to contact the Area Early Years Advisor immediately if we suspect cases of corona virus or if they are unsure and discuss if any further action needs to be taken.
- to contact the local Health Protection team immediately when there is a confirmed case of coronavirus (COVID-19).
- To immediately notify Ofsted of any confirmed cases of coronavirus (COVID-19) and/or closure of the setting.
- based on the advice of the Health Protection Team, send home anyone who has been in close contact with the person who has tested positive.
- cooperate with the NHS Test and Trace Service as per the government guidance, , providing contact details of any parents/carers if requested.
- when advised to by the NHS Test and Trace Service, we will close Ducklings Pre-School for quarantine purposes.

Responsibilities of Ducklings Pre-School staff:

- all staff must follow the Tier 4: Stay at home guidance <https://www.gov.uk/guidance/tier-4-stay-at-home> when away from the pre-school in order to lessen the risk of infection within the pre-school.
- all staff to follow relevant guidance and legislation including:
The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
The Health Protection (Notification) Regulations 2010
Public Health England (PHE) (2017) 'Health Protection in schools and other childcare facilities'
DfE and PHE (2020) 'COVID-19: guidance for educational settings'
- all staff to have completed the Illness and Infection Control course on Noodle Now training.
- to read the government Covid-19: Cleaning in non-healthcare settings outside the home guidance and follow the recommendations within the setting.

- on arrival in the setting to change shoes and wash hands prior to entering the main hall and to change back into outdoor shoes and wash hands prior to leaving the setting.
- to maintain social distancing between other staff members and follow the rule of one staff member in the kitchen/stock room at any one time.
- to advise management immediately if they are clinically extremely vulnerable.
- if a staff member is showing any of the following symptoms they must stay at home:
 - a new, continuous cough
 - a high temperature (37.8 °C or above)
 - a loss or change to sense of taste or smell (anosmia)
- advise management immediately of any positive coronavirus test within their household.
- staff **MUST NOT** enter the pre-school grounds if they are displaying symptoms of Corona Virus, have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In all cases, staff must inform the setting and follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.
 - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.
- advise management immediately of any positive coronavirus test within their household.
- engage with the NHS Test and trace Service as per the government guidance.
- staff report immediately to the manager/deputy manager any cases of suspected Corona virus, even if they are unsure.
- staff are responsible for ensuring they follow the cleaning rota and clean their required areas with antibacterial wipes/spray. All staff must wear disposable gloves and apron when cleaning. Particular attention must be given to frequently touched surfaces such as door handles, tables and toys.
- staff must encourage good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- adhere to all aspects of the Covid-19 Policy.
- staff to follow the Confidentiality Policy at all times.

Responsibilities of Ducklings Pre-School parents/carers:

- all parents must follow the Tier 4: Stay at home guidance
 - <https://www.gov.uk/guidance/tier-4-stay-at-home> when away from the pre-school in order to lessen the risk of infection within the pre-school.
- if a child is showing any of the following symptoms they must stay at home, inform Ducklings Pre-School and follow the national 'stay at home' guidance:

a new, continuous cough

a high temperature (37.8 °C or above)

a loss or change to sense of taste or smell (anosmia)

Please note that fees will still be payable.

- advise Ducklings Pre-School management immediately of any positive coronavirus test within their household.
- engage with the NHS Test and Trace Service as per the government guidance.
- have awareness of the most up to date government Coronavirus (COVID-19): Travel Corridor guidance and adhere to it following any foreign travel.
- parents/Carers are to ensure that all emergency contact details are up to date. Where the primary carer is unable to be contacted in an emergency, management will contact the alternative emergency contacts immediately.
- it is imperative that parents/carers and the pre-school work closely together to support the wellbeing of all those who attend the pre-school.
- parents/carers are required to send a change of clothing in a NAMED CARRIER BAG (not rucksack or equivalent).
- parents are to provide a small snack for their child in a disposable named sandwich bag which is to be placed in their named carrier bag. Lunch boxes should be plastic only, not material. No water bottles are required as we will provide a drink of water/milk with snack and lunch.
- parents/carers should leave the child's book bag and contact book at home.
- When a parent/carers is unable to collect their child at the end of the session, they must notify the staff at drop off and provide details of who will be collecting their child.
- parents/carers will not be able to have a face to face catch up regarding their child's progress. If parents/carers require advice from their key person or management they are to telephone on 07522 915829 during normal working hours.
- children must not bring any toys from home.
- comforters, if needed, are to be kept at the pre-school until the pandemic is over.
- parents must ensure that, when the weather requires it, their child has sun protection cream applied prior to attending the pre-school.
- parents/carers are to ensure that children are wearing clothing that they can manage independently, wherever possible. It is preferable that staff are not required to support the children with clothing.
- parents/carers will not be allowed entry to the pre-school under any circumstances whilst the social distancing is in place.

- parents/Carers will adhere to the one way system in place outside the pre-school. The steps and the ramp going up will be for parents/carers and children entering the pre-school and the steps and ramp going down will be for the parents/carers and children leaving the pre-school.
- parents/carers **MUST** adhere to the 2 metre social distancing whilst waiting to drop off/collect and stand by the designated line.
- parents/carers will be required to wear a face mask/face covering at drop off and collection of children. This is to ensure the safety of those staff members who are receiving the children.
- parents/Carers **MUST NOT** gather at the entrance and exit points or enter the pre-school grounds unless they have a pre-arranged appointment.
- parents/Carers **MUST NOT** enter the pre-school grounds if they are displaying symptoms of Corona Virus, have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In all cases, parents/carers must inform the setting immediately and follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.
- if a parent/carer suspects they, their child or anyone else in their household has coronavirus (COVID-19) they are to arrange a test immediately through <https://www.nhs.uk/ask-for-a-coronavirus-test> OR by calling NHS 119.

We have been requested by Surrey Recovery Planning Team to advise you that if your child, whilst in your care, becomes seriously ill or their life is at risk, you are to contact 999.

Responsibilities of Ducklings Pre-School essential visitors:

- advise Ducklings Pre-School management prior to visit if they are displaying any coronavirus symptoms, have tested positive for COVID-19 in the last 10 days, or if another household member develops coronavirus symptoms and follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.
- to follow the system of control within the setting.
- to wash hands on arrival at the setting, at frequent intervals during the meeting and when leaving the setting.
- to wear PPE as set out in the Ducklings Pre-School Essential Visitors Risk Assessment.

- advise Ducklings Pre-School management immediately if they develop symptoms or receive a positive COVID-19 test result within 14 days of their visit to Ducklings Pre-School.

We would like to thank parents/carers in advance for their co-operation in following the above procedures.

2 January 2021

To be read in conjunction with the following:

Ducklings Policies and Procedures:

Sickness and Illness - Policy and Procedure

Staff Contingency Policy and Procedure

Sickness Policy

Procedure for Notifiable Diseases

Safeguarding

Administering Medicine Policy

Changing of Nappies Procedure

Confidentiality

Emergency Closure Policy/Procedure

Food Policy

Health and Safety Policy

Illness/Incident/Accident to a child procedure

Intimate Care and toileting Procedure

Procedure for taking children to the cloakroom

Government Guidance:

Coronavirus (COVID-19): Guidance

Covid-19: cleaning in non-healthcare settings outside the home

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak

NHS test and trace: how it works

Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection

<https://www.gov.uk/guidance/tier-4-stay-at-home>