**Introduction**

This policy applies to all employees, Parents, Children, volunteers, students and anyone else working on behalf of the Nursery.

**Purpose of policy**

* Protect all employees, parents/carers and children from coming into contact with Coronavirus (COVID-19).
* To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
* To prevent the spread of Coronavirus (COVID-19)

**Travel**

No employee is required to travel outside of the UK for their job. The Nursery has requested all travel plans for its employees, and any employee who travels outside of the United Kingdom agrees to self-isolate in line with Government Guidance on their return. Travel outside of the United Kingdom may be deemed to be a breach of an employee’s contract of employment.

**Monitoring**

The Nursery is closely monitoring and gathering information from The Department of Health about the spread of Coronavirus (COVID-19) and the management team will discuss regularly any additional actions that must be implemented. All parents, carers and employees have a duty of care to communicate with Queensway Chapel Nursery if any of their family or friends contract Coronavirus (COVID-19) or are told to self-isolate or develop symptoms.

**Hygiene - General**

Employees are advised to practice good hygiene and cleanliness standards.

* Regularly wash hands with hand wash and water for at least 20 seconds.
* Regularly use hand sanitiser.
* Cover mouth and nose when coughing or sneezing with either a bent elbow or tissue and always wash hands afterwards.
* Avoid close contact with others, such as handshakes and maintain a social distance of 2 meters to all staff where possible. Including those within your bubble.
* Avoid touching your eyes, nose and mouth.
* Windows will be opened where possible to ensure ventilation

**Hygiene – Office**

To help ensure the Coronavirus does not spread internally through the Nursery, the following actions are being taken;

* Frequently touched areas are appropriately cleaned several times a day
* These include; desks, laptops, door handles, switches and telephones.
* Hand sanitiser is being used frequently within the Nursery.
* Face coverings will be used by all staff working within close proximity.
* Windows will be opened where possible to ensure ventilation.

If an employee experiences any of the following symptoms they will inform their manager immediately, self-isolate and contact 111 for advice. They will be strongly encouraged to seek a test.

Symptoms include;

* A continuous cough
* A high temperature
* A change to their sense of taste or smell

**Policy and Procedure Amendments**

There are subsequent additions to normal practices, including but not limited to:

* Fire Evacuation,
* Sickness and Illness,
* Supervision of Visitors,
* Health and Safety,
* Safeguarding of Children,

**Face Coverings**

Updated Guidance from the Department for Education, does not recommend the universal use of face coverings within education or child care settings. Face coverings are not recommended to be worn when staff are with children. However, in places where social distancing is difficult to maintain in communal areas, for example corridors, staff rooms and offices, face coverings may be beneficial to reduce the risk of transmission.

##### Exemptions

Some individuals are [exempt from wearing face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own). This applies to those who:

* cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or a disability
* speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

All visitors to the nursery will be asked to wear a face covering if coming inside the nursery building. However, staff or visitors who meet the exemption criteria will not need to wear a face covering. It is strongly recommended that everyone follows hygiene and social distancing protocols stringently.

All members of staff will be supplied with their own face shield to wear and keep clean, when working within the office or staff room. Staff have the option to wear the shield provided by the nursery, or to wear their own reusable mask. For any staff member choosing to wear a reusable mask, their mask must be changed and suitably cleaned as necessary.

During lunch breaks, staff will not be expected to wear face coverings whilst eating/drinking. However, it is recommended that staff members use a face covering when they have finished eating their lunch. The staff room has a maximum capacity of FOUR. Chairs are socially distanced and windows open for ventilation.

A small amount of disposable face masks will be available from reception if need.

This policy is to be read alongside the amendments to other policies and nursery procedures due to COVID-19.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
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To be monitored by Management and reviewed

In-setting Isolation Procedure (Child)

If a child displays 1 or more of the following symptoms:

* A high temperature (above 37.8 degrees)
* A new and persistent cough
* A loss of, or change in, normal sense of taste or smell (anosmia), however mild

Procedure

Staff are to remain calm and comfort the child, who may be feeling worried or anxious as well as being unwell.

1. The child should be moved, where possible, to the outside area. They should remain under the cover of the building; a chair may be used to make the child comfortable.
2. The member of staff who has identified the symptoms, should stay with the child outside, and don the PPE provided within each room. A face mask and eye protection must be worn if the member of staff needs to be within two metres of the child to offer reassurance and comfort.
3. All other children and staff members should ensure that they maintain a distance of at least two metres from the isolated child and member of staff who is with them. All other children should remain inside the building until the child has been collected.
4. The most senior person on site should be notified of a child displaying coronavirus symptoms. They should immediately seek to contact the child’s parents/carers or emergency contacts to arrange the immediate collection of the child. *(If the Childcare Manager is not on site, she should be called as soon as it is practical to do so, who will then contact PHE)*
5. The child should be collected by parents/carers immediately, and advised to seek a coronavirus test for the child. The child may not return to the nursery unless they have had a negative test result, or after a 10 day isolation period. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.’ <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
6. After the child has been collected, the member of staff caring for them should doff their PPE. PPE should be double-bagged and stored away from others for 72 hours, then it can be placed in the outside bin.
7. A thorough deep clean of the room that the child has been in should then take place, and any other equipment that the child has had contact with (outside equipment, tables, chairs etc.)
8. All parents and carers will be notified in line with PHE recommendations that there is a suspected case in the nursery, and any other risk assessment/precautions that will need to be implemented. *(PHE do not recommend that the whole group is sent home until the case is confirmed.)*
9. If a case of coronavirus is confirmed, then the nursery will work closely with PHE and follow all instructions given. Ofsted will also be informed that there is a confirmed case at the nursery.

Staff Procedure

If a member of staff develops coronavirus symptoms they will immediately be sent home by a senior member of staff. *(If the symptoms develop at home, the member of staff should notify the Childcare Manager as soon as possible.)*

1. The most senior person on site should be notified that a member of staff is displaying coronavirus symptoms. They should immediately authorise the member of staff to go home and cover adult:child ratios. *(If the Childcare Manager is not on site, she should be called as soon as it is practical to do so, who will then arrange priority Key Worker testing, and contact PHE)*
2. The member of staff may not return to the nursery unless they have had a negative test result, or after a ten day isolation period. Other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms.’ <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
3. A thorough deep clean of the room that the member of staff has been in should then take place, and any other equipment that the member of staff has had contact with (outside equipment, tables, chairs, staff room etc.)
4. All parents and carers will be notified in line with PHE recommendations that there is a suspected case in the nursery, and any other risk assessment/precautions that will need to be implemented. *(PHE do not recommend that the whole group is sent home until the case is confirmed.)*
5. If a case of coronavirus is confirmed, then the nursery will work closely with PHE and follow all instructions given. Ofsted will also be informed that there is a confirmed case at the nursery.