



## **Coronavirus Policy and Procedure**

Coronavirus (COVID-19) was declared a public health emergency in Spring 2020 of international concern and has spread all around the World.

At Bright Comets Day Nursery we prioritise the safety and welfare of all children, staff, parents and visitors and are committed to reducing the risk of spreading the infection by adhering to Government Public Health and The Department for Education guidance on managing the risk from Covid-19.

The information in this policy 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.

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To minimise the risk of infection we have put specific measures in place listed below;

- Staff have been informed of the measures set out in this policy and have signed a disclaimer to state they have read and understood this and will adhere to it at all times.
- Staff **MUST** clean all contact points using Milton or antibacterial spray a minimum of three times per day (and record this using the record sheets provided); contact points include door handles, light switches, key code entry panels, telephones and keyboards.  
This enhanced level of cleaning is vital to help reduce the spread of infection.
- Children **MUST** wash their hands when coming into nursery in the morning using warm water and soap, and good handwashing is encouraged throughout the day.
- An additional deep clean will be carried out should any member of staff /child display any symptoms of covid-19 or have reason to self-isolate.
- Staff may be asked to work in a different room to where they are based but only if it is deemed essential for ratio, otherwise where possible the children and staff will remain in bubbles according to their age groups/rooms.
- Staff members should avoid physical contact with each other and with children from other rooms, this includes handshakes, hugs etc.
- Staff **MUST** wash their hands regularly throughout the day using the anti-bacterial hand soap provided and are asked to wash their hands thoroughly before starting their shift and upon entering each room.
- Staff are provided with face shields to wear in all communal areas including the reception and staff room. Staff **DO NOT** wear face shields in the rooms.

- Staff are committed to carrying out home testing using later flow device tests twice weekly and these are recorded both at nursery and using the NHS website.
- Upon arrival for their shift staff who are not regularly testing will have their temperatures taken.
- The senior management team may handle children Under Two when bringing them into the nursery but **MUST** then limit the contact with the children in the older rooms and encourage them to walk into the nursery where possible.
- Staff must be careful on their lunch breaks and **MUST** follow public government guidance. They can spend lunchbreaks outdoors in a group of 6 but are encouraged to maintain social distancing. From the 17<sup>th</sup> May staff can sit in the staff room but again, the rule of 6 will apply along with social distancing between bubbles and adequate ventilation. When leaving from their lunch break staff must ensure all contact points and surfaces they have been in contact with are cleaned thoroughly.
- On return to work after the lockdown closure all staff have undergone training and all newly recruited staff will also take this training, this is to provide an understanding about Covid-19 and how to minimise the spread of infection.
- Regular staff meetings and reviews will continue and any further training will be provided to support understanding of updates where necessary.
- All toys & resources **MUST** be cleaned a minimum of once per week and this must be recorded. Any malleable play including sand, playdough etc must be thrown away after each activity.
- All soft furnishings including, pillows, blankets and rugs are washed or thoroughly sprayed with anti-bacterial spray three times per day.
- Any dressing up or aprons that are used during the session must be placed on a 60 degree wash immediately after use.
- Hand sanitiser is provided on the front table within the reception area and **MUST** be used upon entry by parents & staff.
- Items such as towels, flannels and bedding **MUST NOT** be shared by children.
- Children are **NOT** permitted to bring items from home into the setting unless absolutely essential for their wellbeing, such as water bottles, clothing and comfort objects such as dummies. Anything that is brought in from home should remain in the child's bag on their peg. Items such as muslins, dummies to sooth a baby to sleep is acceptable and only will be used as part of their sleep routine, the items will then return back to the child's bag.
- Parents are required to drop off and collect individually in the reception area only, where they will be greeted by a member of staff and asked to use the hand sanitizer provided. Whilst in the building parents **MUST** stick to the government social distancing rules.
- A maximum of 3 parents are permitted in the reception area at any time and should stand on the "apple" markers provided ensuring a safe distance is kept. If there is already 3 parents present please form a socially distant queue outside the front door. Only 1 parent/carer per child is allowed to collect to avoid long waiting times. Parents are also reminded **NOT** to allow any parents into the reception, they must still use the key code to enter.
- Whilst in the reception area parents are encouraged to wear facemasks and if they do not have a face mask they **MUST** wait outside and **NOT** enter the building. Facemasks are provided on the table in the reception area. Parents who do not want to

come into the nursery can also wait outside and we will bring their child out to them (with no handover).

- Staff are instructed that handovers should be kept precise and brief to avoid long periods of face-to-face contact, therefore, feedback about your child's day will be kept to a minimum. However, if parents require additional information about their child's day parents are asked to telephone the nursery where you can be forwarded onto your child's key worker.
- Families who attend more than 1 setting must inform the nursery. Extra-Curricular activities such as, swimming, football or dance lessons are now fine for children to attend.
- Staff or children that leave the UK and travel abroad MUST notify the nursery and may be asked for proof of travel to confirm if you are required to self-isolate upon return. If you have not travelled to a country on the "Travel Corridor" List (Link below) you will not be able to attend the setting until you have completed a 10-day quarantine period when arriving back in the UK. Parents are encouraged NOT to travel unless it is for one of the accepted reasons by the government.  
<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>
- Parents are required to notify us if their child is showing any covid symptoms or has been around anybody with Covid symptoms and staff must also do so. We will then follow our procedure accordingly and if you are advised to get them tested a copy of this will be requested by the nursery to keep on your child personal record (See further information in Flow Chart below).

Bright Comets Day Nursery are committed to reducing the risk by ensuring effective hygiene practises are in place for both children and staff as advised by Public Health England and signs are displayed around the nursery to remind staff/children of the following practices:

- Wash hands frequently with soap, especially when entering the building, eating or handling food, after toilet visits, or when hands are contaminated by respiratory secretions after coughing or sneezing.
- Cover their mouth and nose with a tissue when sneezing or coughing, and discard the tissue immediately into a bin.
- No sharing of food/ drinks/ utensils, toothbrushes or towels with others (Paper towels are provided for use when hand washing).
- Ensure supplies such as hand soap, tissues, and paper towels are available for children and staff's use – this will be indicated via the bathroom stock checks which are now done more frequently.

As well as the above Bright Comets Day Nursery have identified the following procedure if a child or staff member has suspected symptoms of Covid-19.

These symptoms include:

A fever/high temperature of 37.8 or above.

A new, dry and continuous Cough

Loss of Taste/Smell

If a child/staff member presents with any of these symptoms they will go immediately to the office. The Management team will apply the appropriate PPE - gloves, facemask and apron and we will follow the 3 stages in the grid below

**Stage 1:** Child/staff develops one of these symptoms, the child's parents/carers will be contacted and asked to collect immediately and staff will be sent straight home. The child/staff member are not permitted to return back to their base room and must stay isolated in an empty area/room.

Our normal medicine policy and procedure will be followed and Calpol will still only be administered if we feel it is an emergency and temperatures will try to be brought down naturally first.

After the child/staff are sent home we will follow the government guidelines and request that they begin self-isolation for 10 days and get a Covid test done, the rest of their household should also isolate for 10 days.

Once the child/ staff member has left the building a full clean will be carried out.



**Stage 2:** If covid-19 tested parents/staff must email a copy of a **negative test result** in order to return to nursery before the 10 days isolation period ends and once this has been received by the nursery the child / staff member can return as long as they are well in themselves.

If the child or staff member tests POSITIVE they MUST remain in isolation and CANNOT return to the nursery for 10 days.

If a child/staff member is symptomatic but refuses or is unable to get a test then they MUST self-isolate for at least 10 days and must have been symptom free (without medication) for 48 hours before leaving isolation.



**Stage 3:** If a child or staff member tests positive for COVID – 19. The Nursery Management team will notify, Public Health England, Hertfordshire Health Protection Team, OFSTED and the guidance given by these authorities will be followed.

We will use registers/staff rotas to track and trace who has been in contact with the infected person and will require those contacted to self-isolate for 10 days. To avoid the entire nursery closing children are kept in age-related bubbles and staff are based in a room as much as possible, however if the advice from the local PHE HPT is to partially or fully close the nursery then we will do so.

All staff/parents are responsible to report to the manager/deputy if they or their child have any of the above symptoms to help us monitor the spread of the virus and notify the correct bodies. We also ask you to notify us if you have been in recent contact with anyone who has a confirmed case of Covid-19 and you will then also be required to self-isolate for 10 days.

**Children/staff displaying cold like symptoms such as, a runny nose or sneezes are not required to self-isolate and get a test however, they must be well – enough to attend the setting and practice good hygiene measures to limit cross-infection.**

**Under no circumstance can children come into nursery if they have had any Calpol or Nurofen as this could mask any temperature they have.**

Staff are to supervise the children hand washing at regular intervals and explain why we need to ensure we are thorough when hand washing. Regular hand washing for 20 seconds with running water and soap will be role modelled to all children within the setting or staff can use the hand sanitiser provided. Babies' hands will continue to be washed before and after any mealtimes as well as any additional periods when staff feel it is needed.

Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and coughing into an elbow. Staff are also encouraged to ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach where necessary.

All Staff must continually monitor the health of children in our care and will react quickly in the event of any rise in temperature or changes in behaviour.

We understand that Covid-19 will impact the usual way we do things at nursery but for now feel that the below is essential to keeping children, parents and staff safe.

#### Children: Wellbeing and Education

- Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- Early Years framework stage (EYFS) will continue to be delivered through play and adult led activities.
- Continuing to comply with the settings procedure at meal times, all staff will wear the correct PPE when delivering food to the children, this includes disposable blue gloves and blue aprons. Only a full time member of staff is allowed to give out red plates to those children who have dietary requirements or allergies. All staff are aware NO sharing of food or utensils between children. **ONLY KITCHEN STAFF** or staff that have a qualification level 2 in food Hygiene and Safety for catering are allowed to prepare food in the kitchen whilst wearing the correct PPE.
- All water stations have been suspended within the classroom and have been replaced with children's personal water bottles. Water bottles will be kept at nursery and put through the dishwasher or soaked in Milton sterilising fluid overnight to avoid handling to and from the nursery.

- Free Flow snack stations can still be encouraged although these MUST be supervised at ALL times by a staff member and strict hygiene must be encouraged.

#### Visitors:

- Attendance to Bright Comets Day Nursery will be restricted to only children and staff as far as practically possible and visitors are not be permitted to Bright Comets unless it is essential and cannot be done out of operational hours (e.g. essential building maintenance).
- Where essential visits are required these visits will be made outside of the usual settings operational hours where possible.
- No show rounds to new parents will be conducted during opening hours, they will be arranged for Monday or Wednesday evenings between 6pm & 7pm and face coverings MUST be worn. Show rounds will be limited and parents will only be allowed to see the room in which their child will be based and the garden area.
- Unfortunately parents are NOT permitted to enter the building for settling in sessions however we are allowing children to start at the nursery and undertake settling in sessions independently. Parents will be required to complete the child's personal record before they can attend their initial settle.  
Children will have the option of attending for one x 1 hour settle and one x 2 hour settle or we can break it down into three x 1 hour settles whichever the parent prefers.
- Once the child has started staff will arrange a telephone call to go through their key worker questionnaire over the phone for that child.
- From May Bright Comets have carried out a risk assessment and have deemed it safe for Tiny Mites sessions to resume. The Tiny Mites teacher will be asked to wear a face covering at all times, will be asked to wash hands between moving rooms and is encouraged to keep a safe distance as much as possible. Tiny Mites staff are also twice weekly tested.

#### Children: Social distancing

- At Bright Comets Day Nursery we understand that is not possible for children to practice "Social distancing" and therefore will not enforce any distance between the children and will allow them to play alongside each other as normal.
- Children will be based in their rooms according to their age groups within the setting as normal, for example, Under Two's, Two-Threes, Three rising 5 years.
- To minimise contact and avoid rooms mixing, under no circumstances should these age groups mix including in the gardens or corridor areas.
- Children should have the same staff team caring for them wherever possible to limit the amount of people coming into contact with each other. Staff may be asked to work in a different room to where they are based but only if it is deemed essential for ratio and staff should then have a 24 hour gap before entering another room if possible.
- Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each 'bubble' wherever possible.
- The use of communal internal spaces has been restricted as much as possible, children eat in the corridor at different times and outdoor spaces are sectioned off for each age group.

- The garden is utilised as much as possible as we understand the transmission of the virus is reduced when outdoors and when indoors all windows must be open.

#### Travel:

- Wherever possible staff and parents should travel to Bright Comets alone, using their own transport or if possible walk. If public transport can be avoided to limit the risk, then the setting encourage you to do so. Staff should not be receiving lifts from any parents or any other staff members not in their bubbles for the time being.
- If public transport is necessary, current guidance on the use of public transport must be followed. Please find current link : <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- Parents will be encouraged to ensure they do not leave travel accessories including buggies, car seats, and scooters at Bright Comets. Advanced arrangements should be made to avoid this.
- Outings from the setting into the local community will be limited but if necessary staff are permitted to take children on short walks in the fresh air. A recce and risk assessment will be carried out beforehand to ensure that the walk is safe and extra measures have been taken to prevent contact with the community. Outings will only be outdoors and no visits to care homes/shops etc are permitted.

#### Risk assessment:

- The setting and all activities have been risk assessed before opening the setting following the lockdown closure. This risk assessment identifies the risks from the virus and details any adaptations to usual practice. Sensible, achievable measures have been put in place and policies and procedures are strictly followed.
- Inline with the government guidance toothbrushing has been suspended. If we have any concerns for a child oral health, we will discuss this with the parent individually and may agree to brush their child's teeth following the covid procedure, this includes dry tooth brushing and brushing their teeth independently at their own which will then be thoroughly cleaned.
- This Risk assessment identifies the suspension of some learning experiences such as, food play and baking and the suspension of the sharing of food and utensils (including self-serve snacks and mealtimes)  
*Please see Risk Assessment Attached for further information.*

#### Supplies and monitoring:

- Bright Comets will ensure an adequate supply of essential items at all times and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of food, PPE and personal care items.
- Bright Comets will not be able to operate without essential supplies required for ensuring infection control.
- Staff will monitor the supply of PPE 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 staff note supply is low – 6 items or less management MUST be informed.

- In case the supply of food is interrupted, an adapted menu may be necessary and food may be sourced from an alternative provider ensuring normal food safety and hygiene processes are followed.

As you are all aware the guidance for Covid-19 is consistently being reviewed and changing and therefore we are reviewing our policy as and when we feel necessary (minimum monthly review) to ensure we minimise the risk of transmission to ALL staff, parents and children. The setting manager will review this policy on a monthly or if necessary sooner if guidance is updated by the government. New government legislation and policies will be incorporated appropriately as and when required.

Lastly, we ask that when staff reinforce any covid rules including exclusion from nursery that parents comply, are considerate and understanding.

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Manager, Print & Sign on behalf of the nursery

*Janine Wood*

This policy was adopted on: 30<sup>th</sup> April 2021

Date for review: 18<sup>th</sup> May 2021