

1 Information about Coronavirus COVID-19

Coronavirus COVID-19 is a strain of coronavirus first identified in Wuhan City, China in December 2019.

Symptoms of COVID-19 in adults and children include:

- a new continuous cough
- a high temperature of 37.8 degrees or over
- loss of, or change to, sense of smell or taste

The 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 that someone has close contact with an infected person.

2 Preventing the spread of infection

We have conducted a risk assessment to minimise the spread of COVID-19 at Eynsham Pre-School. The risk assessment is reviewed regularly.

It is important to note that it is not possible to completely eliminate the possibility of an individual catching COVID-19 at Eynsham Pre-School but we are implementing the following procedures to reduce the risk as much as practicable:

GOVERNMENT GUIDANCE FOR PROTECTIVE CONTROL MEASURES

- Ensure good hygiene for everyone. For hands; frequent and thorough hand washing using soap and water or sanitiser. For respiratory hygiene; a 'catch it, bin it, kill it' approach. Use of PPE; in accordance to meeting the needs of the children and staff.
- Maintain appropriate cleaning regimes. We have put in place an enhanced cleaning regime which includes regular cleaning of frequently touched surfaces eg toilet seats, flushes, hand basins, door handles etc. All toys and resources are regularly cleaned or rotated to allow time for quarantine.
- Keep occupied spaces well ventilated. We encourage children to spend lots of time outdoors, where appropriate. Inside areas will be well ventilated with a minimum of 2 windows open to allow fresh air to enter, whilst still ensuring that a comfortable temperature is maintained.

In addition to this any staff, child or adult showing symptoms of COVID-19 should stay away from the setting and follow public health advice on testing, when to self-isolate and what to do: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms>.

If a child develops symptoms whilst attending Eynsham Pre-School, we will contact the parent/named emergency contact and the child must be collected immediately.

Children must not bring in toys from home except if they need a comforter to settle. Items from home such as pushchairs, scooters and bikes may not be left on the Pre-School premises.

DROP OFF AND COLLECTION PROCEDURE

- Parents should drop off and collect children from the bottom of the ramp.
- Entry and exit is via the main red gate.
- Parents and children must be considerate to others and allow plenty of space. It may be necessary to queue along the side of the Pre-School building.
- Lunch boxes can be placed on the trolley by the Pre-School garden.

CHILDREN WHO ARE UNWELL

Children who are unwell should stay at home. Children who show symptoms of Coronavirus must adhere to the most recent National and Local guidelines for isolation and testing.

If a child is not 100% well or a parent feels the need to administer paracetamol/ibuprofen (eg Calpol) the parent must telephone the Pre-School to discuss the situation with the manager/deputy to confirm if the child is able to attend.

RETURNING FROM ABROAD

All children and staff returning to England must adhere to the current travel legislation. Details set out in red, amber and green list rules for entering England can be found at <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

CHILDREN WHO ARE CLINICALLY EXTREMELY VULNERABLE

Children who are clinically extremely vulnerable should follow the most recent government advise with regards to shielding, precautions and/isolation.

3 Outbreak Management Plan

The Pre-School has an Outbreak Management Plan (sometimes referred to as a Contingency Plan) which follows national and local guidance. This will be put into place if there is an outbreak of COVID-19 at the Pre-School or if there is a local outbreak and we are asked to take additional measures to help break chains of transmission.

In extreme circumstances, such as a severe staff shortage due to COVID-19 we may have to temporarily restrict the number of places we offer to children. In such instances we will prioritise places in line with government guidelines as follows:

- vulnerable children
- children of critical workers
- children who will be starting Reception class in September
- **3 and 4 year olds**

4 Review of procedures

The Pre-School will review this document regularly. It will be amended in line with national and local guidelines as appropriate.

Date...21/08/20.....

Reviewed ...01/11/20.....

Reviewed ...03/01/21.....

Reviewed....20/01/21.....

Reviewed ... 01/05/21.....

Reviewed ... 01/07/21.....

Reviewed ... 28/08/21.....

Appendix 1

Coronavirus Summary Information 28/08/20

Symptoms of coronavirus include a high temperature (37.8 or higher) OR a new, continuous cough (coughing a lot for an hour or 3 bouts of coughing in 24 hours) OR a loss of/change to your sense of smell OR taste.

If your child develops symptoms of coronavirus at home

1. Isolate them at home and arrange for a pcr test.
2. Follow current Public Health guidance.
3. Inform the Pre-School by emailing manager@eynshampreschool.org or calling 01865 883893

If your child develops symptoms of coronavirus at Pre-School

1. They will be isolated from the group, with an adult to look after them. The adult will wear an apron, gloves and a face mask/shield.
2. Pre-School will contact you to collect your child as soon as possible and request that you have your child tested.
3. Pre-School will be deep cleaned; floors, surfaces, hand contact points, toys and all resources.
4. Pre-School will remain open whilst we await the test result.
5. Your child and household must follow the current Public Health guidelines.
6. If the test is negative, your child can return to Pre-School when they are well and no longer displaying any symptoms.

If a child/staff member tests positive for coronavirus

1. The child/staff member must follow current Public Health guidance.
3. Pre-School will notify the Local Authority and Ofsted. We may be required to give out relevant contact details to Test and Trace.
4. Pre-School will contact all parents to inform them there has been a positive case (without disclosing any personal details) and give details of any temporary closures or extra measures.
5. Pre-School will be deep cleaned; floors, surfaces, hand contact points, toys and all resources.
6. Test and Trace will contact 'close contacts' of the positive child/staff member and they will be advised regarding testing/isolation..
6. The child/staff member may return at the end of the 10 day period, providing they are well and no longer display any symptoms.

What happens if I refuse to get my child tested?

1. Your child must isolate and will not be allowed back into Pre-School for 10 days.
2. After 10 days, your child can return to Pre-School as long as they are well and no longer display symptoms.

Appendix 2

Procedures for staff 28/08/21

- Staff should complete a lateral flow test at home twice a week, record the result via the NHS website and send the result to Lucy at admin@eynshampreschool.org.
- Sanitise or wash hands thoroughly on arrival, frequently during the day (including after helping children blow nose, toilet, nappy change and before/after meals) and before leaving at the end of your working day
- Wear clean work clothes every day. It is advisable to wear an apron/tabard which can be removed before you leave work.
- It is advisable to carry a clean face covering, a pair of disposable gloves and a small sanitiser in your tabard pocket for quick access.
- Disposable aprons and gloves must be worn when preparing/serving food and supervising children's lunches.
- Disposable aprons and gloves must be worn when helping children in the bathroom with toileting/nappy changes
- A minimum of 2 windows must be open at all times
- A face covering may be worn when speaking to parents/visitors, but this is a personal choice.
- Staff should keep a reasonable distance from each other whenever possible
- When 2 or more people are in the office, face coverings are advisable, but this is a personal choice.
- It is important that the cleaning schedule is maintained
- Numbers of children may need to be limited in the bathroom, for example only 3 at a time for hand washing.
- Children should be encouraged to play outside as much as possible
- Children should be discouraged (in a sensitive way) from very close play where faces are close together, from making dens etc (eg under tables)
- Children should be discouraged from putting toys/resources in mouths and any item that has been 'mouthed' must be taken for cleaning immediately
- Be vigilant for signs/symptoms of Covid in children and adults.
- **Report any worries or concerns to Teresa or Jackie**

Appendix 3

Procedure for responding to a suspected case of COVID-19

Where a **staff** member shows one or more symptoms of COVID -19 they will be sent home immediately.

Where a **child** shows one or more symptom of COVID-19:

- Parent will be called and asked to collect their child as soon as possible and in all cases within half an hour
- The child will be separated from the group and sit in isolation with a member of staff, avoiding touching people, surfaces and objects if possible
- The member of staff must wear an apron, gloves and a face mask (donning and doffing guidelines to be followed)
- If there is a risk of 'splashing' from cough/spitting etc the member of staff must also wear eye protection

- Once the child has left the setting, all areas will be cleaned following the procedure outlined in the government guidance 'COVID-19 cleaning in non-healthcare settings'.
- All waste that has been in contact with the individual, including tissues, will be put in a plastic rubbish bag and tied. This will be placed into another rubbish bag and tied. It will be labeled and safely stored until the test result is available. If negative, it will be disposed of with normal waste. If positive, the Pre-School will be instructed what to do with the waste.