



## **COVID-19 (Coronavirus)**

### **Adjusted Operating Policy Upon Re-opening of Setting**

**01.06.2020**

In response to the continued risk posed to health by Covid-19 (Coronavirus), Medstead Pre-school & Nursery will implement several changes to normal practice upon re-opening

These changes are temporary but will be in place for as long as it is deemed necessary to ensure the safety of all children, visitors, and staff. Procedures will be reviewed regularly and amended where necessary to reflect updated government guidance and risk assessments.

Whilst we will ensure the safest procedures are in place, we aim to provide as near to normal play opportunities for the children too. All procedures have been carefully planned and risk-assessed to provide the safest space outside of children's own households to allow them to continue their pre-school journey. Whilst it is still important for adults to practise social distancing, it is recognised that pre-school age children will not be able to do this. Other protective measures will be implemented effectively that will create an inherently safer environment. Measures fall into the following four key principles,

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

The changes to policy/measures are as follows,

#### **Reduced Session Capacity**

All sessions will run with significantly reduced numbers of children attending. Initially, all children will be offered a maximum of two full day sessions, with capacity capped at 8 children upstairs and 12 children downstairs. This will be under continuous review.

Children will be carefully grouped to reduce contact between different children/families, whilst also taking into consideration friendship groups where possible. These groups will have a constant 'base' room and staff team to again reduce the number of contacts. It will also allow pre-school to assist in contact tracing more effectively, should the need occur.

### **Drop Off & Collection**

To support social distancing amongst parents, there will be a clearly marked route for dropping off and collecting. Parents MUST maintain 2m distance and a clear queuing system will be in place. (Appendix 1.)

Pre-school have liaised carefully with Medstead Primary School and will adjusting session times to reduce footfall across the site. Sessions will be as follows,

Full Day Session 8.30am – 2.30pm

Morning Session 8.30am – 11.30am

Additional Lunch Hour 11.30am - 12.30pm

Afternoon Session 11.30am – 2.30pm

This is subject to change following further government guidance. Parents will be notified of changes as soon as reasonably practicable.

### **Personal Hygiene**

Good hygiene practices will continually be promoted in the setting with parents asked to support this at home. Pre-school request that all children and adults (parents/carers and staff) wash their hands for the recommended 20 seconds before leaving home and either apply the hand sanitiser provided or wash hands again on arrival at pre-school.

Whilst at pre-school, staff and children will wash their hands for 20 seconds regularly throughout the day. This will include but not limited to; before eating/preparing food, after using the toilet, after dealing with any bodily fluid (i.e. wiping noses/changing nappies), and before going home. Hand sanitiser will also be available for all adults, and children where parental permission has been given.

### **Enhanced Cleaning Schedule and Infection Control**

On top of usual cleaning procedures staff will periodically clean contact surfaces, toys, and equipment throughout the day and the setting will be well ventilated. Activities such as playdough that could harbour germs will not be provided, but safer alternatives will be available. Sand will may be available but will be changed between groups and at the end of each day. We have also removed soft toys and dressing up.

When using the outdoor play area, the toys and equipment will be cleaned thoroughly/disinfected before the next group.

It is currently not recommended for staff to wear Personal Protective Equipment (PPE) beyond what would normally be expected for normal day-to-day running.

### **Entry Refusal & Change to Sickness Policy**

Pre-school reserve the right to refuse entry to anyone who appears unwell with symptoms of coronavirus in line with government guidance. Parents are requested to monitor their child's health carefully and keep them away from the setting if they appear unwell. It is also expected that a child will not attend if someone in their household is displaying symptoms of coronavirus, which now includes loss of smell/taste.

In the event of a staff member becoming unwell with coronavirus symptoms they will be asked to stay at home, and a Covid-19 test will be requested via the employer portal or self-referral process.

Children eligible to attend the setting (and other members of their household) also have access to testing if they display symptoms of coronavirus. Adults can request a test via the self-referral process. For children under 5, parents should phone 111 for further instructions.

If testing returns a positive result for Covid-19, the individual will be required to self-isolate for at least 7 days and the rest of their group/cohort of children and staff will be sent home and requested to self-isolate for 14 days. The other household members of the wider group/cohort do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms. If it is negative, the child/staff member can return when they are well enough. If more than one case is confirmed pre-school will follow instructions from the Public Health England (PHE) health protection team.

If a child becomes unwell at pre-school, they will be looked after away from the group whilst their parent/guardian is contacted immediately and asked to collect them. In this case it may be necessary for staff dealing directly with the child to wear PPE including gloves, apron, and face mask, until the child is collected. These will be freely available for staff. Anyone who has been in close proximity will need to wash their hands thoroughly for 20 seconds after the child has gone home. Additional cleaning measures will also take place.

### **Changes to Early Learner Sessions & Extra Activities**

To be able to provide small group sessions, pre-school will not be running Early Learner Sessions, but will be focusing on supporting Early Learner children in activities within their groups. It is expected that where a child is not in the same group/cohort as their normal key person, the staff in their group will take on the key person role for children with them. Pre-school will prioritise maintaining the learning journals for Early Learners, in preparation for their transition to school.

Initially we will not be running external activities such as multi-sports, French, and yoga. This will be reviewed regularly and re-started when it is deemed safe. External activities instructors will need to be able to demonstrate effective infection control measures before returning.

### **Water Bottles**

To avoid children touching each other's water bottles, drinks will be stored either in the kitchen or on the work top upstairs. Drinks will be freely available on request and staff will frequently remind the children to drink.

**Travel**

If a member of a household returns from outside of the UK, children will not be allowed to attend pre-school for 14 days.

This policy supersedes all others until it is deemed safe to lift the measures. When this happens, the original policies will come back into effect. Parents will be notified of any further changes, and this policy will be updated accordingly.

Signed: Kelly Worthington-Mahmood  
&  
Committee

Date: 20.05.20