



## COVID-19 INFECTION PREVENTION AND CONTROL, V.2

### PROCEDURES AND PROTECTIVE MEASURES TO LIMIT THE RISK OF TRANSFER OF CORONAVIRUS (COVID-19) AND TO ENSURE THE WELLBEING OF CHILDREN, STAFF AND THE KINDERGARTEN COMMUNITY DURING THE PANDEMIC

This document works alongside our current policies and procedures and in some cases as a temporary amendment during the pandemic.

Written by Rebecka Mau (Chair of Trustees) – August 2020, last update 30.08.20

To be reviewed: before the beginning of spring term 2020

General	
Area	Key actions
EYFS	<p>The priorities at this time are to help young children to adapt to their new routine and supporting children to settle (back) into the setting. We will continue to provide an environment that invites learning across all 7 areas as far as is practicable during this time. We will introduce stories, singing and games to resettle into familiar everyday routines.</p> <p>Strategies and support will be put in place for any children with noticeable gaps in development progress.</p>

<p><i>Safeguarding children &amp; wellbeing support</i></p>	<p>We will continue to follow our comprehensive safeguarding policy and procedure. Staff training up to date.</p> <p>Teachers continue to consider which children are most vulnerable and support them accordingly.</p> <p>Plan for welcoming each child and settling them back personally, linking to specific needs and special interests. Discussed with parents as needed.</p> <p>Encourage updates from home via phone through the administrator or through emails.</p> <p>Lead teacher has asked parents for feedback about each child's experience of lock down including any experiences of separation and bereavement.</p> <p>Settling in days and community days before opening help children to get used to the setting (again).</p> <p>Follow guidance on supporting children's mental health and wellbeing during the coronavirus pandemic.</p> <p>Senior staff maintained contact to children during lockdown by sending them a hand-written card and to parents by sending them weekly emails with seasonal updates &amp; ideas for their children at home, always asking for feedback.</p>
<p><i>Visitors</i></p>	<p>Visitors only allowed to enter the setting outside of operational hours unless essential. The visit must be recorded as usual.</p> <p>All essential maintenance and building work will be completed outside of operational hours.</p>
<p><i>Policies and procedures</i></p>	<ul style="list-style-type: none"> <li>- Comprehensive information for Kindergarten parents/carers, incl. all relevant information about the reopening and protective measures</li> <li>- COVID-19 infection prevention and control procedure</li> <li>- COVID-19 risk assessment for reopening September 2020</li> <li>- COVID-19 cleaning program and rota</li> <li>- COVID-19 overview of measures for staff</li> <li>- COVID-19 staff checklist suspected and confirmed case</li> </ul>

## 2 STAGE RESPONSE SYSTEM

<b>STAGE 1 – prevention and delay / TRIGGER: Public health alerts</b>	
Area	Key actions to prevent and minimise the risk
<i>Risk assessment</i>	A risk assessment which directly addresses all risks related to COVID-19 so that the right measures can be put in place to control risks for children, their families and staff
<i>Attendance of children and staff</i>	<p>Parents/carers to agree to closely monitor children and their household for signs of Covid-19 symptoms in line with government guidance.</p> <p>All adults know that only children and staff members who are symptom-free or have completed the required isolation periods should attend the setting. Parents/carers/staff to sign declaration before reopening.</p> <p>Information about hand washing, physical distancing and symptoms shared with parents/carers/staff and visible on-site.</p> <p>Government guidance regarding group sizes and EYFS ratio followed. LFK has one small group each day, maximum of 12 children. Always the same 2 members of teaching.</p>
<i>Health and hygiene</i>	<p>First aid kit and folder with relevant Covid-19 documents and procedures always accessible. PPE kit accessible at all times, incl. sanitary, disinfectant wipes and gel.</p> <p>For staff and children there is no need for anything other than normal personal hygiene and washing of clothes following a day in a childcare setting</p> <p><u>Handwashing:</u> The government’s advice is to wash hands regularly for 20 seconds, using soap and water or sanitiser. Hands should be dried well.</p> <p>Hand hygiene must be maintained during the Kindergarten day. All adults and children clean their hands thoroughly according to guidance more often than usual.</p>

<p><i>Health and hygiene (continued)</i></p>	<p>Staff members wash their hands on arrival and before leaving the setting, before and after eating, after using the toilet, after changing a nappy or helping a child use the bathroom, after coughing or sneezing, after helping a child to wipe their nose and after cleaning. We recommend to avoid touching eyes, nose and mouth with unwashed hands. Where a sink is not nearby an appropriate hand sanitiser is provided. (min. 60% alcohol).</p> <p>Children wash their hands on arrival, before and after eating, after sneezing or coughing. All children also bring their own sanitiser and wipes for outdoor time. Wipes will be collected and safely discarded. Help given to children who have trouble cleaning hands independently. Cleanliness habits reinforced through songs and repetition. We also encourage parents to explain and model handwashing procedures to their children.</p> <p>Parents/carers clean their hands at the car park before entering the site at drop off and pick up. Hand sanitiser will be provided. Hand washing and hygiene procedure communicated to parents.</p> <p><u>'Catch it, bin it, kill it':</u> Approach shared with staff and parents/carers. Teaching staff will model and encourage children to sneeze into their armpit or into a tissue. Staff members should always carry tissues.</p> <p>Lidded bins for tissues emptied and disinfected after each session. Small plastic bags for daily collection of used wipes and paper towels outdoors. Tissues provided.</p> <p><u>Food hygiene:</u> LFK food and hygiene policy applies. All members of staff are fully trained in food hygiene and understand how to implement the policy. They ensure that safe practices are maintained in the preparation and storage of food.</p> <p>Teaching staff supervises children to ensure that they do not share food, plates, cups or cutlery. It is important that only teaching staff serves food to the children, that they do not help themselves.</p> <p>Children bring their own snack and water bottles for outdoor time. Parents should ensure that children can open everything themselves.</p>
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<p><i>Cleaning</i></p>	<p>Detailed cleaning program and rota in place. Government cleaning guidelines followed.</p> <p>Touch points and surfaces will be cleaned safely and more regularly than normal using standard detergents. All toys and materials will be removed that cannot be washed or cleaned.</p> <p>Any shared items, e.g. toys, scissors, crayons, pots/pans and paint brushes will be cleaned more regularly than normal.</p> <p>Outdoors there are mostly natural objects. Other resources outdoors, e.g. pots/pans will also be cleaned regularly.</p> <p>No items to be brought from home unless essential for wellbeing.</p> <p>Malleable materials supervised closely on a small scale and replaced throughout session.</p>
<p><i>Physical distancing and grouping</i></p>	<p>From 20 July 2020, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes.</p> <p>LFK is a very small setting with just one group of 12 children each day, therefore there is no risk mixing with a second group of children or changing teachers on a regular basis. Government guidance regarding group sizes and EYFS ratio followed.</p> <p>A large part of the session will take place outdoors, mostly by the camp in the woodland with plenty of space. Outdoor education can limit the risk of transmission due to good ventilation and it is easier to allow for distance between children and staff.</p> <p>Government guidance states that it cannot be expected from early years children to remain 2 metres apart from each other and staff, therefore it is not required.</p> <p>Toilet access: staggered use</p> <p>Parents and carers are encouraged to limit the number of settings their child attends. The majority of children only attend one setting.</p>

<p><i>PPE &amp; cleaning supplies</i></p>	<p>An adequate supply of cleaning materials, soap/hand sanitiser and PPE is available. The teacher and teaching assistant monitor the stock and communicate with the administrator. Monitoring system in place to minimise the impact of shortages of supplies. A duplicate PPE kit, including a face mask, an apron, gloves and eye protection are available and accessible at all times.</p> <p>Staff members will not require PPE beyond what they would normally need for their work. Special PPE is only needed if a child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.</p>
<p><i>Arrival and departure arrangements</i></p>	<p>Clear communication to parents of new drop-off and pick-up arrangements and staggered times. They are in place to minimise adult-to-adult contact.</p> <p>Parents are asked to maintain physical distance (according to government guidelines) when they drop off and collect children and know that they cannot gather in groups.</p> <p>Only one parent/carer brings the child to the setting.</p> <p>Staff members sign the children in that parents do not need to share a pen. There will be a table available at drop-off and pick up where parents/carers can leave items for teachers to collect, e.g rucksack.</p> <p>Parents/carers clean their hands at the car park before entering the site at drop off and pick up. Hand sanitiser will be provided.</p> <p>Guidance states that parents/carers should not enter the setting indoors unless essential.</p> <p>Some children are new to the setting, others have not been attending a setting for a number of weeks and may be feeling anxious. Teaching staff works closely with parents on how best to manage dropping off their children while maintaining physical distancing.</p>

<p><i>Staff training, supervision and wellbeing support</i></p>	<p>Staff understand all new measures and their roles and responsibilities. There will be a staff re-induction before reopening for back-to-work conversation and training, including infection prevention and control, safe PPE use and disposal, coronavirus symptoms and hand washing procedures. Staff have also access to free eLearning on infection prevention/control and when to seek medical assistance for sick individuals.</p> <p>Senior staff can raise concerns and suggest implementation of additional measures by contacting the Chair of Trustees by phone or email.</p> <p>Regular supervision for staff to check if they are well enough to work with children both mentally and physically:</p> <ul style="list-style-type: none"> <li>- Lead teacher checks daily with teaching assistant for her wellbeing.</li> <li>- Monthly supervision meetings will resume.</li> <li>- Increase the frequency of supervision if staff becomes vulnerable</li> <li>- Weekly staff meetings as per usual.</li> </ul> <p>Training and meetings can be held via online conferencing or with physical distance.</p> <p>Staff members made aware of Education Support Partnership helpline 24/7 where they can receive advice, emotional support and counselling</p> <p>Staff members sign declaration similar to parents' declaration (see communication with parents)</p>
<p><i>Communication with parents/carers</i></p>	<p>Parents receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, staff and themselves</p> <p>Parents/carers sign declaration that they have read and understood the provided information. They also declare that:</p> <ul style="list-style-type: none"> <li>- they understand that only children who are free of Covid-19 symptoms or have completed the required isolation period are allowed to attend the setting</li> <li>- will closely monitor their child and other household members for signs of Covid-19 symptoms in line with guidance (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>)</li> <li>- inform Laurel Farm Kindergarten immediately if their child or other household members shows signs of Covid-19 symptoms or have self-isolated in the last 14 days</li> </ul>

<p><i>Communication with parents/carers (continued)</i></p>	<ul style="list-style-type: none"> <li>- understand that they need to be ready and willing to: <ul style="list-style-type: none"> <li>- book a test if my/our child is displaying symptoms.</li> <li>- provide details of anyone my/our child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>- self-isolate if my/our child have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms</li> </ul> </li> <li>- they will inform Laurel Farm Kindergarten if their child's health condition changes and it then belongs to the clinically vulnerable or extremely clinically vulnerable category. (According to this guidance: Who's at higher risk from coronavirus <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a>)</li> <li>- they will inform Laurel Farm Kindergarten if they have returned from a high-risk country abroad or have been in direct contact with anybody who has in the last two weeks.</li> <li>- they understand that it is of paramount importance that teaching staff can contact them quickly should my/our child become ill during the Kindergarten day. They will ensure to inform Laurel Farm Kindergarten if their contact details change.</li> </ul>
<p><i>Response to a suspected case in the setting</i></p>	<p><b>Staff:</b> If a member of staff shows Covid-19 symptoms whilst at the setting they need to return home immediately, arrange a test and follow '<b>COVID-19 guidance for households with possible or confirmed coronavirus (COVID-19) infection</b>'. The setting might need to close temporarily if no cover teacher should be available. Other parents will be informed that there is a suspected case in the setting but no further action needs to be taken unless the test result comes back positive.</p> <p><b>Child:</b> If a child in the setting becomes unwell with Covid-19 symptoms the parents will be contacted immediately. The child must be sent home and the parents advised to follow '<b>COVID-19 guidance for households with possible or confirmed coronavirus (COVID-19) infection</b>', which sets out that the child must self-isolate and the parent should arrange to have a test to see if they have coronavirus (COVID-19). Other members of the child's household (including any siblings) should self-isolate from when the symptomatic person first had symptoms. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>

<p><i>Response to a suspected case in the setting (continued)</i></p>	<p>While in the setting the child will be subtly moved away from the other children and cared for separately. Every effort will be made to maintain normality for the child. A surgical mask will be worn if a distance of 2m cannot be maintained. Additionally, disposable gloves and apron will be worn if the child requires personal care or close contact. If there is a risk of splashing to the eyes from coughing or vomiting eye protection will be worn. The areas where a person suspected of having COVID-19 has been, including toilets, will be cleaned and disinfected.</p> <p>The staff member who has cared for the child displaying symptoms does not need to go home unless they develop symptoms themselves. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p><del>Other parents will be informed that there is a suspected case in the setting but</del> No further action needs to be taken unless the test result comes back positive. Confidentiality is followed at all times. (updated 24.08.20)</p> <p>Additional cleaning will be carried out following government advice.</p>
<p><i>Testing</i></p>	<p>Children, staff members and members of their households will have access to testing if they display symptoms of coronavirus according to government guidance. Everyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Arranging a test for a child is the parent's responsibility. They must inform LFK immediately of the test result.</p> <p>If someone tests negative and they feel well, they can stop self-isolating and return to the setting. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.</p> <p>If someone tests positive, see they should follow 'COVID-19: guidance for households with possible coronavirus infection' and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>

<b>STAGE 2 – containment / TRIGGER: coronavirus (COVID-19) infection at LFK</b>	
Area	Key actions
<i>Response to a confirmed case in the setting</i>	<ol style="list-style-type: none"> <li>1. engage with the NHS Test and Trace process if there was a positive test result</li> <li>2. manage confirmed cases amongst the setting community and contain any outbreak by following local health protection team advice</li> </ol> <p>The local health protection team would guide the staff members through the actions they need to take. Based on this advice it is likely that the Kindergarten would need to close for at least 14 days because the teaching staff and all of the other children would need to self-isolate for 14 days. Household members of those who are sent home without symptoms do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.</p> <ol style="list-style-type: none"> <li>3. notify Ofsted</li> </ol>

## References / key government guidance:

- Department for Education guidance:

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

- Department for Education guidance (for staff, children attending the setting and parents/carers)

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

<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>

- Public Health England guidance: COVID-19: cleaning in non-healthcare settings outside the home

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

- Latest NHS information and advice about coronavirus (COVID-19).

Incl. symptoms, testing & tracing, social distancing, self-isolation

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

- Department for Education guidance: What parents and carers need to know about early years providers, schools and colleges in the autumn term

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

- Coronavirus (COVID-19): safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

- Stay at home: guidance for households with possible coronavirus (Covid-19) infection: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- Guidance for parents and carers on supporting children and young people's mental health and wellbeing

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

- Handwashing advice is at <https://youtu.be/bQCP7waTRWU>

- Early years foundation stage: coronavirus disapplications <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>