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**What Policies apply to this Policy:**

All policies apply to this Policy.

**Section 1**

**What are the aims of the policy?**

This policy ensures the safety and wellbeing of children, staff and parents in the nursery during the period of Covid-19. This policy will work in conjunction with Coronavirus risk assessments and our updated cleaning schedule to ensure the safe and effective running of the nursery at this time. This Policy informs members of the Nursery Community in a clear and transparent way.

**Section 2**

**Who is responsible and when is this policy reviewed?**

The Nursery Coordinator and Managers have responsibility for implementing this policy. The Company Director oversees concerns. All team members and parents are responsible for keeping updated on this policy.

**Who does this policy apply to?**

This policy applies to all members of the nursery community; staff, students, parent/carer(s), Early Years professionals. Non-essential visitors are not allowed into the building at this time. Visitors must only go into areas that are necessary and must not touch resources or any other person or child.

**Who is responsible for monitoring this policy?**

The Nursery Director, Coordinator and Managers have responsibility for implementing this Policy at Nursery.

**What is the procedure for Policy review?**

This policy will be reviewed if Government guidelines change, parent consultations, we receive advice from any relevant organization. A review will also be undertaken if a Manager, Team Member, Carer or Parent make supportive suggestions or put ideas forward for improvements.

**Section 3**

**How are children, staff and parents safeguarded from infection?**

The Nursery has adopted a wide range of strategies and measures which include:

- The current Government guidance is that people who do have Covid should stay at home. Whilst this is not statutory anymore we will be actively encouraging staff and children to stay at home. Spreading of the infection will lead to more children and staff becoming unwell. This in turn leads to staff shortages and having to make closures of room bubbles.

- We are advised by the Government guidance that the if a child has a suspected or confirmed case of Covid can refuse to allow the 'child to attend if in your reasonable judgement, it is necessary to protect other children and staff from possible infection with Covid 19'.
- Rigorous cleaning schedules.
- New technologies and measures to ensure Covid-19 does not thrive.
- Additional PPE.
- Regular updates to risk assessments.
- Doorstep deliveries which are socially distanced without signatures.
- Social distancing in the Nursery as much as possible.
- Less movement around the Nursery of staff and the Chef.
- Socially distanced drop off with times for children to be dropped off and picked up.
- Drop off and pick up at the gate or door.
- Parents evenings and special events on Zoom.
- More frequent use of outdoor spaces.
- Remote staff first interviews via Zoom. Work trials with a mask.
- Visitors with a negative LFT.
- Updates of other policies including Staff Policy which lays down clear Covid-19 requirements.
- Staff remove their outdoor shoes and change into clean uniform on arrival at Nursery.
- Staff must wear clean uniform every day.
- Changes in mealtimes.
- Changes in use of office and staff spaces.
- Isolating children if they exhibit symptoms of Covid-19 with staff wearing a mask.
- Transparency with parents and staff if a team member or parent and family are self-isolating or test positive whilst maintaining anonymity. This enables parents to monitor their child's health with transparent background knowledge.

#### **What new technology and other measures has been adopted to safeguard against Covid-19?**

- The Nurseries acquired Covid killing foggers as soon as there was a fogging fluid that was child safe and biodegradable.
- Staff who are Covid positive who are able to work should work wearing a mask to prevent the spread of Covid.
- A new running water station for hand washing and water play was installed at Queens Baby Nursery to facilitate play and hand hygiene. This can be used by parents and children settling in the garden too.
- The Nurseries invested in Covid-19 and virus air purifiers, with ultra-blue Covid-19 killing lamps.
- The Nurseries installed CO2 monitors when the research showed the risks of high levels of CO2, that is more than 700 PPM. As a result, a new window was installed in one of the children's rooms to ensure CO2 levels remained low and increase ventilation.
- The Nursery has social distancing signs on the Nursery floors as a reminder.
- The Nursery has dedicated free standing gel stations with reminder notes for parents when handing over.
- Outdoor chairs for staff have been acquired, in nurseries with outdoor space available, so that team members have the choice to have lunch outside.
- The wearing of masks for handovers is actively encouraged.
- Staff should be actively encouraged to wear masks when not socially distanced.
- Pregnant staff are actively encouraged to wear masks as part of our risk assessment.

#### **Is there a Covid-19 risk assessment?**

There is a Covid-19 risk assessment for the company that is updated as new issues and updates arise and in line with new Government guidance as it is released. The risk assessment is a working document that is updated as frequently as needed. Members of the Nursery Community are welcomed to contribute ideas and best practice. Updated Covid-19 risk assessments are always available and can be emailed to all parents whose children are currently attending Nursery.

#### **Who is responsible for updating the Covid-19 Policy?**

The Nursery Director and Nursery Coordinator are responsible. Nursery Managers are responsible for flagging up parent or staff ideas, or suggestions or Covid-19 concerns to the Nursery Director and Nursery Coordinator.

### **How do we keep children safe?**

The nursery endeavors to keep the children safe by keeping children in the bubble of their room and not mixing with other rooms/bubbles. The team members that work in the room form part of the bubble. Social distancing will be in operation where possible and children will spend the full day in their own rooms or outside in their bubbles. Children will be asked to wash hands on arrival and must also have their temperature checked on entry and mid-day. Children will have to remove shoes on entry.

### **What about hand washing during the day?**

Running water will be used where possible instead of trays of water play. Each Nursery now has a thermostatically controlled outdoor running water play area with a variety of sinks and taps and water play should be encouraged outdoors.

### **How will you keep team members Covid-19 safe?**

Team members will have access to adequate PPE. The following are Covid-19 safety requirements:

- We have introduced new technology and other measures across the Nurseries.
- Meetings are not possible in the offices at Queens Baby Nursery or Independent Place. Meetings will need to take place in the staff areas, or a room.
- If two team members are required to be in the office for a meeting face masks must be worn. This only applies to Queens Nursery.
- Team members must also wear face masks in the staff communal areas when they are not eating. Lunches should be restricted to 3 team members inside the building at a time.
- Team members will also be required to wear face masks when welcoming the children and saying goodbye at the door/gate for handovers with families.
- Parents and carers should wear face masks for handovers.

### **What PPE will staff have access to?**

Staff have access to relevant PPE gloves and aprons. Antibacterial handwashing soap and antibacterial gel. Staff also have access to face masks if they are pregnant or vulnerable.

### **How will we keep parents safe?**

At Independent Place Nursery only one parent can enter the buggy collection and storage space at any one time. Parents will be required to wear a face mask for drop off and collection time. Parent's events and evenings will be held on Zoom for the foreseeable future. Small groups of parents may be able to visit the nursery for events. Outdoor events will be held with parents invited.

## **Section 4**

### **How will the Nursery respond to a suspected or confirmed case of Covid-19?**

From the time, the first cases were being reported in the UK the Nursery has been completely transparent in our communication and showcased best practice in keeping all parents updated. This means that parents can make choices for themselves and their children. We will continue to update parents about any cases. Government guidance of 5 days isolation will be followed.

### **What will Nursery do if a child or adult shows symptoms?**

If a child or adult shows symptoms, their temperature will be taken. They will be isolated with 1 team member wearing a mask and. Their parents will be asked to collect immediately. It is no longer a statutory requirement for people with Covid to remain at home, but the governments advice is that they should stay at home.. We will always be mindful of individual children's needs, for example: If this is not possible, a window will be opened for ventilation. If it is not possible to isolate the child, we will move them to an area which is at least two metres away from other people. If they need to go to the bathroom while waiting to be collected, we will take them to use a separate bathroom if possible and the bathroom would be treated with anti-viral and anti-bacterial cleaners immediately afterwards.

## **Section 5**

### **How will the Nursery keep the Nursery Community updated?**

We will continue to showcase best practice in communicating with parents as outlined in Section 8. We will stay updated with Government updates and review relevant legislation. We will work with the NDNA and Pre School Learning Alliance to update our risk assessments and policies. We will work with the Local Authority for support. We will update training as required and ensure staff deliver practice as trained by

monitoring and supervisions. We will send urgent updates when needed to maintain transparency, or occasional updates if required in the weekly catch ups.

### **Section 6**

#### **Is there any advice that parents and carers may find useful?**

- Follow the government advice for self isolation if you or your child has Covid-19.
- Please use our handwashing songs to support thorough handwashing.

And the most important...exercise good hygiene procedures!

1. Wash your and your child's hands regularly using hot, soapy water for at least 20 seconds
2. Use tissues when coughing and sneezing and dispose of safely.

REMEMBER – Hands, space, face and ventilation.