



## Little Owls Covid-19 Policy

Little Owls preschool intend to use this policy to provide precautionary measures to minimise transmission risks in the setting during the Covid-19 epidemic.

### Aim of Policy

This Policy defines the operating arrangements in place within the preschool that assures compliance with Government and LEA guidelines for the Covid-19 pandemic. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures are introduced and practices have been reflected upon.

### Method

The fundamental principles outlined in this policy are to ensure reasonable social distancing is enabled, good hygiene practices are implemented and coming into contact with infected children and adults or anyone displaying symptoms is minimised. We will continue to follow all our other policies as long as they do not conflict with this policy.

The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- The use of Protective and Personal Equipment (PPE)
- Lateral Flow and PCR Testing

### Wellbeing and Education

- Children will be supported in age-appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a “catch it, kill it, bin it” regime.
- Children will 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.
- The EYFS curriculum will continue to be delivered through play and adult led activities.
- Children will be organised into small groups where appropriate.
- Where possible activities will continue to take place outside or in well ventilated rooms.

### Children

- Only children who are symptom free, have received a negative PCR or have completed the required isolation period will attend the setting.

- Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Any comforters that are brought in from home should be clean and hygienic.
- Children previously considered CEV should follow the same [COVID-19 guidance](#) as the rest of the population. However, if a child has been advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.
- Parents are required to inform us if their child attends another setting as part of their registration. We stipulate they must inform the other setting their child is also attending our setting.

### **Staff**

- Staff will only attend the workplace if they are symptom free, have completed the required isolation period or achieved a negative PCR test result.
- A risk assessment with a health questionnaire will be completed for staff returning from isolation.
- All staff have completed an individual risk assessment and measures are put in places accordingly.
- The shielding programme has ended and adults previously considered clinically extremely vulnerable (CEV) should, as a minimum, continue to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but people previously considered CEV may wish to consider taking extra precautions. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take, and they should continue to follow that advice.
- Staff have been advised by the government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care which includes wearing disposable gloves and an apron, at staff's personal discretion.
- Social distancing will be maintained during staff breaks and lunchtimes.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff should wear fresh, clean clothes for each session.
- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- Equipment used by staff such as stationery, tablets etc. should be allocated to individual staff members where possible, alternatively they should be cleaned in between use.
- Staff should undertake lateral flow tests on Mondays and Thursdays by 8am and phone the Preschool Manager immediately should this be positive.

### **Parents**

- Only parents who are symptom free, have received a negative PCR or have completed the required isolation periods will be able to drop off or collect their child.
- Parents will be advised to maintain distance between each other and the Preschool staff will endeavour to avoid queues for families waiting to drop off or collect children.
- Parents will 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 and themselves.

- As far as possible parents and carers should only enter the premises when this is considered essential and masks must be worn inside.
- As drop off and pick up happen outside, hand over is done verbally but we ask parents to keep their distance from staff.
- Through newsletters and regular communications, we will encourage parents to test twice weekly LFTs.
- Through newsletters and regular communications, we will encourage parents to take up the vaccine offer as soon as possible. Details on how to book are available here: [thevaccinators.co.uk](http://thevaccinators.co.uk)

### Visitors

- Visits to the setting should be restricted as far as practically possible and visitors should not be permitted to the Preschool unless essential and unable to occur outside Preschool hours.
- Visits from outside agencies to support SEND children are permitted. However, the visitor and member of staff being spoken to should wear a mask and keep a safe distance.

### Hygiene and Health & Safety

- Please also refer to policy *6.2 Managing children who are sick, infectious, or with allergies*.
- All children and staff will use hand sanitiser on arrival at Preschool and this will be available throughout the day.
- Children and staff should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people.
- Tissues must be immediately disposed of and placed in a bin.
- Tissue bins will be emptied regularly.
- An enhanced cleaning schedule is implemented that includes furniture, surfaces and children's toys and equipment.
- Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly at the end of every session.
- Tissues etc that have been used by a child or staff member with suspected Covid 19 must be disposed of in a separate sealed bag.
- Practitioners may decide to suspend learning experiences involving materials which are not easily washable such as malleable materials (playdough, clay) and the suspension of the sharing of food and utensils.
- Resources available for the children may be limited, including any toys which have intricate pieces that would be hard to clean.
- Play food, play cutlery and crockery etc. may be removed or anything else which may be 'mouthed' by many children.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilised.
- Any resources which are difficult to clean should be removed.
- A monitoring system for the usage of PPE is essential 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.
- It is vital for any member of staff who uses PPE to read the following document - [CCC & PCC First Aid Requirements](#) – and to also watch the [video](#) which runs through the basics of

use of this equipment. Staff should not use PPE unless they have followed this advice on training.

### **Responding to a suspected case**

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home until they can undertake a PCR test, in line with the current NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others. If weather permitting, this will be outside or if this is not possible, the designated area is by the window in the middle room, with the window open.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. PPE should also be worn for cleaning the area where the individual with possible/suspected COVID-19 has been. At minimum, this should include gloves and an apron. Staff should wash their hands with soap and water for 20 seconds after all PPE has been removed. All PPE should be removed and disposed of in a sealed plastic bag.
- The parents/carers of the child should notify the Preschool by email as soon as possible of the result of the PCR test.

### **Responding to a positive case**

- If the PCR result is positive the pre-agreed letter from the County Support Pack should be sent out to parents/carers of all children in the setting. The identity of the positive case will be kept confidential.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the preschool, they should return home immediately and isolate at home until they have a PCR test and receive a negative result.
- The Manager needs to complete the Early Years [COVID-19 Information Sharing Form](#) so that the LA is aware.
- The Manager is required to report any positive cases to OFSTED <https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business>
- The setting must make a report under RIDDOR when:
  - an accident or incident at work has, or could have, led to the release, or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
  - a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
  - a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.

### **Outbreak Management**

- Settings must complete the [Support Request Form](#) if the number of cases (PCR positive) within 10 days among children or staff who have mixed closely:
  - Increases rapidly or
  - 10% of the cohort, so in our setting this would be 2 cases or
  - Single hospitalisation or death due to COVID-19
- Please see below for separate outbreak management plan.

### **Positive cases within a household**

- Should a member of the same household as a child test positive, the parent should notify the preschool by email. The child does not need to isolate if they are asymptomatic, but we ask that the child take a PCR test before returning to setting.
- Should a member of the same household as a member of staff test positive, the Manager and committee should be made aware.
- The member of staff will still be expected to attend the setting to work unless it is felt that due to the age or dependence of the child, it is likely that the staff member may contract and spread the virus. If this is the case the manager and committee will decide on the duration of absence and pay for the member of staff.

### **Additional Self Isolation Circumstances**

- We would also require a child/family to self-isolate even though they are not displaying symptoms if they have travelled to a destination on the [government list](#) requiring isolation on return. You may like to refer to the document [When to self-isolate and what to do – Coronavirus \(COVID-19\) – NHS \(www.nhs.uk\)](#).

### **Setting Closure/Part Closure**

- We highly value the importance of Early Education and will do everything we can do avoid closing, but this may be unavoidable in particular circumstances in order to protect the health and safety of our children, families and staff.
- If we have limited staff, we will allocate child places according to our contingency plan (see COVID policy file), prioritising vulnerable children, SEND children, key worker children and preschool funded children from youngest to oldest.
- If the setting needed to close due to COVID-19 we will communicate this to parents via email and text message.
- The definition of close contact which will be used in the Test and Trace process to support decisions making by NHS Test and Trace around the closure of bubbles. It is:
  - anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
  - anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
    - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
    - been within one metre for one minute or longer without face-to-face contact
    - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19. Ensure you have shared your policy/updated policy with all users of the setting so that they understand the protective measures you are implementing.

For further information please see [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person – GOV.UK \(www.gov.uk\)](#)

### **Fees**

Haslingfield Little Owls Preschool CIO  
Charity Number: 1174884  
EY: EY55580  
Policy finalised/ reviewed: November 2021

- Any illness or periods of self-isolation due to COVID-19 will not be eligible for a credit on fees and no funded hours can be accrued, as in alignment with our other policies.
- Any periods of closure due to COVID-19 will be credited to the child's account but funded hours cannot be accrued.

All areas of this policy are subject to change or be updated as we receive further guidance for the local area or National guidance.

**Covid Policy written by Liz Lightfoot (Committee Member) and Abby Maddison (Manager) in October 2021.**

## Outbreak Management Plan

The DfE have updated the [contingency framework](#) following the move to step 4. All education and childcare settings should have outbreak management plans outlining how they would operate if any of the measures described within the contingency framework were recommended in their area for any reason.

The Contingency Framework describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in education and childcare settings.

The Contingency Framework applies to a wide range of settings including Early Years settings, out of school settings and holiday clubs and should be considered alongside the relevant Covid-19 Guidance for those settings.

If the setting is advised by the Government, the Local authority, Directors of Public Health (DsPH) or PHE Health Protection Teams (HPTs) that they should apply additional protective measures the setting will take action as described below:

<b>Additional Protective Measure:</b>	<b>Action we will take to implement:</b>	<b>How we will implement this in a timely manner and who will be responsible:</b>
Vaccinations	Promote uptake of vaccinations for all eligible staff & parents (everyone >16ys)	All staff and parents have vaccinations promoted through newsletters and regular communications-ABBY AND JULIE
Increased testing of staff and families	Monitor of staff testing, supporting families to access Lateral Flow Testing	Daily reminders of LFTs through staff Teams group ABBY Email to parents to promote daily LFTs and link to how to order them ABBY AND JULIE
Increased ventilation	Increase activities that could take place outside, we can't increase ventilation any more than we do due to the safety aspect of our windows	All staff to consider in planning ABBY AND KATIE
Increased cleaning	Increase staffing to allow for increase of cleaning of resources, touch points and areas	Reinstate lockdown cleaning schedule ABBY, COMMITTEE AND STAFF
Face coverings	Use of face coverings when carrying out personal care, use of face coverings whilst preparing food, visitor use of face coverings	Inform staff and visitors ABBY
Shielding	Discuss with staff who may have to recommence shielding and the potential impact this would have on places, supporting children or families who need to recommence shielding	Discuss with staff ABBY, COMMITTEE

Transition or taster days	Carrying out meetings outside in the garden using face coverings, hold events online wherever possible, video tours of the setting, video calls to new children	Communicate to parents, visitors and staff ABBY AND JULIE
Performances	Cancel all performances/events until outbreak is managed	Communicate to parents, visitors and staff ABBY AND JULIE
Parental visits to the setting	Limit visits to the setting during the outbreak to those that are essential, use of video tours/calls	Communicate to parents and staff ABBY AND JULIE
Attendance limitations (these will only be implemented as a last resort)	Vulnerable children and children of critical workers should be allowed to continue attending Early Years settings.  Support children who have to remain at home with home learning packs, Tapestry and Zoom	Ask parents in advance if they consider themselves a critical worker. ABBY AND JULIE  Staff and committee to liaise to create home support STAFF AND COMMITTEE

This policy was adopted by

Haslingfield Little Owls  
Preschool CIO

*(name of  
provider)*

On (or reviewed)

23 November 2021

*(date)*

Date to be reviewed

November 2022

*(date)*

Signed on behalf of the provider

Name of signatory

Heather Duke

Role of signatory (e.g. chair, director or owner)

Chair of Trustees