Policy for Covid-19 reviewed September 2020

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. The main symptoms of coronavirus (COVID -19) are a high temperature and a new continuous cough, as well as a loss or change to your sense of smell or taste.**

**Prior to starting**

* A new ‘Emergency Information’ sheet will be sent out and must be completed and returned before your child is able to start. This will ensure up to date contact numbers, medical history, parental responsibility etc.
* Parents will be asked to sign a form stating they have completed the necessary quarantine time if they have travelled abroad to a country on the Government quarantine list.
* Parents will be separately contacted for children that **are known to playgroup** that have **specific medical conditions**.
* Information will be sent to parents in order to help them explain to their children how and why playgroup has had to make these important changes.
* Social distancing posters have been placed on the front door, in the main room and in the garden.
* COVID-19 symptoms sign has been placed on the front door.
* Two metre lines have been placed on the ground outside the external door to support social distancing whilst waiting to come into playgroup.
* Ideally, children should attend the same setting consistently, however, children attending Twyford Playgroup can now attend one other setting as well.

**Attendance at Preschool**

* Only children who are symptom free or have completed the required isolation period can attend the setting
* Children who have been classed as clinically extremely vulnerable due to a pre-existing medical condition and have been advised to shield must seek medical advice before they attend.
* A child living in a household with someone who is extremely clinically vulnerable, as set out in the shielding guidance on the government website should seek medical advice before they attend.
* A child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable, including those who are pregnant, can attend their education or childcare setting.
* If you are unsure, please seek medical advice from your GP to discuss whether it is suitable for your child to attend playgroup.

**Dropping off and Collecting**

* We request that only one adult per family to drop off and pick up in order to limit the number of people congregating outside the playgroup.
* Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off and pick up their child.
* Drop off and collection will take place at the external door in order to minimise people coming into the playgroup.
* Please always maintain social distancing whilst waiting outside. Two metre lines have been placed on the floor to help support this.
* Children arriving at playgroup, will be asked to wash their hands upon arrival.
* Parents will be given a specific drop off and collection time that may be different to usual preschool times in order to prevent congestion.
* A bag must be left at playgroup for each child containing two full sets of spare clothes. Any wet clothes will be placed in carrier bags and handed to parents at collection. Refills of these items can be brought in with children when needed and then added to the bags by staff. Please also provide a pair of wellies which will also be left at playgroup.
* Children will need to bring their own labelled water bottle daily, which will be placed on the white table.

**Operating in small groups**

Government guidance recognises that Early Year’s children **cannot** be kept 2 metres apart. The emphasis on returning has been placed on the areas below:

* Avoiding contact with anyone with symptoms
* Frequent handwashing and good respiratory hygiene practices.
* Regular cleaning of the setting.
* Minimising contact and mixing.
* Early years settings are no longer required to arrange children and staff in small, consistent groups so they can return to normal group sizes.
* The amount of resources have been reduced and cleaned
* The children will have access to the garden.
* Snack times will be staggered.
* There will be no more than two children in the toilet area at any time.
* Once inside, any child that is crying will be comforted by staff, but adults will be cautious in their approach and parents will be notified if their child is unable to settle.
* Small groups may be taken out by two members of staff to a public place if they can guarantee that social distancing will always be adhered to, in line with government guidance.

**Hygiene**

* All children and staff must wash their hands when they arrive at preschool, as well as frequently throughout the day, particularly before and after eating, when using the toilet, sneezing, coughing, or wiping their nose. Hands must be dried thoroughly with a paper towel.
* Gloves, nappy sacks and hand sanitisers will be kept in staff pockets.
* Hand sanitiser will be kept on the top shelf of the hatch and the top shelf in the garden cupboard and in the main cupboard.
* Used tissues will be disposed of frequently.
* Used PPE will be disposed of in the bin. However, if there is a suspected case, PPE will need to be double bagged, marked storage and left in a secure place until test result is known. If the test result is negative, it can be disposed of in normal waste straight away. If the test is positive, it will need to be stored for 72 hours before being put in the normal waste.
* Children will not be allowed to bring items from home into preschool.
* All resources required for playgroup will be washed frequently throughout the day or placed in a safe place and washed at the end of the session.
* All new activities will be risk assessed to maximize the safety of the children and staff.
* Before they go home, the children will wash their hands and then be ready with their shoes on.

**Cleaning**

* Cleaning throughout the playgroup will take place frequently during the day, including wiping door handles, tables, banisters, light switches, toilets, sinks.
* Any soft surfaces including cushions, mats, soft toys, blankets have been removed.
* Items have been removed from playgroup to limit the number of hard surfaces requiring cleaning, as well as those that are hard to clean.
* At the end of each session, once the children have gone, the staff will carry out a deep clean, including resources that have been used that day, as well as the garden area, corridor, corridor toilets, kitchen, playgroup toilets, and main room.
* Windows will remain open to ensure ventilation.

**PPE**

* Government guidance is that PPE is not worn for Early Years beyond that which is usually worn such as gloves and aprons for toileting procedures and first aid. However, social distancing cannot be enforced; therefore, staff will always have access to PPE .
* PPE is available for staff to use where a child is displaying symptoms and awaiting collection. This includes aprons, disposable gloves, and fluid-resistant masks and eye protection.

**Suspected Case**

* In the event of a child developing symptoms of Covid-19 whilst attending preschool, parents will be contacted immediately and must collect their child as soon as possible.
* The family will be advised to isolate at home in line with the NHS guidelines and not return to playgroup until the isolation period is over and their child is no longer symptomatic.
* A child displaying Covid-19 symptoms will be isolated in the corridor with a staff member
* Suitable PPE will be provided for the member of staff, including disposable gloves, a fluid-resistant face mask a disposable apron and where necessary eye protection.
* Once the child has been collected, the corridor will be thoroughly cleaned by member of staff wearing appropriate PPE.
* PPE will be stored in two big bags and disposed of in the correct way, according to the test result.
* In the event of a staff member developing Covid-19 symptoms whilst working, they will be provided with a mask to safely exit the building and advised to isolate at home immediately.
* They will be reminded of NHS guidelines regarding isolation and are not allowed to return to work until the isolation period is over and they are no longer symptomatic.
* Settings must ensure they understand the NHS Test and Trace process and how to contact their local PHE health protection team.
* Staff members and parents and carers will need to book a test if they are displaying symptoms.

**Positive Case**

* Settings should ask parents, carers and staff to inform them immediately of the test results.
* Staff members and parents or carers will need to provide details of anyone they have been in close contact with if they were to test positive for coronavirus.
* If someone tests positive, settings will inform, and take guidance from, the local health protection team.
* If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.
* In some cases, health protection teams may recommend that a larger number of children and staff self-isolate at home as a precautionary measure.
* Ofsted must be notified of any confirmed cases of coronavirus through the usual notification channels.

**Staffing Plan**

* Staff will only attend preschool if they are symptom free, have completed the necessary isolation period and achieved a negative test result.
* Staff will, where possible implement social distancing between each other, including break times.

**Travel**

* If staff or parents are travelling by public transport, please note any current government guidance for the safe use of public transport.

**Visitors and Deliveries**

* Visitors will not be permitted to enter the playgroup unless absolutely necessary, for example, a parent who has volunteered to continuous clean that day. Appropriate PPE will be supplied to that parent.
* Urgent building maintenance will take place outside the usual playgroup operating hours.
* Extra-curricular activities to enhance learning by external professionals will not be reintroduced to playgroup until it is safe to do so.
* All deliveries, as usual, will take place outside the building to avoid unnecessary access by external suppliers. Any staff members receiving a delivery will immediately wash their hands.

Playgroup Manager: Pamela Lawrence Date: 30th May 2020

Chair of the Committee: Francesca Carr-Roberts Date: 30th May 2020

Lead Safeguarding Officer: Claire Wing Date: 30th May 2020