**4C COVID-19 Updates January 2021**

**Nursery Policy and Procedures**

Also, as it states in the nursery’s terms and conditions around sickness\*, we are closely following the government’s guidance on infection control, therefore, nursery fees will still apply in times of closure and self-isolation, I apologise in advance.

\*(i) Children are not permitted to attend nursery if they are suffering from an unexplained high temperature or vomiting/diarrhoea or if there are symptoms that the nursery considers to be contagious or dangerous for the child and/or other children in the nursery’s care. Once the nursery has contacted the parent, parents must collect their child promptly (within 2 hrs after notification) If parents are not contactable, emergency carers will be called. (ii) Children are not permitted back into the nursery until they are well again i.e. 48 hours after diarrhoea or sickness has stopped. **The nursery follows the guidance on infection control in schools and other settings and this is available in our policies and procedures.**

**COVID-19 Isolation and Testing (NHS)**

The main symptoms of coronavirus are:

* **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

## What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.

Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

It's a legal requirement to self-isolate if you test positive or are told to self-isolate by NHS Test and Trace. You could be fined if you do not self-isolate. Self-isolate immediately if:

* you have any [symptoms of coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
* you've tested positive for coronavirus – this means you have coronavirus
* someone you live with has symptoms or tested positive
* someone in your support bubble has symptoms and you’ve been in close contact with them since their symptoms started or during the 48 hours before they started
* someone in your support bubble tested positive and you’ve been in close contact with them since they had the test or in the 48 hours before their test
* you've been told you've been in contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/)
* you arrive in the UK from a country with a high coronavirus risk – see [GOV.UK: how to self-isolate when you travel to the UK](https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk)

Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 to tell them you're staying at home. People who are self-isolating with mild symptoms do not need to be tested for COVID-19. **Urgent advice: use the** [**NHS 111 online coronavirus service**](https://www.nhs.uk/conditions/coronavirus-covid-19/)**”**

## When to get a test Get a test as soon as possible if you have any symptoms of coronavirus.

The test needs to be done in the first 8 days of having symptoms. You do not need to get a test if you have no symptoms or if you have different symptoms.

You should self-isolate for at least 10 days.

You may need to self-isolate for more than 10 days if you get symptoms while self-isolating or your symptoms do not go away

Risk Assessment POLICY AND PROCEDURE

**Covid 19 - Risk assessment and action plan combined**

Responsible Person: Zahida Khan

Person having control of the premises: Naveena Joshi

Address of premises: Coombe Day Nursery, 6 station approach, Norbiton avenue, kingston upon Thames, KT1 3QT

Date of risk assessment: 04/01/2021

Date of previous risk assessment: 15/05/2020

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| **PROMPT – taken from Guidance** “Actions for education and childcare settings” (GOV) | **HAZARD**  | **WHO**  | **CONTROL MEASURE** | **Relevant Checklist D- daily W – weekly** **M - monthly** | **Risk level**  |
| Minimizing child to child and adult to adult contact within rooms | Infection control | All on site | Remove excess furniture to create greater space for children to spread out - allowing staff to easily be 2m apart and children have more space to play. Staff are expected to social distance, we are unable to do this with children. Therefore, more space for them to play and less children in room will assist this.  | D | Medium  |
| Visitors  | Infection control | All on site | Viewings and settles will not be permitted at the nursery until a later review date. (Pending July 6th 2020) | D | High |
| Deliveries | Infection control | All on site | Any deliveries that arrive on site; any deliveries must be dropped to the outside of the nursery, so the delivery persons do not enter the building. One staff member is to go and collect these with a glove and apron on and antibacterial wipe the products down before them entering the nursery. Daisy (nursery cook) must wipe all food down before entering the nursery. All Gompels/ non urgent other deliveries must be placed in the cupboard for 48 hours.  | D (whenever deliveries arrive to the nursery) | High |
| Soft furnishing  | Infection control | All on site | Removal of all soft furnishing such as cuddly toys, dressing up clothes and cushions. Rugs will stay as children spread majority of time on floor but are disinfected every 2 hours, by spraying with anti bac spray (when that group of children enter the garden) | D | Medium  |
| Before and after meals | Infection control | All on site | Staff will wear gloves and use wet disposable wipes on childrens hands and faces, which are places in the yellow bins for disposal. Before sitting at the table, the children will antibacterial gel their hands.  | D | High  |
| Blue roll | Infection control | All on site | Everything should be cleaned with blue roll (not reusable cloths) so they can be disposed of immediately (into the yellow bags).  | D | Medium  |
| Tissues, cloths, nappies, and PPE equipment. | Infection control | All on site | When using PPE equipment rather than disposing in a normal bin these should be disposed of in the yellow bin bags, as they are incinerated rather than landfill. The same applies to tissues, cloths, nappies. If you are dealing with a sick child or staff member the PPE must be put in the yellow bag and removed from the setting immediately.  | D | Medium  |
| Parents  | Infection control | Parents | Parents are not permitted to be onsite, whilst there is still a strong chance of second peak. Once government relax rules, we will readdress this.  | D | High  |
| Drop off and collection | Infection control | Parents, children, staff taking child to gate | One parent only should be coming to drop AND collect their child to minimise number of parents waiting outside on street at any one time. Parents are to ring the bell and wait for a staff member to bring their child to the gate, parents should stand back 2m, allowing the child to walk to parent. Staff will be ‘radioed – walkie talkie, to the correct room, where a designated staff member from that childs room, will bring the child out to their parents. Where a child is not able to walk, a push chair will be required so we can place them in it and parents can then take them, staff are to wear GLOVES. Parents are to que 2m apart outside the nursery. This will mean there is no gathering at gate, no conversing,  | D | High  |
| Hand overs | Information sharing | n/a  | Handover of activities will be places on tapestry (as a group observation), by one allocated staff member so that handovers at the gate are minimal. However, staff will inform parents if there were any problems on eating, nappies, sleeps etc. | D | Low  |
| Items from home | Infection control | All on site | All children are permitted to bring one bag only. This bag must only contain the essentials, change of clothes, sun cream, nappy cream, medication, food for the day*. There should not be extra toys or items from home.*  | D | Medium  |
| Use of public transport  | Infection control | Those using transport, and those who they come into contact with | Where possible, all parents and staff should avoid using public transport until the government deem it safe to do so. Staff should try to share a lift with other staff; however, it is important they then work together for the remainder of the day in the same room (not mixing with others). Parents and staff that are using public transport must try to avoid peak times, uses hand sanitizer and face masks. Staff using public transport, must inform the nursery manager and will be the last to return to the nursery. Nursery management to discuss with staff whether lift sharing is possible.  | D | High  |
| Cleaning contractors  | Infection control and cleanliness  | Cleaners  | Additional duties – washing staff clothes and aprons at the end of the day and leaving to dry in ventilated areas, where they will dry overnight. Clothes for staff should be left in their individual rooms to dry so they can access them in the morning. Each staff are allocated a room and are not permitted to enter the other rooms. All touchable areas and handles must be cleaned daily. Door handles should be disinfected on exit of each area. A thorough clean of floors, touched surfaces, door handles will be required at the end of each day by the cleaning team.  | D | High  |
| Staff belongings and uniform | Infection control | Staff  | Staff are to remove work uniform before leaving the premises for the uniform to be washed onsite at the end of each shift. Staff must ensure their clothing is labelled. Staff are not to come into the locker room or toilet first. They MUST have their phone off and rucksacks tucked away in the room out of reach in their allocated boxes. Daisy will come around and collect staff lunches for the fridge at 9:30. Daisy will wipe these down before placing them in the fridge.  | D | High  |
| Staffing  | Cross contamination / infection control  | Staff  | Staff will be allocated one room. They are not to enter any other room. Staff are to have lunch breaks in the garden whenever possible. staff who drive/walk will return first and we will ensure they do not return to work if they are at high risk.  | D | Low  |
| Garden play  | Infection control | All on site | The garden needs to be used during the whole day, rooms must alternate their garden time. Instead rooms are responsible for bringing out their own room equipment, and immediately taking back inside with them to be clean and disinfected. Rooms are to be encouraged to spend as much of their day outside as possible or split children to allow less in a room and then swap if ratios allow and safe to do so. A rota will be introduced should it be needed.  | D | Low  |
| Routine in rooms  | Lack of routine  | All on site | Should anyone need Naveena or Helen, they should radio the problem/ query if can be dealt with on the radio. Naveena or Helen, will otherwise meet you in the garden, at a 2m distance. The normal daily nursery routine should be followed with the emphasis on more time outside and continue to complete daily activities such as registration, phonics, reading times for example. An outdoor classroom approach should be considered where possible.  | D | Low  |
| Outings  | Infection control | All on site | Whilst there is an epidemic, no outings will be permitted at all.  | D | High  |
| Facemasks  | Infection control | Staff | We will look to source full face visors, as this will offer more protection, but less daunting to the children, as face is fully visible. ONE allocated staff member per room, who will be collecting and handing over to PARENTS daily, must be given a visor. If these are not possible, we will relook.  | D | High |
| Room ratios/ lone working  | Safeguarding  | Staff | MINIMAL 3 staff in rooms on rota, as collecting/ dropping children, lunch break, toilets breaks, taking children to the toilets and encase of accidents or illness. Collection nappies etc during the day means a staff member is never left alone in line with our safeguarding policies. Rooms will be allocated to reflect the ratio for 3 staff members.  | D | Medium  |
| Rooms  | Infection control | All on site | Staff members will be designated a room to work in, with these rooms they must not go to other rooms or share resources. If they need to leave the room, they must only do so via the garden and remaining at a 2m distance from other staff members. *Manager must not enter any of these rooms or buildings unless of an emergency.*  If a cleaner is off sick then staff within those buildings will need to clean own rooms until a plan can be made. Clean mops, buckets and brooms will be allocated to rooms and kept in the room to use ONLY in that room.  | D | Medium  |
| Staff lunches  | Infection control | Staffing | Staff are not permitted to leave the premises during the day unless to take exercise, make a private call just outside the nursery or cigarette. *Staff must not go into shops during the day* or meet others. Staff are to bring packed lunches. Lunch breaks should be taken in the nursery garden or in allocated rooms areas, if the weather is bad then they will be in preschool. When on lunch break, only ONE staff member is permitted in the kitchen at a time. This is to gather any hot drinks, microwave your lunch etc. Staff must wear GLOVES before entering the kitchen. When sitting down for lunch, staff have to ensure they disinfect anything touched. Staff must keep the 2m distance rule and sit separately.  | D | Low  |
| Children and staffing | Infection control | All on site | As required, children in a daily period should not mix with other children from any other rooms, and be taught by the same teachers, at all points of the day. Teachers are not to ‘pop’ into other rooms for any reason (unless an emergency and they are in need of assistance).  | D | High  |
| Door handles and other surfaces touched for example kettles, taps, cupboards | Infection control | All on site | Wiped after each single use (staff to carry around a packet of antibacterial wipes with them during the day). We have provided aprons. Staff are also being allocated toilet seat covers, where they can take each when going to the toilet and dispose of them as directed in the yellow sanitary bags.  | D | High  |
| Bins  | Infection control | All on site | Emptied 2 hourly and wiped down. See Tissues, cloths, nappies and PPE equipment for further information | D | High  |
| Toys and equipment  | Infection control  | All on site | Before putting away any equipment and resources these need to be disinfected. Therefore, items such as colouring pencils should be limited to how many are out to ensure ease of cleaning. Children should not feel they cannot have a range of resources, but common sense of the ease of disinfecting after should be well planned.  | D | High  |
| Toilets – staff and children | Infection control | All on site | One person at a time, disinfected after each use. Radio is to be used into the preschool room when a staff member needs the toilet, so they are able to ensure there is no other staff member in there and they are able to enter the toilet quickly and efficiently, without crossing paths with another staff member, or lingering in the preschool room. If a child (based in another room where the toilets are not accessible) needs to go to the toilet, one ALLOCATED member of staff will walk them around to the toilet and back. They are to wait on the side of the Caterpillars door, until they can see that the toilet area is free.  | D | High  |
| Hand washing | Infection control | All on site | Staff and children should follow good hygiene practice as normal with regards to cleaning hands after touching children noses, wiping facings, nappies, toileting etc. In addition to this, children are also to do this at those times, and be applied with hand sanitiser one entrance to building, after coming in from the garden and after any mealtimes. Hand washing to be done before all meal times. An additional sink will be available in the baby room (as there is currently no running water).  | D | High  |
| Stationary, resources. | Cross contamination  | All on site | No sharing stationery and resources where best possible. If items need to be shared such as thermometer this should be disinfected before and after use. Staff to keep their own pen on them at all times.  | D | Medium  |
| Food  | Having limited resources on first opening | All on site | Sandwiches brought in from home for lunch, (children), no peanut butter allowed, wrapped ONLY in clingfilm, foil or tissue, so this can be disposed of straight away using gloves, as opposed to lunch boxes. Fruit or vegetables provided by nursery or yoghurt depending on what we can source. We will provide an afternoon snack and one cooked late afternoon meal, following healthy eating guidelines.  | D | Low  |
| Shared surfaces  | Infection control | All on site | Disinfected after all uses. | D | Medium  |
| Child and staff/family sickness and Positive test result | Infection control | All on site | If a child or staff member becomes sick whilst on site the staff member will be immediately told to remove themselves from the premises, where a child becomes ill, they will be isolated alone and team member is to keep 2m apart. Best practice would be the child is placed in the garden with staff member. Staff member must wear gloves, apron, and mask. All children and staff must go for a test and receive negative results before returning to nursery. Whilst awaiting results they must self-isolate with their family. Where the child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days, including staff members based in that room. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. | D | High  |
| Chairs  | Infection control | All on site | Children sit on floor, table legs removed so that children still sit at table with food. But less items that can hold germs (such as chairs).  | D | Low  |
| Floors  | Infection control | All on site | Mopped after lunch and after tea times with disinfectant. rooms have own mop buckets and mops. One for toilet and one for room.  | D | Medium  |
| Hand towels  | Infection control | All on site | Drying hands on disposable hand towels will be used at this time and placed in the bin. | D | High  |
| Reduce opening hours  | Staff working hours and infection control/ratios | Staff | Opening hours will be shortened to avoid any peak travel times. Staff and rooms will have allocated rooms entrance and exit times to avoid any room cross overs.  | D | Low  |
| Ventilation  | Infection control | All on site | Aircons where accessible are to be on throughout the day, as these help to circulate the air. Windows and doors are also to be open at all times of the day. Children and staff are to dress appropriately for doors and windows being open on colder days. *They are not to be closed at all*. Appropriate door stops must be provided.  | D | High  |
| No sensory play | Infection control | All on site | This is based on the fact they germs live on surfaces and these items cannot be cleaned during play for example; if a child were to sneeze or cough on playdough. This includes no sand or water play. *Water play can only be used where it has antibacterial hand soap in it.*  | D | Medium  |
| No learning observations  | Staff not being available and visually not as aware | Children | Whilst we understand the importance of record keeping children’s achievements, it is vital at this time that the staff are always available, to ensure the welfare of the children and cleanliness is being met. Therefore, educated activities will be provided, but observations will be on hold, whilst we resettle the children into nursery and establish a good cleaning method.  | D | Low  |
| Pushchairs  | Infection control | All on site | Where parents are working from home, we will ask them to take pushchair with them home and bring back, as this limits the number of parents touching others property and staff touching them. Parents who need to get public transport can leave pushchairs onsite, but these must kept as separate as possible in the buggy shed. If the child attending is young, the staff member will ask the parent to wheel the buggy up to the nursery gate and then step 2m back, whilst the staff member straps the baby into the buggy (wearing gloves).  | D | Medium  |
| Disinfect shoes  | Infection control | All on site | On entry there will be a tray to step into for anyone coming onsite. This tray will have disinfected water in it. You will be required to stand in it for (check the bottle for how long it takes to work). Before entering their rooms, the children must remove their shoes and keep them in one shoe box. When putting them on, staff must assist the children WEARING GLOVES. Unless the garden floor is wet, please keep all shoes off during the day.  | D | Medium  |
| Sleep times  | Infection control | Children  | Bedding is to be washed daily after use on a 60-degree wash, beds to all be disinfected after use. Children are to sleep in their own rooms with a white noise machine.  | D | High  |

**Updated terms and conditions MONDAY 16TH AUGUST 2021**

*“As part of step 4 of the Government’s COVID-19 roadmap, double vaccinated people will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case, the Health and Social Care Secretary has confirmed today (Tuesday 6 July). The new rules will come into effect from 16 August, if the Government takes a decision to move into step 4. To ensure young people can make the most of their education as restrictions continue to ease, the Government also plans to exempt those aged under 18 from self-isolation if they are a close contact.”*

Following this update from the 16th August 2021, all children under 18 years old, will not have to isolate (unless they wish to). I will continue to update parents and inform them of any cases amongst their room.

**From Monday 16th August 2021 at Coombe Day Nursery, positive cases for COVID 19 require a full 10-day isolation in line with the government requirement.** Those who are ‘close contacts’ will be notified via email, so parents and carers are fully aware.

Children who are listed as a close contact will NOT have to complete a PCR test to return to the nursery, following guidance (however, to support the nursery and each other, we would strongly advise and request that you do complete a PCR – however – this is not obligatory;

[Self-isolation removed for double-jabbed close contacts from 16 August - GOV.UK (www.gov.uk)](https://www.gov.uk/government/news/self-isolation-removed-for-double-jabbed-close-contacts-from-16-august)

* *“as with double vaccinated adults, children under 5 who are close contacts of a positive case will instead be advised to take a PCR test. If the PCR test is positive, they will need to self-isolate, as any other positive case*
* *children who are aged under 5 years old who are identified as close contacts would only be advised to take a PCR test if the positive case is in their own household”*

**If your child is a close contact of a positive case within nursery, they are still permitted to attend as normal. Close contact children will be monitored closely by the practitioners in their rooms – if a child seems unwell and has any symptoms – they will need to be collected immediately and sent for a full PCR test before returning to the nursery.** Results\proof of test must be emailed to the nursery info@coombedaynursery.co.uk  of a negative test result – not just confirmation via verbal form – the negative NHS email/ text message must be provided, before allowing your child into nursery.

**FULL FEES will also apply if your child is in isolation – in line with our normal sickness policy.** Bubbles will not be closed.

**Essential Policies & Procedures for the EYFS**

**COVID-19 Update July 2020** As described in the government 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) (updated 2 July 2020): *‘Settings are also responsible for planning and implementing appropriate protective measures to reduce coronavirus (COVID-19) transmission. Section 3 of this guidance sets out the public health advice which early years settings must follow. It also includes the process that should be followed if anyone develops coronavirus (COVID-19) symptoms while attending. This guidance has been developed with advice from Public Health England (PHE).*

*‘These measures make up a ‘system of controls’, described in section 3, building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. We are keeping the protective measures under review, in line with the latest scientific advice.’\**

\*Please refer directly to the guidance for further information and for any updates. Therefore, providers can either choose to update their policies in line with the ‘systems of controls’, or use them as a separate procedure, as provided here.

*‘The system of controls provides a set of principles and if settings follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All settings must cover them all, but the way different settings implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, we have said ‘must’. Where there is a legal requirement we have made that clear.’*

### ***‘System of controls***

*This is the set of actions early years settings must take. They are outlined in more detail below.*

***Prevention:***

*1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings*

*2) clean hands thoroughly more often than usual*

*3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach*

*4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach*

*5) minimise contact between groups where possible*

*6) where necessary, wear appropriate personal protective equipment (PPE)*

*Numbers 1 to 4 must be in place in all settings, all the time.*

*Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.*

*Number 6 applies in all specific circumstances.*

***Response to any infection:***

*7) engage with the NHS Track and Trace process*

*8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community*

*9) contain any outbreak by following local health protection team advice*

*Numbers 7 to 9 must be followed in every case where they are relevant.’*

**Local outbreak of COVID-19**

In the event of a local outbreak of coronavirus (COVID-19), the government will take action to control the spread of the virus. As has occurred in Leicester, people in the affected area may be asked to stay at home as much as they can and not travel unless essential. Any providers who are affected by a local outbreak will receive specific guidance for their area. For providers in Leicester, guidance can be found at [www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings](http://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings). Further guidance on COVID-19 related matters, can be found at [www.eyalliance.org.uk/coronavirus-early-years](https://www.eyalliance.org.uk/coronavirus-early-years).

**UPDATED 25/11/2021**

**Coombe Day Nursery, positive cases for COVID 19 require a full 10-day isolation in line with the government requirement.**

**Any children or staff deemed a close contact will be notified via email or telephone saying that they are a close contact. We are requesting that a PCR test is completed within 48 hours (they can still attend nursery whilst awaiting a result) and the negative result MUST be emailed to the nursery – without this, we may ask you to isolate alongside the positive case. PARENTS AND HOUSEHOLDS: if there is a positive case in your household – your just MUST complete a PCR test with results, before returning to the nursery. If your child is a close contact of a positive case within nursery, they are still permitted to attend as normal. Close contact children will be monitored closely by the practitioners in their rooms – if a child seems unwell and has any symptoms – they will need to be collected immediately and sent for a full PCR test before returning to the nursery.**

Results\proof of test must be emailed to the nursery info@coombedaynursery.co.uk  of a negative test result – not just confirmation via verbal form – the negative NHS email/ text message must be provided, before allowing your child into nursery. **FULL FEES will also apply if your child is in isolation – in line with our normal sickness policy.** Bubbles will not be closed.”