

Coronavirus (Covid-19)

Daily Operating Procedures/Policies for the Nurseries during the pandemic

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Introduction

As COVID-19 (coronavirus) restrictions ease in the United Kingdom we continue to do our utmost to offer our children, their families and our staff a safe and nurturing environment. It is essential that everyone complies with the latest Government Guidance on coronavirus (COVID-19).

These Daily Operating Procedures/Policies (DOP) are based on our responsibilities to offer all of our stakeholders a duty of care, Government, Public Health England, NHS and DfE guidance for childcare settings, their employees, parents and children.

Where these procedures amend those in our standard policy document, they will remain the overriding principle throughout the coronavirus (COVID-19) pandemic regardless of the level of alert at the time. Our standard policy document can be viewed online at www.daynurseriessurrey.co.uk Please contact your nursery for the password to the policy document.

As childcare providers we continue to make adaptations to the way we work to ensure that we are keeping our children, parents and staff safe at all times. The fundamental principle of this document is to maintain a safe nursery community that is as risk free as possible through practical and proportionate measures to protect our children and staff. This means that our practice will not only meet, but will exceed, the expectations of any government COVID safe operational guidance. Until such time as the rate of infection has decreased to a level we deem as safe we will keep in place practices that support the wellbeing of all concerned.

Please note that Lateral Flow Tests should only be used for asymptomatic testing, anyone displaying coronavirus symptoms should book a PCR test as soon as possible.

High Temperature

In order to provide parents with absolute clarity around how we will deal with coronavirus symptoms in the nursery we must emphasise that if anyone displays any one of the noted symptoms they will be expected to self-isolate straight away.

It is also important to clarify how we will proceed in light of a child displaying a high temperature as this is one of the most common symptoms of COVID 19. A temperature of 38°C is widely recognised as a fever/high temperature and will therefore be used by the nurseries as the indicator that a child should be collected from the site.

If a child feels hot to the touch on their back or chest their temperature will be taken and, if that reading is elevated to 37.8°C or above, you will be contacted and informed that your child will be observed, and further readings will be taken throughout the day. If your child's temperature reaches 38°C you will be contacted and asked to collect your child.

If your child displays symptoms of coronavirus, then they and their household should follow the government guidance for self-isolation and the child will not be able to attend the nursery until the required isolation period is fulfilled or a negative PCR test is received.

If you choose to make arrangements for testing and then to share the outcome of the test with the nursery, your child, provided they test negative and are fit and well in themselves, would be able to return to nursery. Please see the Data Processing section for details about how information you share will be used by Christopher Robin Day Nurseries.

In the absence of a test result, your child will need to stay at home until the required isolation period has been completed.

We accept that children are likely to have other infectious diseases (as they have always done), whilst these illnesses are not Covid-19 related some early childhood illnesses and viral infections will cause the immune system to respond with a fever. In such cases, because we cannot be certain that a high temperature is not COVID related, we will ask that your child is collected and that the family follow the most up to date government guidance around those displaying possible COVID symptoms.

As always, we urge parents to err on the side of caution if they think that their child might be ill and to seek medical advice, as necessary. Our Early Years Practitioners are trained in paediatric first aid, but they are not medical practitioners and cannot diagnose illnesses.

Please also bear in mind that if your child is unwell, they should stay at home until recovered and fully able to take part in the nursery day. Due to the nature of the service we offer we are unable to offer one to one care for any child who is unwell. If your child is diagnosed with any infectious childhood disease, they should remain at home until they are in good health.

The Government research indicates that COVID-19 appears to affect young children less often and with less severity than adults. However, parents must remain alert to the general health of their children and themselves, if anyone in the household displays any coronavirus symptom the family must follow the most up to date isolation and testing guidance.

If parents have any concerns about their child's health and wellbeing, they should seek immediate medical advice from their GP or NHS 111.

Parents should note that all important nursery information including any updates on COVID 19 guidance and functions will be communicated via email. It is extremely important that we have your preferred email address on record.

If families are travelling either nationally or internationally parents must obtain up to date information regarding travel restrictions and quarantine requirements. Parents need to be aware of and adhere to all restrictions. Please inform your nursery of your chosen destination prior to your departure.

Data Processing

If you choose to share a coronavirus test result or a "Test and Trace" notification with us, we will need to process your data.

The information you share with us will be stored securely and used only for the purpose stated below.

We will use your child's name, the date of the test (or notification from "Test and Trace") and test result to ascertain whether/when it is safe for them to return to the nursery in order to fulfil our duty of care requirements. We will further use your child's name and the date of the test result to ensure that our self-isolation fee discount is appropriately applied to your account.

Please note that we may be required to share contact information with "Test and Trace" due to a positive case within one of our nurseries.

Please read the next section "Fees" for details of the financial impact a local/national lockdown or self-isolation may have on our charges.

Fees

Once a childcare place has been offered and agreed, an invoice will be raised which must be paid within the time period specified in your formal offer to guarantee the agreed booking and attendance pattern. Thereafter invoices will be issued monthly and must be paid by the first working day of each month to guarantee an ongoing place at the nursery. Once a place is offered and accepted parents will have a 14 day cooling off period thereafter our standard 4 week notice period will apply.

If you decline the place offered for whatever reason, we regret that due to demand for nursery places your child's name will move to a lower position on the waiting list.

As a temporary measure, if a child is required to self-isolate having displayed COVID 19 symptoms or as advised to by the "Test & Trace" system, we will, in good faith, rebate 50% of the fees for the period of isolation (to the date the test result is received or until as advised by NHS Test & Trace). This is to encourage parents not to risk bringing a child that could be carrying coronavirus into our nursery community. This will apply until self-isolation requirements are removed from the statutes. This goodwill gesture cannot be extended to families who have to self-isolate/quarantine following a trip overseas or to a restricted area of the United Kingdom.

If, for reasons beyond our control, we find ourselves in a position where we must limit access to our full childcare service offer, we will notify parents immediately. Whilst we will do our utmost to continue to provide a full service, it may be necessary, due to staffing being

seriously impacted by suspected or confirmed cases of COVID 19 or by Test and Trace self-isolation requirements, to limit or close access to our services. In these circumstances' parents will receive a credit on their following month's invoice for any days missed.

Attendance

Children who:

- Have not displayed coronavirus symptoms,
- Have displayed coronavirus symptoms or been contacted by "Test and Trace" but have completed the required isolation period and are now symptom free*,
- Have displayed coronavirus symptoms but have received and evidenced a negative PCR test result for coronavirus,

are welcome in the setting if they are well enough to cope with the nursery day.

** "from 16 August 2021, if you are under 18 or a fully vaccinated adult at the point when you have close contact with a positive case, you will be exempt from any legal requirement to self-isolate when identified as a close contact. Fully vaccinated means you have had a full course of an approved vaccine and two weeks have elapsed since the date of your final dose. This two-week period is to allow for an immune response to develop. Individuals will instead be advised to take a PCR test as soon as possible. Individuals may wish to minimise social contact whilst waiting for the results of a PCR test but will not be legally required to self-isolate. This will also apply to anyone aged under 18 and 4 months who is identified as a contact" (Department for Education – NHS Test and Trace, Contact Tracing for Step 4 Onwards, Frequently Asked Questions RP148v02.)*

Again, we urge parents to err on the side of caution if they think that their child might be ill and to seek medical advice, as necessary. Our Early Years Practitioners are trained in paediatric first aid, but they are not medical practitioners and cannot diagnose illnesses.

If a member of a household is unwell with coronavirus symptoms, all members of the household, including the nursery child, must isolate for the required period.

If parents, or families are travelling overseas they should inform the nursery and ensure that they are fully aware of, and observe, any quarantine restrictions that are in place for their chosen destination. We cannot offer any fee rebate to families who have to self-isolate/quarantine following a trip overseas or to a restricted area of the United Kingdom.

If a child is unwell for any reason, they must be collected from nursery and kept at home until fully fit to return. If a child requires prescribed medication for a short term childhood illness, parents should discuss the diagnosis with their nursery manager to determine whether the nursery can offer the level of care required during the illness or if your child should not attend the setting until their course of medication is completed.

Children and staff members who are classed as clinically vulnerable should always follow their medical practitioner's advice.

Extra Days & Swap Days

Parents should note that extra days and swap days can only be offered and agreed where the nursery has space available. For one off extra days our standard extra day charge will apply. Please note that swap days can only be agreed if they fall within the week prior to or the week following the actual booking date.

Travel to nursery

The legal requirement to wear a face covering has been lifted. However, the government expects and recommends that people wear face coverings in crowded areas such as public transport. It is also recommended that you wear a face covering when travelling in a private vehicle with people you do not usually meet.

Please note that parents can leave buggies in the allocated storage areas at the nurseries, please be aware that this space is limited therefore we are unable to accommodate other travel accessories including scooters, bicycles etc. at the setting premises.

Drop off and collection of children

Drop off/Collection of children from their parent / from the nursery is managed through a queue management system. **Qudini**, is an online queue management system, this system is ideally accessed through a mobile device. Instructions on how to join the queue and contingencies (for example, if a parent does not have a mobile device) are available to parents at their chosen nursery. Parents should not join the queue until they are parked/standing outside the nursery premises and should not move to the designated meeting point until they are "served".

Our nurseries will "serve" queuing parents as quickly as possible, this may at times mean that nursery staff will collect/drop more than one child at the same time. If you are waiting by the nursery entrance to drop/collect your child we would advise, although no longer a government requirement, that you keep an appropriate distance from others who may be waiting in the same area.

Please try to discourage your children from bringing personal possessions into the nursery, where they have a treasured security object, parents must ensure that this is cleaned/launched on a regular basis. Nappies and wipes should be provided in their original packaging and will be wiped down before being taken into the nappy changing area and regularly thereafter. All items of clothing, footwear, etc. must be taken home and returned to nursery on a daily basis. Where possible please use wipeable bags for nursery, this is to ensure that any item brought into the nursery can be sanitised and to minimise the potential

risk of cross contamination from outside sources.

To help speed the drop off/collection process, only key information should be shared at physical handover; a daily report card plus daily observations will be available via your My Montessori Child parent page. Please note that our staff are free to choose whether they wear a face covering when collecting/dropping children.

If you wish to discuss your child's nursery day/attendance in further detail, please call the nursery to arrange a telephone/virtual catch up with the nursery manager/staff team. From September 2021 the nurseries will be extending regular invitations to all parent to attend an open morning/afternoon session. Parents will be able to join their child in play and speak with all members of their child's home room team. There will be a limited number of invitations for each open session in order to be able to comfortably accommodate visitors.

If parents need to make emergency collection arrangements, they must ensure that the nursery knows who will be collecting and that full security requirements have been met.

Social distancing

Throughout the pandemic social distancing has not been expected or practised with the children in our care. Due to the age range we care for social distancing cannot be achieved or promised if we are to create as normal a care environment as we can.

All guidelines suggest that the key to reducing the risk of coronavirus transmission is to regularly wash hands for 20 seconds, ensure that all required cleaning procedures are followed and, most importantly, to follow the self-isolation and testing guidelines when anyone displays signs or symptoms of coronavirus.

Home rooms and key groups

Our children are usually organised into room groups within the nurseries, these room groups will mix in our garden areas and may on occasion come together for a special event as a whole nursery group providing adequate indoor space is available and the selected area is well ventilated.

Care routines including provision of meals, nappy changing, and toileting take place within the space allocated to each group. PPE is used by staff carrying out food and intimate or toileting duties. Staff may choose to wear face coverings during parent handovers at the beginning and end of the day. Classroom and daily routines are regularly adapted to suit the space available and the number of children in the nursery.

Children will be encouraged to self-serve their meals in order to encourage their independence and self-confidence. All children wash their hands prior to being seated for snacks and meals.

Where children sleep during our rest period distancing between mattresses/cots is facilitated.

Staff members are based in one home room and wherever possible will not be required to cover across different rooms within the nursery.

Communal spaces and outdoor classrooms

When traversing the communal internal spaces in the nurseries such as corridors and stairways staff members will make their own choice on whether they wish to wear face coverings. All visitors to the nursery will be asked to continue to wear a face covering excepting when they need to be in direct contact with children, either to assess aspects of development or when delivering extra-curricular lessons. Where extra-curricular lessons take place in the nursery setting, adults should, wherever possible, maintain appropriate social distancing and weather permitting the lessons should take place in the outdoor space.

Outdoor spaces will be open for use by all home room groups throughout the day, equipment will be sprayed with a sanitising agent to reduce the risk of transmission of coronavirus and other infectious diseases.

Staff

Staff members must remain vigilant to the possibility of transmission of coronavirus and other infectious illnesses and should maintain this vigilance both during their work periods and breaks. Where possible staff should avoid physical contact with each other including handshakes, hugs etc. at all times.

Cross site working

Cross site working will be facilitated to enable the smooth running of the nurseries when there is no alternative.

Visitors and meetings

During normal operating hours meetings and interactions will continue to be kept to a minimum and where possible will take place using telephone calls and virtual meeting applications rather than inviting visitors into the nursery.

Attendance in the nursery during operational hours will be limited to children, staff and pre-arranged visits.

Please note that Christopher Robin Day Nurseries preferred virtual platform is Microsoft Teams.

Nursery viewings and tours

The nurseries will make specific arrangements for onsite viewings or virtual tours with any new

parent wishing to register their child for a place. Out of hours tours will be evening appointments limited to parents only.

Visiting parents will be asked to confirm their wellbeing prior to being invited into the premises, contact details will be used for contact tracing should this be necessary.

The nurseries are able to offer virtual tours supported by use of a virtual meeting with key members of the team. Virtual meetings and site viewings with prospective parents will be conducted by appointment only.

Settling in sessions

Excepting in times of lockdown, we will do our best to facilitate appropriate space where new families will be invited to come into the nursery for familiarisation sessions.

Where children are transitioning through the nursery, we will offer pre-arranged familiarisation visits where we will make provision for parents to meet staff virtually. We will also, where possible, arrange on site and garden visits provided we are able to create a safe, distanced meeting space.

The use of virtual applications to reassure children and parents is encouraged. If parents do enter the nursery, for any specific reason, they must minimise their movement around the nursery and only enter when a safe space has been created to do so. Parents must keep their interaction limited to those who absolutely need to be involved.

Visitors

Interactions with support workers and other agencies will generally be conducted using virtual meeting applications. Where a child requires additional support from external agencies, i.e., Observational Assessment for Special Educational Needs & Disability, we will plan for visiting professionals to make nursery visits to outdoor spaces.

Parents will receive invitations to join their child in their home room for an open morning or afternoon. These sessions will be arranged by the nursery on a termly basis and will be by invitation only. If parents are unable to attend their invited session the nursery will do their best to offer an alternative session as near to the original date as possible.

All visitors to the nursery will be asked to continue to wear a face covering excepting when they need to be in direct contact with children, either to assess aspects of development or when delivering extra-curricular lessons. Where extra-curricular lessons take place in the nursery setting, adults should, wherever possible, maintain appropriate social distancing and weather permitting the lessons should take place in the outdoor space.

Meetings

Physical face to face meetings will take place in the nursery where safe distancing can be maintained. Virtual meetings will continue to be used on a regular basis.

Interviews

If it becomes necessary to increase our staff capacity, interviews will be conducted out of hours, further discussions or where face to face meetings would contravene the guidelines at the time, will take place via virtual meeting applications to enable a positive recruitment decision. To ensure that our safe recruitment procedures are implemented anyone offered a position with Christopher Robin will undergo a supervised probation period which Christopher Robin reserves the right to extend if necessary.

Hygiene, safety and wellbeing

Good hygiene and cleaning practices significantly reduce the spread and transmission of the coronavirus.

Our robust hygiene and cleaning practices have been enhanced and are rigorously followed. In addition to our thorough cleaning procedures, we have introduced a daily sanitising process using a sanitising agent delivered via an electronic fogging machine. Fogging takes place outside of normal operating hours however, the nurseries can where necessary, use the machine to immediately sanitise any area required, once clear of occupation, should the need arise.

The sanitising agent, "TriGuard" is a non-alcoholic sanitising solution, lab proven to kill and protect against 99.99% of bacteria and enveloped viruses, including Coronavirus, MRSA, E-Coli and Influenza. It is a water based, non-toxic pH neutral formulation that can be used on all surfaces including textiles and fabrics and has been ethically tested and proven to be safe on skin and eyes.

Children's wellbeing

Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.

Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support throughout their time at nursery.

Hand washing

All children and staff must wash their hands with soap and water upon arrival at the nursery. Adequate supplies of soap and paper towels will be provided. Hand sanitiser should only be used in areas where hand washing facilities with soap, water and paper towels cannot be provided. Hand sanitisers will be provided throughout the nursery for use as required.

Children and staff members must wash their hands frequently (for 20 seconds) throughout the day.

Cleaning

An enhanced cleaning schedule has been implemented throughout the day, this includes furniture, surfaces and children's toys and equipment. Soft toys and removable soft furnishings will be regularly laundered.

Each nursery has cleaners who are in attendance on a daily basis, Monday to Friday. In addition to our thorough cleaning procedures, we have introduced a daily sanitising process using a sanitising agent delivered via an electronic fogging machine.

Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly throughout the day.

Staff uniform and further hygiene measures

Staff must not wear jewellery except wedding bands; small stud earrings and discreet nose studs may be worn; fingernails must be kept at a reasonable length to enable hand washing to be effective; hair below shoulder length must be tied back. Staff should continue wherever possible to maintain a "bare below the elbow" approach to items of jewellery and watches in the interests of general hygiene best practice. Staff uniforms should be washed regularly. Washing uniforms with detergent in a normal wash is effective at reducing the risk of any transmission of the virus. If a staff member has come into contact with a person presenting with coronavirus symptoms, the uniform should be washed at the highest temperature possible and thoroughly dried.

Nursery laundry

All items within the setting requiring laundering will be washed regularly at the highest temperature that the washing label indicates is possible.

Items such as towels, flannels and bedding will not be shared by children and will be laundered after use.

Waste disposal

All waste will be disposed of in a hygienic and safe manner.

Tissues must be immediately disposed of in clearly marked waste bins which will be regularly emptied and disposed of appropriately.

Risk Assessment & premises

All procedures and activities will be risk assessed and due consideration given to any adaptations to usual practice.

Regular appropriate Health & Safety checks will be conducted including legionnaires checks.

Windows will, bearing in mind the safety and wellbeing of the children, be kept open where possible to ensure better ventilation.

Use of Personal Protective Equipment

Current Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission. Changing habits, cleaning and hygiene remain the most effective measures in controlling the spread of the virus. Gloves and aprons will continue to be worn as normal for nappy changing, support with toileting and the administration of first aid. Face masks will be made available to those staff members who require them for particular duties.

A PPE box is available if a staff member is required to care for a child with coronavirus symptoms or when deep cleaning after isolation due to coronavirus symptoms.

PPE Box Contents:

- Face Masks
- Eye protection/visors
- Disposable gloves
- Disposable aprons
- Tissues
- Hand sanitizer
- Sanitising Wipes

PPE will be disposed of safely after use and the equipment immediately replenished.

Reporting, testing, and tracing

All staff members, children, parents of the nurseries, and members of their households, are

eligible for a COVID-19 test should they display coronavirus symptoms. For advice around testing, you should call 119. You can book a test online via the government coronavirus test booking platform.

Anyone displaying coronavirus symptoms, regardless of how mild they might be, must take a PCR test. If someone displaying coronavirus symptoms does not take a PCR test, they will be expected to isolate for 10 days from the first sign of symptoms and will not be given access to the nursery until the isolation period is complete.

Any suspected or confirmed cases of coronavirus must be reported to the Nursery Manager as soon as they are known.

As of 16th August 2021 the rules around close contact isolation changed, if you are under 18 years of age and are identified as a close contact of a positive case you will be advised to take a PCR test, you will not have to isolate whilst waiting for the result of the test.

Since 19th July 2021 nurseries and education settings are no longer responsible for notifying close contacts of positive cases, this task will be carried out by NHS Test and Trace. Christopher Robin Day Nurseries has taken the decision to make parents aware of any close contact with positive cases however we will not expect parents to keep their children at home, instead we will advise that government guidance is followed, and a PCR test is taken. We believe that our duty of care requires us to act responsibly and take all possible practical and proportionate measures to protect our children, families and staff which is why we will continue to make you aware of any close contact with a positive case. The decision on whether your child continues to attend nursery following this notification is yours.

If there is a positive case in the nursery that impacts on our ability to deliver a full childcare and education service, for example, staff may not be double vaccinated and therefore excluded from self-isolation requirements, we will make parents aware immediately and if we cannot offer you childcare for a specified period you will receive credit for the lost days on the next issued invoice.

We would encourage everyone associated with the nurseries to take advantage of all measures available to assist in the monitoring and control of the virus. We urge all eligible persons to take up their invitation for a COVID 19 vaccination as the vaccine programme is rolled out nationally.

In order to protect our community and prevent further spread of the virus we urge parents and staff to share all relevant information.

Lateral Flow Testing for Staff

From 22nd March 2021 the Government, via the Department for Education, introduced a programme of asymptomatic Covid-19 testing in private, voluntary and independent (PVI)

nurseries.

Along with the other protective measures we are taking, the regular testing of those without symptoms will help to reduce transmission of the virus in the community. We are enabling our staff to access the lateral flow tests for asymptomatic testing as a preventative control measure and all staff have the option, but not the obligation, to use them.

A positive lateral flow test result will result in the close contacts being identified and notified by Christopher Robin Day Nurseries. Dependant on adults' vaccination status they may not have to self-isolate after close contact (government guidelines and advice should be followed), from 16th August 2021 children under the age of 18 years will not have to isolate but if advised to do so by NHS Test and Trace they should take a PCR test.

Any individual who has had a positive lateral flow test result should seek a follow-up PCR test. If the PCR test is returned as negative (following the positive lateral flow test), the isolation period for that individual and their close contacts may end, so long as: that individual is well; no-one else in their household has symptoms or has tested positive for Covid-19; they have not been advised to self-isolate by NHS Test-and-Trace.

Asymptomatic lateral flow test kits are available to all households in England (with effect from 9th April 2021), if using them at home it is important to note that if any individual develops any of the known symptoms of COVID 19 they should follow the self-isolation guidance and book a PCR test. Lateral flow testing is only recommended as a tool to prevent the spread of the disease amongst those who are asymptomatic.

Training

All staff members will receive ongoing appropriate instruction and training in infection control, operating procedures and risk assessments within which they will be operating.

Resources

All resources required for play and learning experiences for children will be regularly washed and/or sterilised or changed and disposed of.

Equipment used by staff such as stationary, tablets etc. will, where possible, continue to be allocated to individual staff members and cleaned regularly.

Supplies

Christopher Robin Day Nurseries will ensure that, in as far as supplier stock levels allow, an adequate supply of essential items is in place for ensuring infection control. Government advice states: *"Based on current evidence and the measures that early years settings are already*

putting in place, face coverings are not necessary when adults are interacting with children, even where social distancing is not possible" therefore staff will not be required to wear a face covering in the normal course of their working day. However, our staff will have the choice to use a face covering at any time where they feel additional protective measures need to be taken, for example at drop/collection of children.

A monitoring system for the usage of supplies/PPE is in place 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.

If the supply of food is interrupted, procedures are in place to ensure that appropriate food alternatives are available and normal food safety and hygiene processes are followed.

Be alert to symptoms

Coronavirus continues to be a risk and easing of restrictions should not be seen as a sign that the virus is no longer a threat.

Parents and staff members must be alert to the range of symptoms that are currently recognised as coronavirus/COVID 19 symptoms:

- A new continuous cough
- A high temperature
- loss or change to your sense of smell or taste

Parents and staff should be aware that the range of symptoms issued by the World Health Organisation (WHO) includes many more symptoms and both the UK Government and the WHO list is constantly under review. Therefore, everyone should follow the most up to date information available.

Responding to a person displaying symptoms of COVID-19

A child displaying symptoms

In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they must be collected as soon as possible and must isolate at home in line with the NHS/current government guidance, only leaving the home to travel to a testing centre for a COVID 19 test.

Whilst waiting for the child to be collected they will be cared for in an isolation area away from others. Where possible, a window will be opened for ventilation.

The staff member responsible for the child during this time will be a staff member from their group and will care for them on a 1:1 basis. Suitable PPE for this purpose is available.

If the child becomes very unwell, it may be necessary to call 111 or 999. Our normal procedures on child illness and emergency procedures will be observed.

If possible, the area used for isolation purposes will then not be used for 72 hours after the child has been collected. After 72 hours deep cleaning and fogging with a sanitising agent will take place.

The isolation area will be thoroughly cleaned immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours. Fogging with a sanitising agent will take place in addition to thorough cleaning. The person responsible for cleaning the area will wear appropriate PPE.

A staff member displaying symptoms

In the event of a staff member developing coronavirus symptoms whilst attending nursery, they must leave the nursery as soon as possible and isolate at home in line with government/NHS guidance. If they are unable to travel alone, they should wait, in a previously identified room or area, to be collected. If possible, a window should be opened for ventilation.

Targeted and enhanced cleaning and fogging must then take place in the areas of the nursery the staff member had accessed.

What happens if a child or staff member tests positive?

When a child or staff member develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they will be asked to self-isolate and take a coronavirus test as soon as possible. If they test positive, they must self-isolate for at least 10 days from when the symptoms started; if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should still self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Where the child or staff member tests negative, and have no further symptoms, they can return to the nursery and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their home room group within the nursery will be informed and dependent on their age/ vaccination status they will be asked to follow the most up to date guidance available.

From 16 August, 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 within their own household.

From 16 August 2021, if you are under 18 or a fully vaccinated adult at the point when you have close contact with a positive case, you will be exempt from any legal requirement to self-isolate when identified as a close contact. Fully vaccinated means you have had a full course of an approved vaccine and two weeks have elapsed since the date of your final dose. This two-week period is to allow for an immune response to develop. Individuals will instead be advised to take a PCR test as soon as possible. Individuals may wish to minimise social contact whilst waiting for the results of a PCR test but will not be legally required to self-isolate. This will also apply to anyone aged under 18 and 4 months who is identified as a contact.

Anyone who tests positive having taken a PCR test will still need to self-isolate regardless of their age or vaccination status. Individuals should also continue to self-isolate immediately if they display COVID-19 symptoms. (Department for Education – NHS Test and Trace, Contact Tracing for Step 4 Onwards, Frequently Asked Questions RP148v02.)

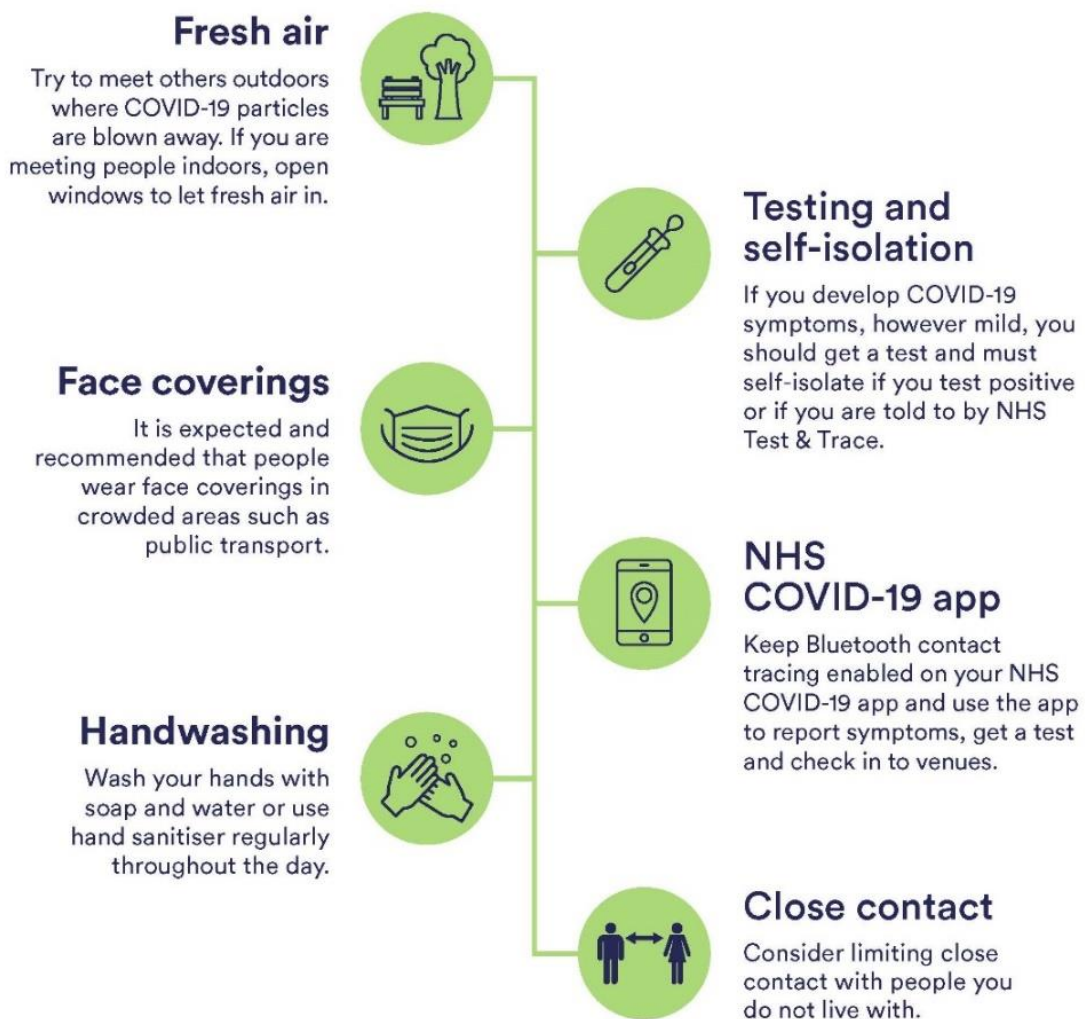
We are hopeful that the new age/vaccination guidelines will limit the potential of having to suspend our services; this would only be done in exceptional circumstances having taken guidance from Public Health England or if the government reintroduces more severe restrictions nationally.

It is imperative that we hold up to date email contact information for everyone in the nursery. Parents should ensure that they provide an up to date preferred email address.

Keeping yourself and others safe: From 19 July

While many restrictions have been lifted, COVID-19 has not gone away so it's important we remain cautious.

By practising key behaviours we can continue to protect ourselves and others and help stop the virus spreading.



For more information, visit gov.uk/coronavirus

Hand-washing technique with soap and water



Wet hands
with water



Apply enough soap
to cover all
hand surfaces



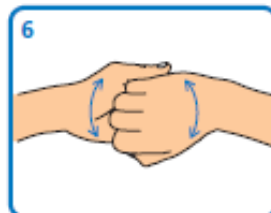
Rub hands palm
to palm



Rub back of each hand
with palm of other hand
with fingers interlaced



Rub palm to palm with
fingers interlaced



Rub with back of fingers
to opposing palms with
fingers interlocked



Rub each thumb clasped
in opposite hand using a
rotational movement



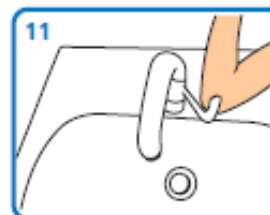
Rub tips of fingers in
opposite palm in a
circular motion



Rub each wrist with
opposite hand



Rinse hands
with water



Use elbow to
turn off tap



Dry thoroughly with
a single-use towel



Hand washing should take
15–30 seconds

Reference documents

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

<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/guidance/coronavirus-covid-19-travel-corridors>

https://www.who.int/health-topics/coronavirus#tab=tab_3

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>

<https://www.gov.uk/get-coronavirus-test>

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

<https://www.rcpath.org/profession/coronavirus-resource-hub/guide-to-covid-19-tests-for-members-of-the-public.html>