Infectious diseases policy and procedures –

Coronavirus emergency meeting – 16th March 2020

Updated July 2020 in preparation for September 2020

Updated 23/11/2020

Updated 7/01/2021

Updated 23/09/2021

Present; Sue Willner

Jennifer Childs

Lesley Fox (16th March 2020)

Due to time frames the remainder of the committee was contacted via messaging services.

1.15pm – 3.00pm

16th July 2020 – committee meeting – shared and re-adopted

7/1/21 – shared with committee via email

23/09/2021 – amended inline with revised government guidance and our settings needs.

15/11/2021 – amended in line with review of policies and procedures

Oct 22 amended - in place

Aims:

Our priority is the health and safety of all our children, their families, staff and visitors. We endeavour to ensure all equipment and resources are cleaned on a regular basis. During heightened instances of notifiable and/or outbreaks of diseases we will comply with government and controlled diseases recommendations; including Covid-19.

Our health and safety measures are of the highest standards; however, we cannot guarantee a risk-free environment.

Procedures:

* St Michael’s Pre-school will continue to remain open unless advised otherwise by the Government.
* Parents will be kept informed at the earliest opportunity of any required changes to our provision.
* Risk assessments will be continually reviewed and amended appropriately.
* We follow guidelines set out by the government and health organisation. Any child with a new cough and/or temperature (or other notifiable symptoms of any highly infectious disease) should remain at home and follow the government guidelines. Parents are obliged to notify pre-school if their child, other family member or someone they have been in contact with presents with any symptoms. St Michael’s Pre-school is committed to safeguarding our children, parents and staff. We operate a zero tolerance of illness and will contact parents if we deem their child unfit to be in the setting. If a child needs Calpol (or other forms of analgesia) they should be kept at home until they are well enough to attend. We will ask any child who presents with symptoms of a notifiable illness to seek an appropriate test or isolate to eliminate the risk of transmission. Children MUST NOT access the setting until they have a negative test result in order to safeguard others.
* Cleaning routines will be adapted to meet government guidelines and legislation.
* Management will monitor absenteeism.
* Parents MUST contact health professionals, seek and follow advice given.
* Management MUST contact the relevant health organisation e.g; Health protection Team, Ofsted and the Early Years to report positive results of ANY persons who has been either in the setting or who has had contact with someone who has tested positive.
* If a child presents with a consistent cough or temperature during the session (or any other identified indicators), they will be sent home and you should follow government advice. Children MUST remain at home until tested and the results have been confirmed as negative. Whilst awaiting collection the child will be looked after in our small room, with a member of staff protected with PPE. The door will remain open as closing it is not in line with our safeguarding policy.
* Staff MUST direct parents to a test and trace portal or other such identified provision.
* Should we be advised of a confirmed case of Coronavirus/Covid-19 within our cohort of children and their families, we will inform all parents and the pre-school will follow current Government advice. Government recommendations are subject to change frequently and the pre-school’s management are responsible for following the correct guidelines, policies and procedures.
* Fees will be charged as normal unless otherwise advised.
* Respiratory hygiene will be followed, by promoting the ‘catch it, bin it, kill it’ approach
* Absences and illnesses are addressed in accordance with our policies **6.2 Managing children who are sick, infectious, or with allergies; 1.2 Safeguarding children and child protection**
* If parents wish to self-isolate please be aware that fees will still be payable. Your child’s funded place may be at risk if there is a prolonged absence of 3 weeks or more. Funded places will not be at risk should the Government advise that all educational settings should close until further notice.
* Should the setting be forced to close due to staff absences, we will notify you at the earliest opportunity. In this case fees will not be charged. This would only occur if we could not meet statutory staff:child ratios.
* Should staff be required to look after their children due to their educational setting being closed or the child/staff member being asked to self-isolate, wages will be reviewed in line with the most current government guidelines.
* Should a member of staff refuse to attend work; against government advice and/or the settings requirements then disciplinary action will be taken.
* Should a member of staff not attend work without a valid reason this will also result in disciplinary action.
* Parents/visitors entering the setting will be asked to wear a face mask until further notice. Children will be dropped off and collected at the front door.
* Parent discussion and visits to the setting will be available in line with government guidelines e.g; zoom, phone, social distancing.
* ANY visitors that come in to the setting will be requested to wear a face mask in line with government guidance and adhere to social distancing where possible. ALL visitors are expected to sanitise their hands prior to entering the setting. Visitors will be requested to have minimal contact with equipment and all surfaces and touch points will be wiped down after their visit. Visitors will be supplied with anti-bac wipes to wipe any equipment they come in to contact with. Visitors MUST NOT enter the setting if they are presenting with any symptoms or if they have been in contact with someone who has presented with symptoms. Visitors should minimise the equipment that they bring in to the setting. Visitors MUST notify the setting if they develop symptoms after visiting the setting. Test and trace will notify any close contacts.
* Management will inform parents and staff of the items that they may bring in to the setting e.g; wipeable lunch box, wipeable bag, wellies, coats etc.
* Lunch boxes must be wipeable and the contents manageable to avoid unnecessary handling. Practitioners must sanitise their hands after any contact with children’s lunchboxes, packaging and/or wiping children down.
* Children must bring in their own wellies, hats, gloves etc which should be clearly labelled. In an emergency we can provide spare items and they will be washed and placed in isolation for at least 72 hours.
* Clothing being returned to the setting will be isolated for at least 72 hours.
* Sun cream should be applied before entering the setting. Should a staff member need to apply sun cream this will be done whilst wearing gloves. Gloves will be changed between applications.
* Parents and staff MUST follow government advice on laundering items of clothing and accessories.
* Parents and staff are requested to abide by government guidelines and mandatory guidance whilst in the community.
* Visitors to the setting and outings will be risk assessed in line with guidance.

Preventative measures include;

* Pre-school children are not expected to social distance and still require the closeness from their carer’s in response to their feelings. Staff will adhere to recommended social distancing where possible.
* Cleaning with antibacterial solutions and/or bleach hourly, or as required, throughout the day. This includes all touchable surfaces. While outbreak is in progress and for a week after to make sure under control.
* Disposable gloves MUST be worn when preparing food, emptying rubbish, changing nappies and/or clothing, applying sun cream and cleaning.
* Should a child need to borrow any wellies, hats etc these must be isolated for 72hours.
* Children must not bring toys or comforters in to the setting without prior agreement from management.
* Face coverings and PPE – Face coverings will not be worn in the setting (individual circumstances will be assessed) as this is detrimental to children’s development, emotionally and academically. Face coverings will be available to staff if required during meetings; contact with another person with suspected symptoms. ALL face coverings and other PPE must be removed in the correct manner <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf> ; disposable ones disregarded in a covered bin and reusable masks must be placed in a bag which can be secured. NO protective clothing must be left lying around or left on surfaces; once removed you MUST follow the above precautionary measures.
* Regular handwashing/sanitising must take place, including entry to and when leaving the setting, after messy play, toileting and before eating or on an hourly basis (dependent on the frequency required).
* Staff MUST supervise handwashing/sanitising. Soap MUST be used. Hand sanitiser must be at least 70% alcohol content. All staff, children, parents and visitors MUST wash/sanitise their hands in accordance with good practice.
* Soft furnishings and dressing up resources will be risk assessed daily.
* Resources are cleaned/sanitised daily
* Messy play will be risk assessed.
* Real food resources (used in messy play and role-play) will be disposed of daily to minimum risk of contamination.
* All resources which have been observed to have been mouthed by children will be sterilised. These are to be placed in the bucket provided down the corridor to the gent’s toilet. This MUST remain on the coat pegs to avoid unnecessary and potentially hazardous contact with children.
* All resources, surfaces will be cleaned regularly as agreed with management.
* Bubbles will be formed in line with government guidelines when necessary.
* Staff will wear protective clothing (PPE) when dealing with bodily fluids.
* Visitors will be asked to wear a face mask when deemed appropriate and in line with government guidelines.
* All sensory equipment will be sterilised after use.
* Changing facilities will be wiped down with anti-bac wipes between changes and staff will change their protective clothing between changes.

Outbreak Management Plans

* The Contingency Framework describes the principles of managing local outbreaks of Covid-19 in education and childcare settings.
* If the setting is advised by the Government, the Local Authority, Directors of Public Health (DsPH) or PHE Health Protection Team (HPT) that we should apply additional measures or the number of cases reaches the following thresholds we will take immediate action.
* 5 children or staff test positive for Covid-19 within a 10 day period or

10% of children/staff test positive within a 10 day period.

* A more intense deep clean
* Restrictions of people entering the pre-school building. Only persons that need to access the setting in respect of, and essential to, a child’s development will be permitted to attend.
* Social distancing and facemasks to be worn by all visitors
* Partial closure of areas and/or restriction of resources to minimise the risk of transmission
* Isolation of identified children or staff members

Immediate advice sought from the LA Early Years Team

* Investigation by the LA Health Protection Team
* Events and social days cancelled UFN
* Staff/parent/committee meetings will take place virtually
* Should the setting remain open staff will be advised to carry out LFD’s daily
* Priority will be given keyworkers children, vulnerable children and children with EHCP’s

This policy has been adopted by unanimous vote via messaging service on 16th March 2020 by St Michael’s Pre-school Committee.

Amendments July 2020 – adopted in unanimously – committee meeting 16th July 2020.

Reviewed 9/9/2020

Reviewed 23/11/2020

Reviewed 7/1/2021

Reviewed 23/09/2021

Reviewed 15/11/2021 re AGM review

Reviewed oct 22 – in place

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Co-signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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