



## **CORONAVIRUS (COVID-19) EMERGENCY POLICY AND PROCEDURE**

Early Years Foundation Stage links:

**Statutory Framework:** Safeguarding and welfare

### **Statement**

The guidelines within this policy and procedure are intended to assist everyone to implement precautionary measures to help reduce the spread of COVID-19 within the setting and to maintain the safety of everyone.

### **Policy and procedure**

It is our intention to ensure all children and staff that attend the setting are kept as safe as possible from the risk of infection from the Coronavirus (COVID-19).

We will ensure we are always up to date with relevant guidance issued by the government in relation to coronavirus and education settings to enable us to provide the best and safest care and education to the children in the setting. All staff will have completed a Prevent COVID-19 training course to ensure they are up to date with information

To help reduce risk we will initially reduce the amount of children that can attend in one session to 20 but will constantly monitor the situation and once it is safe to do so we will increase these numbers until we are able to operate at full capacity.

### **Staff arriving at the setting and during the session**

1. Upon arrival at the setting all staff members must wash their hands
2. All staff will have their temperature taken upon arrival at the setting and if it is over 38 degrees they will be sent home and asked to self-isolate for 14 days
3. All equipment to be used that day should be cleaned using antibacterial spray
4. Only equipment that can easily be cleaned should be used – no play doh, soft toys, soft furnishings etc.

5. If any staff member or anyone in their household is displaying symptoms of coronavirus, they should inform the manager and not attend work for at least 14 days
6. Door handles, toilet seats and sinks should be wiped regularly throughout the session using antibacterial spray
7. Tables need to be wiped before and after being used for serving food
8. Hands should be washed or antibacterial gel used regularly throughout the session but especially after using the toilet, before eating and after coughing or sneezing. Antibacterial gel to be stationed around the setting.
9. PPE must be worn by staff when dealing with bodily fluids, including changing nappies, or cleaning and should be changed between children. This will include apron and gloves.
10. Staff are asked to wear clean uniform everyday
11. Staff should remain at least 2 metres apart whenever possible

#### Children arriving at the setting, during the session and at collection time

1. Upon arrival at the setting parents will be asked not to enter the building.
2. Parents should remain 2 metres apart when waiting to drop their children off, markers will be placed on the ground for you to stand on.
3. Staff should be available at the door to welcome children in
4. Staff may ask parents if them, their child or anyone in their household is displaying signs of coronavirus, if so the child cannot attend the setting and the parents will be advised to self-isolate for a minimum of 14 days
5. All children will have their temperature taken upon arrival at the setting and if it is over 38 degrees they will be sent home and advised to self-isolate for 14 days
6. Coats should be removed in the foyer and stored on the coat rack
7. Children must wash their hands before entering the hall, after using the toilet, before eating and after coughing or sneezing
8. Children must bring their own clearly labelled drinks bottles
9. Children should be encouraged to avoid touching their face, eyes, nose or mouth
10. Children will be encouraged to be outdoors as much as possible
11. At snack time a maximum of 4 children will be at the table at any one time and the adult will put the food on their plate to minimise cross-contamination
12. At lunch time a maximum of 4 children will be at each table and they must not share food with others
13. If a child begins to display symptoms of coronavirus they will be removed from the hall and isolated with one member of staff, who will be wearing PPE (mask, gloves, apron) until the parents can be contacted and asked to collect them as soon as possible
14. Children will be encouraged to minimise touching other children or adults
15. At collection time parents will not be allowed on the premises, staff will be at the door to supervise handover of the children.
16. Any parents who wish to speak to a member of staff will have to wait until all children are dropped off or collected and the conversation will be outside.

17. As the number the number of children attending the setting increases, we will look at 'zoning' the setting and keeping children in small peer groups.

#### Resources and equipment

1. All equipment to be used will be cleaned at the beginning and end of the day and as required throughout the session
2. Only resources that can easily be cleaned will be used
3. Key areas such as door handles, toilets and sinks will be cleaned regularly during the session using antibacterial spray
4. Cups, plates and cutlery will be washed in hot soapy water before and after use.
5. Cloth barriers will be sprayed with antibacterial spray daily and washed on a weekly basis
6. No play doh, cushions, blankets or soft toys will be used. We will not use the mud kitchen.
7. Bins used for tissues etc. will be emptied throughout the day and emptied and cleaned with antibacterial spray at the end of the day.

Written by: Lucy Foley

Date: 16/05/2020

Signed on behalf of the preschool \_\_\_\_\_  
Director

**To be reviewed weekly**