



# Layer Preschool

## Coronavirus (COVID-19) Policy

Policy Reviewed 2<sup>nd</sup> January 2021

### Introduction

This policy applies to all employees, parents, children, and anyone else working on behalf of the Preschool. This policy also applies to any other visitors to the Preschool.

### Purpose of policy

- Protect all employees, parents and children from coming into contact with Coronavirus (COVID-19).
- To prevent the spread of Coronavirus (COVID-19)

### Monitoring

The Preschool is closely monitoring and gathering information from The Department of Health on the spread of Coronavirus (COVID-19) and all Government guidance and instruction from Essex County Council.

The committee/management team speak regularly and feedback information to employees.

Everyone who has contact with the Preschool has a duty of care to communicate with Layer Preschool if any of their family in their household contract COVID-19 or is required to self-isolate. Please call us on 07467 433442 or email [info@layerpreschool.co.uk](mailto:info@layerpreschool.co.uk) to do so.

### Provision of Care

Layer Preschool will open Monday to Friday, 9am to 3pm offering normal hours of care.

Funded hours will be provided as per the funding agreement form between parents and Layer Preschool.

Parents must consider reducing the number of settings they use for childcare, as per the government guidelines. If more than one setting is to be used, the parent must liaise with both settings to agree if their risk assessment allows for the child to attend both settings.

All children will continue to receive the necessary comfort and reassurance from all staff to feel safe and loved in our setting.

Layer Preschool will continue to provide quality care for all children entrusted in our care and continue to be a fun place of learning for all children.



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## Bubbles of Children

We are not required to keep children in separate bubbles. All children in the setting will mix with each other and all staff. We will encourage social distancing where practical.

## Unwell Children or Staff

- We ask that if your child is unwell enough to need Calpol, they are kept at home and do not come to preschool. If your child is prescribed antibiotics, please discuss with us immediately so that we can decide if your child can attend the setting which will be 48 hours after they commenced treatment.
- If any child, parent, member of your household or member of staff has any symptoms of COVID-19 they must not attend the setting. The household must self isolate as per the Government guidelines and arrange a test.
- Any employee with symptoms of COVID-19 will inform the manager and self isolate. The employee will be required to arrange a test and notify the manager. Whilst waiting for test results, the employee will self isolate. In the event of a negative test result, and the employee being symptom free, the employee will return to work straight away. In the event of a positive test result, they will inform the manager immediately and we will consult with Public Health England (PHE) over who will need to isolate. This will be all the children and staff in on the same day as the unwell employee.
- If a child becomes unwell with any symptom of COVID-19 at preschool, they will be isolated in the hall main kitchen and cared for by a member of staff wearing full personal protective equipment until they can be collected. The area where the child has been will be cleaned as per the PHE guidelines and all PPE, tissues etc disposed of, after being securely stored for 72 hours, as per the guidelines.

The family must self isolate and arrange a test. In the event of a negative test result, the child can return to preschool as long as they have recovered from their symptoms. In the event of a positive test result, the parents must inform the preschool immediately and we will consult with Public Health England (PHE) over who will need to isolate. This will be all the children and staff in on the same day as the unwell child. The family will need to self isolate as per the Government guidelines.

- In the event of a confirmed case within the preschool for either a child or staff member: the preschool will contact all children and staff who must immediately self isolate as instructed to do so by Public Health England. A separate contact will not be made by Test and Trace as the contact is made by the preschool on their behalf. The current period is 10 days from last contact with the person who has tested positive. The preschool follow the set procedures as instructed by the DfE and Essex County Council.



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- Any parent or child or household member who becomes unwell with any symptom of COVID-19 must not send their child to preschool, the household must self isolate and arrange a test as per the Government guidelines.
- Any employee who is contacted by the NHS Test and Trace system and advised to self isolate will inform the manager immediately. We will liaise with PHE.
- Any significant reduction in employees resulting in disruption to services we can offer will be notified to parents as soon as possible.

## Drop off and Collection

- Parents and children must follow social distancing guidelines outside the setting.
- Parents must wear face masks when entering the lobby (unless exempt).
- Only 1 child and parent to be in the lobby at any time and the child will come into the setting on their own.
- Parents understand that drop off and collection time takes longer and can discuss any problems this may cause them with the Preschool management team. Parents may request a staggered drop off/collection time.
- We will open the door daily from 2.50pm to facilitate anyone that needs to get to the primary school for 3pm.
- Please knock if door is closed and step back more than 1m before employees open the door.
- Parents or carers are not permitted to enter the setting.
- Parents are welcome to request a telephone call or Zoom if they need to speak to a member of the team. We encourage not to have discussions at the door so as to make the process quicker for other parents.
- Bags, lunch boxes, coats and book bags to be left in the lobby. These must be NAMED on the label so that staff do not have to open every bag to find a child's belongings.
- Book bags are used to send home artwork and can be left in the lobby daily.
- We will take children's temperatures as they come in using a non-contact thermometer. Any temperature of 37.8 or above will mean we are unable to allow entry to preschool.



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## Hygiene - General

Employees are advised to practice good hygiene and cleanliness standards.

- Employees wash hands with hand wash and water for at least 20 seconds, upon arrival at the setting, before and after handling food and regularly throughout the day.
- Children will wash their hands on arrival at the setting. Before and after eating, when coming in from playing outside and at regular intervals throughout the day.
- Alcohol hand sanitiser is used frequently within the preschool and used on the children under supervision by an adult.
- Promoting hand washing is part of the daily routine at circle time, we sing a handwashing song.
- 'Snuffle Station' is in setting with tissues, lidded bin and picture signage. Bin is emptied during the day. Use of this is promoted to the children daily.
- Hand sanitising station by garden door with picture aids.
- Employees advised to cover mouth and nose when coughing or sneezing with either a bent elbow or tissue, dispose of tissue into tissue bin and always wash hands afterwards.
- Employees and parents requested to avoid close contact with other adults when waiting, dropping off and collecting children and maintain a social distance at all times.
- Employees advised to maintain a social distance from colleagues throughout the day and to avoid touching eyes, nose and mouth.
- Employees advised to minimise close cuddling with children when possible.
- Employees and parents should wash all uniform/children's clothing after each day at preschool.
- Employees to minimise items they bring into work from home.
- Children need to minimise the items they bring in from home, no personal toys are allowed to be brought into the setting. If they require a comforter, this will only be used when absolutely necessary and needs to be washed clean after each session.



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- We will try to limit the use of a child's pacifier/dummy as much as possible during free play to reduce the risk of the child leaving it in other toys or accessible to other children.
- Safe Working Policy issued to employees and adhered to.
- Personal protective equipment is available to employees should they feel the need to wear it, particularly if a child shows symptoms at the setting. This includes disposable apron, disposable gloves, face masks and face shield.
- All employees have completed refresher training in infection, prevention and control including preventing COVID-19.

## Hygiene- Premises

To help ensure the Coronavirus does not spread internally through the Preschool, the following actions will be taken;

- Frequently touched areas, tables and chairs, are cleaned throughout the day. All toys, equipment, door handles, window handles, switches, laptops, telephones, toilets are cleaned at the end of the day.
- The Village Hall cleaning providers use a disinfectant fogging spray weekly in the premises.
- Pack away at the end of the day takes longer than usual due to cleaning of all surfaces and will begin earlier. Children are engaged in group activities by 2 members of staff whilst the other staff clean and pack away the equipment.
- Toys and equipment that cannot be safely cleaned have been removed from the setting.
- Toys and resources daily are be cleaned at the end of the day or used on a 72 hour rotation system which is planned and displayed so all staff are aware of what will be used each day. Quarantined items are stored in sealed boxes or bags.
- Children play outdoors as much as possible.
- Outdoor equipment is cleaned at the end of each day.
- Lunch boxes, bags, coats and wellies are stored in the lobby and brought into the setting only when needed.
- Water bottles from home are brought into the setting for the children to use throughout the day. Please ensure they are clearly NAMED.
- Children are spaced apart at lunch and snack time as much as possible.



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- Snack is served individually to the children instead of self selection. Staff wear gloves and aprons when serving snack.
- The number of children in the toilet area at one time will be limited, as far as is reasonably practicable.
- Visitors will be restricted and currently no visitors are permitted to enter the setting whilst the children are present.

## Parent Responsibilities

- No child or adult will attend the setting if they or anyone in their household display any symptoms of COVID-19: high temperature (37.8 or above) or fever, persistent cough, loss or alter of taste or smell. They will stay at home and self isolate as per government instructions and notify preschool.
- Toys or comforters/blankets should not be brought into preschool from home to avoid cross contamination unless absolutely necessary to the wellbeing of your child. If so, they must be washed daily please.
- Parents are consenting that Layer Preschool cannot guarantee social distancing will be in place between children within the setting and that their child will have close contact with all other children and employees.
- Notify the preschool of any change in person authorised to collect their child and complete the password process.
- Parents are advised that if their child, or any child, becomes unwell at the setting and displays symptoms of COVID-19 they will be called to come and collect them immediately and that the member of the team caring for their child will wear full personal protective equipment.

## New Starters

- We will continue to welcome new children to the setting and settling in sessions are booked in advance by the Office Manager.
- Only one parent can attend settling in sessions with their child. Face masks must be worn and the parent and child are welcomed into the garden area.
- The key person will chat with the parent and child then encourage the child to come inside and play for an hour whilst the parent completes paperwork in their car.
- Further sessions are then agreed with the key person and parent.



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## Staff Absences

If a member of staff has a dependent who is instructed to self isolate by their school/childcare or NHS Test and Trace, the member of staff will be allowed emergency time off under the staff absence policy to arrange care for their child. If working from home is a possibility, this should be considered.

If a member of staff has to self isolate due to symptoms themselves or in their household, they will notify the manager immediately and refer to the staff absence policy.

If all staff have to self isolate due to a confirmed case, the preschool is unable to open and parents will be notified immediately.

## Staff Conduct

All members of staff are expected to follow all current Government guidelines and rules and conduct their behaviour outside of the setting in line with current rules.

This policy is subject to review and change.

Any further updates will be emailed to all employees, parents and committee.

Updated  
2<sup>nd</sup> January 2021

Agreed by Manager Paula Clark