

013 **Coronavirus procedures**

These additional procedures have been put in place in response to the current pandemic, coronavirus. As more is discovered about the virus government guidance is updated so staff must regularly check that the information they are following remains current, see links below.

To prevent the spread of the virus it is vital that anyone displaying symptoms follows government guidance and the entire household self-isolates.

Parents, children or staff who currently have coronavirus symptoms, as described by the NHS or have tested positively for coronavirus **should not attend** pre-school in accordance with current guidance issued by the Government.

The [main symptoms of coronavirus](#) are:

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

Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should not attend.

Parent of children who are clinically vulnerable i.e. those considered to be at a higher risk of severe illness from coronavirus should follow medical advice.

Children who live with someone who is clinically vulnerable, including those who are pregnant can attend.

Children who live with someone who is clinically extremely vulnerable are advised not to attend. Parents must consider the risk to their own health by the return of their child to school.

If a staff member is clinically extremely vulnerable they should not attend the setting. If a staff member lives with someone who is clinically extremely vulnerable it is advised they follow [guidance on people who are shielding and living with other people](#).

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others \(social distancing\) guidance](#) have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women.

Procedure if staff member displays symptoms during session/ Isolation requirements

If a staff member begins to display coronavirus symptoms while in the setting they should be sent home immediately and follow government guidelines on [what to do if you or someone in your household develops symptoms](#).

The staff member should arrange to have a test as soon as possible. Visit the [guidance on coronavirus testing and how to arrange to have a test](#) for further information.

Where staff member tests negative, they can return to the setting and household members can end their self-isolation.

Grindleford and Eyam Playgroup - policy

If the staff member tests positive, the rest of their immediate group within the setting should be sent home and advised to self-isolate for 14 days. The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

Regular hand washing and cleaning will reduce the risk of passing the infection onto others. See Cleaning section.

Our register should note which children the staff member was working with so that families can be advised of the need to self-isolate.

Appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, for example paediatric first aid, SENCO or safeguarding lead must be taken.

Procedure if child displays symptoms during session/ Isolation requirements

If a child develops symptoms during the session we will contact the parent to collect the child straight away. If a child is waiting to be collected, they will be separated from their group and isolated with one member of staff if this is possible.

A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection. If contact is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn.

Once the child has left the setting, we will clean any areas where the child has spent time with a solution of Milton disinfectant.

The family should follow government guidelines on [what to do if you or someone in your household develops symptoms](#).

The parent should arrange for a test as soon as possible, visit the [guidance on coronavirus testing and how to arrange to have a test](#) for further information.

Where the child tests negative, they can return to the setting and household members can end their self-isolation.

If the child tests positive, the rest of their immediate group including the staff member should be sent home and advised to self-isolate for 14 days. The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

Reporting requirements

The supervisor will ensure that emergency contacts are up to date. We will work in partnership with the Grindleford Playing Field Association (GPFA) to ensure all users of the pavilion share information relating to coronavirus and confirmed cases. Our privacy notices have been updated to inform families and staff that their details may be shared with **NHS/Public Health Agencies**.

As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases, a larger group may be asked to self-isolate at home as a precautionary measure. By observing guidance on infection prevention and

control, which reduces risk of transmission, closure of the whole setting will not generally be necessary.

Hygiene

Hand washing

Hand washing is one of the most important ways of controlling the spread of the virus. We will display a suitable hand washing guidance poster near sinks used by staff and children. Staff will demonstrate hand washing techniques, helping the children to develop good hygiene habits.

The recommended method is the use of liquid soap, warm water and paper towels. Both staff and children to wash hands when they are obviously dirty and in the following circumstances:

Arrival/home time

Before handling, preparing, serving or eating food

Before giving medication to a child

Before using the laptop

Before messy play activities such as playdough, sand or water

After touching anything that may be contaminated, including soiled clothing

After contact with body fluids

After using the toilet or helping a child on the toilet or potty

After changing nappies, even if gloves are worn

After blowing nose or wiping runny nose

After outdoor play

After removing single use or other protective gloves

After any cleaning procedure

At the allotment or on walks the children use wet wipes to clean their hands, staff will support younger children to do this. This will be followed by an application of an anti-bacterial handwash.

Respiratory hygiene

Children and adults should be encouraged to cover their mouth and nose with a tissue. Hands must be washed after using or disposing of tissues. There will be a good supply of disposable tissues throughout the setting to implement 'catch it, bin it, kill it'. Tissues will be immediately thrown into pedal operated, lidded bins that will be emptied throughout the day.

Personal protective equipment (PPE)

Current use of PPE is part of normal care routines such as nappy changing or where there is a risk of contamination when cleaning up blood/body fluids. Additionally, if a child is displaying coronavirus symptoms a staff member should wear a face mask if a distance of 2 metres cannot be maintained. If contact is required e.g. helping the child use toilet then disposable gloves and apron must be worn. If the staff member is concerned that there is a risk of droplets entering their eyes then a face shield should be worn.

Staff should be sensitive to the child's feelings and explain why they are wearing the PPE, efforts should be made to reassure a child if the situation is upsetting them.

Cleaning of the environment

A regular cleaning schedule is essential to prevent the spread of infection. The cleaning schedule covers the pavilion, the equipment and resources in each area; how it often it should be cleaned and by what method. Daily cleaning schedules have been created for the different areas of the pavilion to ensure that frequently touched surfaces are disinfected regularly.

If a child or staff member tests positive then the deep clean schedule for each area will be followed. Further guidance can be found here <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Laundry

The number of soft furnishings or fabrics such as rugs or cushions has been reduced to minimise the risk of spreading the infection. If an item is contaminated with body fluids PPE should be worn to handle the item. Do not shake the item to minimise dispersal of the virus. Items should be taken home and washed at the hottest temperature the fabric will tolerate. Clean and disinfect anything used to transport laundry.

Waste

Used gloves, aprons and materials used to clean should be placed in a disposable bag and put in a foot-operated bin. Paper towels and tissues should be placed in a foot operated bin. At the end of the session all bins will be emptied into the large bin on pavilion car park.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. The waste should not be put in the communal waste bin on the car park until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

Further guidance

<https://www.gov.uk/government/publications/coronavirus-corona-virus-early-years-and-childcare-closures/coronavirus-corona-virus-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-corona-virus-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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