

013 Covid-19 procedures

These additional procedures have been put in place in response to the current pandemic, Covid-19. As more is discovered about the virus government guidance is updated so staff must regularly check that the information they follow remains current, see links below.

It is everyone's responsibility to follow government guidelines to prevent the spread of the virus.

An adult/child must not attend:

- If they have symptoms
- If they have tested positive for Covid-19
- If they have returned from holiday and have been advised to quarantine
- If they have been contacted by NHS Test and Trace and advised to isolate
- If the setting has been advised to open only for priority groups; vulnerable and key worker children

The main symptoms of Covid-19 are:

a high temperature

a new, continuous cough

a loss of, or change to, your sense of smell or taste

Current guidelines state that as soon as an individual experiences Covid-19 symptoms (or a positive test result) they must self-isolate for a full 10 days.

Any individual isolating because of a positive test result but who did not have any symptoms and who subsequently develops symptoms must start a new 10 day period of isolation.

Who can attend

All children should attend settings unless they are under paediatric care or other NHS care and have been advised by their GP or clinician not to attend.

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 and any siblings straight away. If a child is waiting to be collected, they will be separated from the 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 [guidance for households with possible or confirmed coronavirus \(Covid-19\) infection](#)

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.

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We will alert our families that a child has been sent home with symptoms of the virus and that we will inform them of the result once known. It is not necessary for people to self-isolate but they should take extra care in practicing social distancing and good hygiene; and to watch out for symptoms.

Where the child tests negative, and they feel well and no longer have symptoms similar to Covid-19, they can stop isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.

If the child tests positive, they must continue to self-isolate for at least 10 days. The isolation period includes the day symptoms started (or the day the test was taken if the child did not have symptoms), and the next 10 full days. If they still have a high temperature they should keep self-isolating, and return to setting only if they do not have any symptoms other than a cough or anosmia (loss of sense of smell or taste) as these can last for several weeks after the infection has gone.

NHS Test & trace will work with the family to identify close contacts (see definition below) and will get in touch with all individuals named. The group will support this process if required.

Staying in touch with children who are unable to attend

A child's key worker will keep in touch with the family during any absence. They may point the family towards online learning websites such as Hungry Little Minds, BBC Tiny Happy People, Words for life or share link to government page Help children aged 2 to 4 learn at home: coronavirus (Covid-19).

Staff attendance

We have a legal obligation to protect our employees from harm and the procedures we have put in place will help to mitigate the risks of Covid-19. We will continue to assess health and safety risks and monitor government guidance for the latest information.

Asymptomatic testing

Staff and volunteers are encouraged to participate in regular LFD testing (twice weekly 3-4 days apart) to help reduce transmission within the setting and local community. A positive test result should be followed up with a PCR test as soon as possible. The individual should self-isolate while waiting for the test result. A negative PCR test result overrides the LFD test and the staff member may return to work.

Procedure if staff member displays symptoms during session/ Isolation requirements

If a staff member begins to display Covid-19 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**. Tests can be booked online via the Gov.uk website <https://www.gov.uk/apply-coronavirus-test-essential-workers> or by dialing 119.

We will alert our families that a staff member has been sent home with symptoms of the virus and that we will inform them of the result once known. It is not necessary for people to self-isolate but they should take extra care in practicing social distancing and good hygiene; and to watch out for symptoms.

If the staff member tests negative, and they feel well and no longer have symptoms similar to Covid-19, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.

If the staff member tests positive, they must continue to self-isolate for at least 10 days from the onset of their symptoms. If they still have a high temperature they should keep self-isolating, and return to setting only if they do not have any symptoms other than a cough or anosmia (loss of sense of smell or taste) as these can last for several weeks after the infection has gone.

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NHS Test & trace will work with the staff member to identify close contacts (see definition below) and will get in touch with all individuals named.

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.

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**.

The setting will engage with NHS Test and Trace.

As soon as we are informed that someone has tested positive we will contact the Department for Education coronavirus helpline on 0800 046 8687 option 1 (opening hours Mon-Fri 8am-6pm, Sat-Sun 10am-4pm). DfE advisor will risk assess, support and advise on measures to control the spread of the virus and how to inform staff and parents.

We should continue to inform the local authority of a positive case in the setting.

The advisor may escalate the case to Public Health England if there are concerns that the setting is the source of an outbreak – see section below.

Alongside the call to DfE, the setting is also asked to email ASCH.TestandTrace@derbyshire.gov.uk to provide the following information; name of setting / number of staff or pupils with positive test / numbers of staff or pupils asked to isolate / expected date of reopening. Again, this helps to triangulate information with PHE.

Ofsted must be informed of any confirmed cases of coronavirus (COVID-19) in the setting (either child or staff member), and if the setting has been advised to close as a result. Guidance and link can be found here <https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business>

**** We would seek public health advice if any child or staff member is admitted to hospital with Covid-19 ****

Outbreak management

This section outlines the action to be taken in response to a local outbreak of Covid-19 (including responding to variants of concern). We would work in partnership with the Local Authority (LA), the Health Protection Team (HPT) and Public Health England (PHE) following their guidance on when extra measures should be put in place; in addition we would contact the DfE helpline if further advice is needed.

Our priority will be to minimise any disruption to the care we offer and maximise the number of children attending the setting. We will therefore keep any measures required to the minimum, reviewing them regularly and lifting them as soon as possible.

Extra measures will be considered if the numbers of cases substantially increases indicating transmission is happening within the setting. Current guidelines recommend the following threshold:

10% of children, staff/volunteers, who are likely to have mixed closely, test positive within a 10 day period

As we currently have 25 children on role, 6 staff, 1 volunteer and 1 contractor (a total of 33) we should introduce extra measures if we have 3 confirmed cases.

Actions to be taken in response to local outbreak

All of the measures described in this section can be introduced immediately on confirmation of a local outbreak. The Supervisor and Chair of committee will inform staff and discuss any concerns they may have.

Parents will be informed via email. The local school text messaging service, social media such as our website and Facebook can also be used to inform families of local situation.

Limit contacts outside of group

- Cancel the Friday toddler group session
- Cancel any visits planned for new families
- Cancel any events planned to take place
- Delay new admissions
- Contact any outside agencies with visit planned and discuss cancelling the visit or using Zoom. If visit goes ahead we will record contact information to support test and trace.

Testing

Increased testing will be introduced to enable us to quickly identify anyone who is positive. This will reduce possibility of passing on the virus and keep staff team in work.

Face coverings/social distancing

The one-way system for drop off and pick up will be re-introduced with social distancing recommended. Parents and staff members will be asked to wear a mask during drop off and pick up. Staff will take measures to reduce close contact, for example, limiting number of adults in kitchen area.

Attendance restrictions

If staff numbers are reduced due to the outbreak it may be necessary to reduce child numbers. We will follow the procedure set out in 051 Employment policy giving priority to children in receipt of the Early Years Funding and families with working parents.

If the outbreak requires further action we will take advice from LA/PHE/HPT and may remain open for vulnerable children or critical worker families.

Changes to routine/session

To help limit transmission we will halt activities such as baking and circle time.

Shielding

Individuals previously identified as CEV are advised to continue to follow the guidance on [how to stay safe and help prevent the spread of COVID-19](#). Individuals should consider advice from their health professional on whether additional precautions are right for them.

Safeguarding

We will continue to follow statutory safeguarding guidance and will review our procedures to ensure they remain effective.

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:

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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 Covid-19 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.

Safe wearing of any face covering requires hand washing before and after touching, including putting on and removing. All PPE should be disposed of safely.

Cleaning of the environment

Regular cleaning plays a vital role in limiting transmission of Covid-19. As a minimum, frequently touched surfaces should be wiped down twice a day, one of these should be at the beginning of the session. Cleaning of frequently touched surfaces is particularly important in the toilet areas and the kitchen. It is not necessary to wear PPE or clothing over and above what would usually be used.

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.

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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 the 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/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>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

Definitions of terminology used

Tests for Covid-19

Two types of test are currently being used to detect if someone has Covid-19:

- Polymerase Chain Reaction (PCR) tests
- Lateral Flow Device (LFD) tests

PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus. PCR tests are the most reliable Covid-19 tests. It takes some time to get the results because they are usually processed in a laboratory.

LFD tests detect proteins in the virus and work in a similar way to a pregnancy test. They are simple and quick to use. LFD tests are not as accurate as PCR tests and are mainly used in people who do not have

symptoms of Covid-19. Anyone who has a positive LFD test should have a PCR test to confirm the result within 48 hours.

Close contacts

'A contact' is a person who has been close to someone who has tested positive for Covid-19 with a [Polymerase Chain Reaction \(PCR\) test](#). You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.

A close contact includes:

- anyone who lives in the same household as someone with Covid-19 symptoms or who has tested positive for Covid-19
- anyone who has had any of the following types of contact with someone who has tested positive for Covid-19 with a PCR test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane