



Coronavirus policy and procedure

This document has been written in line with current advice from The Department for Education Publication 'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak' Available at :

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> Updated 17th August 2021 and **Contingency framework: education and childcare settings** Available at : https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf Updated August 2021

To minimise the risk of children attending and staff from contracting Coronavirus the following control measures will be in place:

Ensure good hygiene for everyone - provision of tissues and bins, handwashing facilities, ensuring children wash their hands before and after eating and using the toilet. Hand sanitiser is provided for staff, who also follow the above.

Maintain appropriate cleaning regimes - The kitchen, toilets, and tables/unit tops to be cleaned before children arrive. Tables are cleaned before and after snacks, before and after lunch and at the end of the day. Floors are swept after eating and at the end of the day. Frequently touched areas such as the cupboards, doorframes etc. will be cleaned every day.

Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19- Management will keep up to date with any updates and work with different agencies in the event of a confirmed case of coronavirus in a member of staff or child. In addition to the above staff will carry out lateral flow home tests unless they have symptoms of coronavirus, then they will isolate and arrange a PCR test. Anyone with symptoms should arrange a PCR test.

Attendance- Children or staff are not permitted to attend Playgroup if they present with symptoms of coronavirus as defined by UK government as:

- 1) new continuous cough -this means coughing a lot for more than one hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual) or
- 2) high temperature - defined by the NHS as over 38C
- 3) Loss or change of taste/smell

Anyone experiencing any of the above symptoms will be required to arrange a PCR test,

contact the playgroup as soon as possible and stay away from playgroup and follow the isolation procedure as defined by government available at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If a child becomes ill with symptoms whilst at Playgroup the following procedure will be carried out- The child will be separated from others and looked after by 1 member of staff in an isolated area outside or the office. The child's parents will be contacted and asked to collect their child as soon as possible. Advice will be given to the parent regarding self-isolation and testing procedures.

The whole of the setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.

If a member of staff becomes ill with symptoms whilst at Playgroup the following procedure will be carried out- The staff member will be asked to collect their belongings and to leave the premises as soon as possible. This may mean a short wait to allow time for management to ensure there are sufficient adults to care safely for the children. In this instance the staff member will be asked to isolate in the office. Advice will be given to the member of staff regarding self-isolation and testing procedures. The area where the staff member has been waiting will be deep cleaned immediately after the staff member has left the setting. The whole of the setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.

To ensure the safety of all children and staff we are requiring anyone who has symptoms to arrange a PCR for Coronavirus.

To access testing please go to:

<https://www.gov.uk/get-coronavirus-test>

If the child or member of staff tests negative to the PCR test, they can resume coming to playgroup if they are well within themselves. Please provide evidence of a negative test result.

If a child or staff member has tested positive, we are requesting confirmation of the results so that we can keep a record in the event of any further cases.

If the child or member of staff tests Positive to the PCR test, they must follow government guidelines of isolating and must not attend playgroup.

We are required to notify Ofsted (office for standards in education) of any positive cases of coronavirus from either staff or children.

Advice on isolation periods can be found here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If we have several confirmed cases within 10 days, this may be deemed as an outbreak defined by the Department for Education thresholds as:

5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

or

10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

We will operate our outbreak plan if there are 3 or more staff and children combined who test positive via a PCR test within 10 days.

Our 'Outbreak' plan is as follows:

In the event of the above thresholds being reached (confirmed by PCR tests) we will review and reinforce our existing testing and hygiene measures. This may include but is not limited to the increased supervision on handwashing, removal of equipment that cannot be cleaned easily eg fabrics, cushions.

Additional public health advice will be sought by contacting the Department of education helpline (0800 046 8687, option 1)

Staffing- If the outbreak is because of staff testing positive with a PCR test, the playleader/deputy will look at the number of staff required for each session - morning and afternoon. If there are enough remaining staff that are not affected, to meet the adult to child ratios then the playgroup will operate as normal. If there are not enough staff to safely care for the children, then the Playleader/deputy will contact our bank staff or an agency to provide staffing. Playgroup will close if we are unable to arrange suitable staff cover.

Children- If the outbreak is amongst children in the setting, we will work closely with all the relevant authorities and be advised by them. In the first instance a deep clean of the setting will take place. All parents will be notified of confirmed cases. No names will be given. All staff will book and undertake a PCR test. Staff that are double vaccinated will not be required to isolate but will be encouraged to limit social contact as much as possible whilst awaiting the results of the PCR test.

Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if they develop symptoms or there is a positive case of coronavirus in their household.

Community- If we are advised of an increased amount of coronavirus cases within the community, we will be advised by the local health protection authority.

Isolation- Current government advice is that children under 18 years and 6 months and adults that have been double vaccinated do not need to isolate if they have been in contact with a person who has tested positive for coronavirus. This would mean that if a child/ staff member at playgroup tested positive for coronavirus, the other children and staff who are double vaccinated, do not have to isolate and we will not have to close as we did previously. All families will be notified of any case of coronavirus, and it will be the choice of the parent/carer if you wish your child to continue attending. If you decide not to send your child in, you will still be charged for sessions and your child's place will be secured.

If **someone in your household** has tested positive for coronavirus then your child may still attend playgroup. If your child is not attending playgroup through choice then charges will still apply. Although children under 18 years and 6 months do not have to isolate, they are more likely to become infected when living with an infected person who provides care for them. We understand and appreciate if you feel you would like to keep your child at home to further protect staff, other children and their families and to try and prevent any possible spread of infection in the playgroup or the wider community. If a parent provides evidence of a child's positive covid result then no charge will be made for missed sessions.