



## Coronavirus COVID-19 Policy

This policy applies to any one who is part of Little Hearts Preschool Cranleigh, this includes; children, visitors and parents.

*Aim; To protect all of our people that are connected with Little Hearts Preschool Cranleigh. To minimize the possibility of cross infections and to be alert and monitor to any changes in health of our people and the wider community. To keep up to date of any changes released from any government guidance.*

*To protect us from COVID-19 to the best of our ability.*

*Promoting good hygiene;*

*Employees are encouraged to practise strict hygiene routines at all times. They are also encouraged to promote high hygiene standards to anyone else who enters our premises. We regularly disinfect our toys and clean all surfaces. We use cleaning products designed to kill off virus and germs in a short amount of time. When we use products that are strong for example bleach, alcohol spray, the children will not be around and will be carried out when the children are not present. Bleach is never left in the basins of the toilet or sink when the children are on the premises, but may be used to clean the bathroom surfaces.*

*At the moment we use Milton solution, disinfectant and 99.9 alcohol spray. The strongest substances are used in the higher risk areas.*

*We have been advised that face coverings are not appropriate for use in early years, however when we carry out intimate care routines, where our employees are required to be close to the children AND dealing with bodily fluids, staff WILL wear face coverings, aprons and gloves. Staff have been shown how to wear these, and what order to take the items off. Gloves and aprons are disposable, face coverings are designated to each staff member and are kept in individual named boxes and are sprayed with disinfectant after each use.*

*Staff wash their hands before and after dealing with any routines for example, intimate care, setting up and clearing of activities, setting up and clearing after lunch. Staff wash their hands for 30 seconds minimum and use alcohol-based hand gel after washing. Staff have also undertaken specific COVID-19 hand hygiene training and COVID-19 Environment Infection Control training.*

*The owner has undertaken a 3 week course on understanding COVID-19. This means that the understanding of the importance of high-quality hygiene is imbedded well.*

*We will promote the Catch It, Bin It, Kill It method at all time.*

*Staff will wash or wear clean uniform each session. (If staff do not have enough uniform they may wear smart home clothes)*

*On arrival;*

*Parents will continue to drop their child at the garden gate.*



Children will take their own coats off and hang them up (if developmentally ready), the coat stand has now been moved into the hall way to avoid contamination of the main room. The children and staff aiding the children will wash their hands after taking coats off.

We will not take temperatures every day, but we do reserve the right to take temperatures at random times and or if we think the child looks unwell.

Children will all need to bring in their own LABELLED water bottle which they will use throughout the day.

Symptoms.

We extend our exclusion policy to children displaying any one of symptoms that include

- coughing (whether persistent or not)
- high temperature (higher than 37.6)
- shortness of breath
- runny noses (constant)
- loss of smell or taste

We will also send home children who we feel are not well enough for nursery, this may include children feeling lethargic and not themselves.

This policy and guidelines may and will change as new guidance comes out and or changes.

If parents send their child to Little Hearts Preschool Cranleigh, they do so with the understanding that every effort will be taken to protect the children from contracting COVID-19, but they understand it is not our sole responsibility and we all have a part to play. They also acknowledge that Little Hearts Preschool Cranleigh can not be held accountable should their child contract COVID-19.

These guidelines are intended to assist Early Years providers in implementing precautionary measures, to reduce the spread of COVID-19 within their settings. We use the guidelines from Public Health England and Department for Education guidance for educational settings.

The principle of the guidance is to create the safest environment possible whilst promoting positive wellbeing for the children, staff and parents.

As always all of our actions will be taken in very best intentions for the children we care for. Their safety and mental well being is our priority, this means keeping our selves safe so we can deliver a high-quality setting for your child to attend.

Focus	Area of consideration	Recommendation/ Action Taken
Children	Attendance	<p>Only children who are symptom free or have completed the incubation period are allowed to attend the setting. We can not accept children displaying any symptoms of COVID-19 even if parents feel the cause is due to another issue. Unless you have a medical note stating your child does not have COVID-19. (we extend exclusion reasons to a constant runny nose)</p> <p>If more than 4 children or members of their household or 2 or more staff displays symptoms of COVID -19 the whole setting will close for 2 weeks of self isolation for the children and their households, as well as the staff and their house holds.</p> <p><a href="#">Stay at Home: Guidance for households with possible COVID-19 Infection</a></p> <p>Staff reserve the right to take the children's temperatures if they feel the child looks or reports that they feel unwell. They may also carry out random checks. An ear thermometer will be used as these give the most accurate</p>



		<p>readings. Ear covers will be changed between children.</p> <p>Children must not come into nursery with anything apart from their water bottles and appropriate clothing for the weather.</p> <p>The nursery will supply factor 30 (5 star UV rating) sun cream.</p> <p>Parents are forewarned should 2 members of fall ill or display symptoms we will not be able to open.</p>
	Physical distancing/ groupings	<p>We are fortunate to have such a big open room. We have a m2 footage for 40 children. So the fact that we cap our occupancy at 20 children as standard practise, we already at an advantage.</p> <p>We will endeavour to carry out activities that naturally support physical distancing.</p> <p>The children already all have their own tubs of playdough which they use for individually, these are labelled with a photo of themselves so they know which one belongs to them, they are kept in their trays.</p> <p>When eating meals the children will be sat 4 to a table.</p> <p>We have ample space for story time, circle time etc for children to be sat 2 metres apart.</p>
	Well being and Education	<p>We will support children according to their age and stage of development. We will not leave any children upset or crying for fear of not physical distancing.</p>



		<p>We will recognise that children may need emotional support as they adapt to changes in their lives, not just the setting but home life too.</p> <p>We will do our best to keep a level of norm within the setting.</p> <p>We have removed the majority of soft furnishings with the exception of a few cushions in the book corner and the tent.</p> <p>We will provide hand sanitizers for the children to use before and after using writing and drawing tools.</p> <p>Staff will NOT speak in a negative light about the coronavirus and will keep opinions to themselves when the children are present.</p> <p>Outdoor time is highly encouraged as the evidence suggests this is safest. So parents must make sure that the children are dressed appropriately for the weather that day.</p>
Workforce	Attendance	<p>Staff should only attend work if they are completely symptom free and all from their households.</p> <p>If staff do present with symptoms they need to be tested within 5 days of developing symptoms and isolate for 14 days or until or if the test proves NEGATIVE. A health questionnaire</p>



		<p>Employer reserves the right to take staffs temperatures at random times and</p>
	Physical distancing	<p>Staff will be allocated children to who they are responsible for in terms of dealing with their intimate care, 1<sup>st</sup> aid and adult led activities.</p> <p>We will stick to the original implementation of the EYFS and we have not had to revise our ratios.</p> <p>Staff will avoid physical contact with each other</p>
	Training	<p>Staff have read and understood the risk assessment for COVID-19. They have undertaken training on hand hygiene and infection control specifically for COVID-19</p> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - DfE and PHE (2020) 'COVID-19: guidance for educational settings'</p>
Parents	Physical Distancing	<p>Parents must wait 2 meters away from each other, and allow each other time to leave in an unrushed manner.</p> <p>Parents will continue to drop off at the garden gate were they will encourage the children to walk into the room. Should their child become unsettled the parent (1 only) can come into the room, they must wash their hands and their child's hand.</p>



		<p>Parents should try to stick to the same person picking up and dropping off their child</p>
	<p>Role of the parent</p>	<p>Parents play a vital role in keeping the setting safe.</p> <p>Families should still continue to only mix with members of their own household and observe social distancing at all times.</p> <p>They need promote the importance of hand washing and teach their children to cough and sneeze into their elbows and wash their hands straight away. Parents should also teach their child how to blow their nose using a tissue effectively and not to wipe the tissue across their face after blowing into it.</p> <p>We will continue to communicate with parents on their role in supporting us in delivering a safe environment.</p>
<p>Visitors</p>	<p>Physical Distancing</p>	<p>Visitors will not be permitted unless they are essential for example building maintenance. Even in these cases they will be scheduled for outside of nursery hours where ever possible.</p> <p>If visitors need to come in they will follow all of the processes that the staff and parents follow.</p> <p>Extra-curricular leaders are allowed on site, they will signed in and out and contact numbers taken, they will be notified if anyone in the setting has displayed symptoms or has tested positive for COVID 19.</p>



<p>Travel</p>	<p>Travel associated with setting.</p>	<p>Parents and staff should avoid public transport at all costs. They should either walk or drive into the setting. Parents and staff should only drive with members of their own households.</p>
<p>Hygiene</p>		<p>We follow the government guidelines of <a href="#">Cleaning of Non Healthcare Settings</a></p> <p>There are plenty of handwashing available for both children and adults.</p> <p>Surfaces that children and adults touch throughout the day are cleaned more regularly than normal.</p> <p>We carry out regular daily cleaning and we have cleaners who come in once a week to clean the setting. Children or staff who display symptoms whilst in the setting are sent home immediately. Children are supervised away from the rest of the group whilst waiting to be picked up. The staff member supervising them, must wear a mask, face shield, disposable gloves and apron. Areas exposed to the unwell adult or child is cleaned and disinfected immediately.</p>