**Reducing the spread of COVID -19**

**19.0 Reducing the spread of Covid-19**

Principle – To ensure physical distancing and to implement good hygiene practice

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| **Focus** | **Area of Consideration** | **Measures Taking Place** |
| **Children** | **Attendance** | * Parents informed if their child and or member of the household starts showing symptoms, not to send their child to Pre-School, call us to inform and book a PCR test(results will need to be shared with us)
* All children attending Pre-School are no longer required to self isolate if they are identified as a close contact (outside of their household) of a confirmed positive case unless asked to do so by NHS Track and Trace.
* **Broad Town Pre-School committee ask that If anyone in your household has symptoms of Covid-19 that person must book a PCR test and your child is to isolate at home whilst awaiting the results. If anyone in the household tests positive we ask that your child also remains home until the positive case’s isolation period is complete and you inform Pre-School immediately**
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| **Physical distancing/grouping** | * Outside space will continue to be used as will Forest School.
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| **Wellbeing & Education** | * Children will be supported in appropriate ways to understand the steps they can take to keep themselves safe including regular handwashing and sneezing into a tissue.
* Children will be supported to understand the changes and challenges they will be encountering as a result of Covid-19 and staff will ensure they are aware of children’s attachments and their need for emotional support at this time.
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| **Staff** | **Attendance** | * Staff will be carrying out Lateral Flow testing on a Wednesday and Sunday evening and will only attend Preschool if they are symptom free, have completed the required isolation period or achieved a negative PCR test result.
* All staff attending Pre-School have had both vaccinations so therefore as of August 2021 will no longer be asked to isolate if they are close contacts of a positive case.
* **Broad Town Pre-School committee ask staff that If anyone in their household tests positive staff member informs Pre-School immediately and remains home until positive case’s isolation period is complete.**
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|  | **Training** | * All staff members must receive appropriate instructions and training in infection control and the standard operating procedure and risk assessments within which they will be operating
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| **Parents** | **Physical Distancing (To be continued and review again in October 2021)** | * Symptom free parents only to drop off or collect their child.
* Physical distancing should be maintained with all adults during drop off and pick up keeping time down to a minimum
* Do not enter Preschool unless your child is distressed and a member of staff instructs you to do so. You will be asked to wear a mask whilst inside the building.
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| **Communications** | * Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves
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| **Visitors** | **Visits** | * Attendance to Preschool should be restricted to children and staff as far as practically possible and visitors should not be permitted unless essential (building maintenance, compliance servicing) Where essential visits are required these will be made outside of Preschool operational hours where possible.
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| **Travel** | **Travel**  | * Wherever possible staff and parents should travel to Preschool alone using their own transport.
* If public transport is necessary current guidance on the use of public transport must be followed.
* Parents will be encouraged to ensure they do not leave travel accessories such as or including buggies, car seats, scooters in Pre-School.
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| **Hygiene and Health & Safety** | **Handwashing** | * All children and staff must wash their hands upon arrival at Pre-School
* Children and staff members will wash their hands frequently throughout the day and before pick up times.
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| **Cleaning** | * An enhanced cleaning routine has been implemented that includes furniture, surfaces and children’s toys and equipment.
* Touch points and handwashing facilities will be cleaned and sanitised regularly.
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| **Waste Disposal** | * All waste will be disposed of in a hygienic and safe manner following Government Guidelines.
* We will use tissues to follow the catch it, bin it, kill it procedure.
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| **Risk Assessment** | * All activities will be risk assessed
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| **Food & Drinks** | * All children to bring morning & afternoon snack + drink in named containers to limit staff handling utensils and food. We will no longer be providing it.

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| **PPE** | * Government guidance is that PPE is not required for general use in Early Years settings to protect against Covid-19 transmission. PPE will continue to be worn as normal for nappy changing and the administration of first aid.
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| **Premises** | **Building** | * We will keep windows open where possible for good ventilation.
* Health & Safety checks will continue under our strict measures
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| **Resources** | * Children will not be permitted to bring in items from home unless absolutely necessary for the child’s wellbeing (a comforter, dummy etc)
* Play & learning resources will be regularly cleaned.
* Equipment used by staff (tablets, phones, etc) will be cleaned regularly
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| **Supplies** | **Procurement & Monitoring** | * We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. Pre-school will not be able to operate without essential supplies required for ensuring infection control.
* A monitoring system for the usage of PPE is essential to ensure that a supply stock is available to all who require it as and when required to meet the operational needs of Preschool. When stocks are low other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature after use.
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| **Responding to a suspected case whilst at Pre-School** |  | * In the event of a child developing suspected covid-19 symptoms whilst attending the setting, they should be collected as soon as possible, book a PCR Test and isolate at home until results are received in line with the latest NHS guidance.
* Staff member in charge will follow the steps identified on the latest internal Actions Card provided by Wiltshire Council (on wall in office)– Administrator and Chair of Committee to be informed.
* Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area (the office). If possible, a window will be opened for ventilation.
* The area (office) will be thoroughly cleaned, immediately if the area cannot be left unvisited.
* The person responsible for cleaning the area should wear appropriate PPE.
* In the event of a staff member developing suspected covid-19 symptoms whilst working at Pre-School, they should return home immediately and isolate at home in line with the latest NHS Guidance and also book a test. Results are required to be shared with Pre-School as soon as you receive them
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| **1 or more positive cases identified****(staff or children)** |  | * Staff member in charge will follow the steps identified on the latest Internal Action Card provided by Wiltshire Council (on wall in office) Administrator and Chair of Committee and all current parents to be informed.
* We will report everyday to Wiltshire Council (via a snap survey) our status on cases on Covid-19.
* If more than 10% of our staff and registered children test positive for Covid-19 within 10 consecutive days, we will refer to our Internal Outbreak Management Plan and advise parents immediately of our actions.
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