



# BROOK HOUSE NURSERY Ltd

## COVID-19 POLICY

The purpose of this policy is to ensure that Brook House Nursery is a safe and hygienic workplace to prevent the spread of Covid-19. The risk assessment is our working document and is available upon request.

- 1) Children, staff and parents will not be allowed into the nursery if they are displaying any symptoms of coronavirus, including (but not exclusive) a high temperature, a new, continuous cough and loss or change of sense of smell or taste.
- 2) Frequently touched surfaces, such as door handles, sinks etc., will be disinfected regularly throughout the day.
- 3) Strict hand washing routines, including before entering the nursery, before and after food and at frequent intervals throughout the day, will be adopted.
- 4) Staff training courses and staff meeting via zoom call.
- 5) Staff room – tea/coffee area with disposable cups and/or name mugs is cleaned between uses. Mugs are clean in the dishwasher or by the user. Limited tea runs.
- 6) The windows are open all the time to allow ventilation.
- 7) A strict procedure will be followed should a child or staff member become unwell with suspected symptoms of Coronavirus whilst on the premises.
- 8) Equipment will be disinfected between uses. This will include the large garden equipment.
- 9) Each room will be cleaned thoroughly at the end of the day.
- 10) Any equipment or activities that are not easily cleaned will be temporarily removed.
- 11) Disposable, or washing up gloves, will be worn when cleaning tasks are being carried out.
- 12) Staff needs to wear face mask when changing a nappy.
- 13) Personal protective equipment is available when required.
- 14) Tabards will be washed on a 90-degree cycle, on the nursery premises, every evening.
- 15) Waste deposited in the bin will be disposed of from each room twice daily.
- 16) Reference to the website below will be made, to review the appropriate cleaning routines.

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

During the period of this pandemic, we will adopt an extremely strict approach to ill children. If your child has any of the following symptoms, then you should not bring them to nursery and should contact 111 for further advice, or 999 if their condition is deteriorating.

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.



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If we suspect that your child is showing any of the above symptoms whilst at the nursery, then parents will be contacted and expected to collect immediately. If the parent is unreachable, the emergency contact will be tried. The child will be cared for by the bubble staff leader in an isolated room (the staff room), or private front garden where possible, whilst awaiting collection. The staff member will have access to full personal protective equipment (located in the first aid boxes at either end of the nursery), along with all windows and doors being open to ensure the room is well ventilated. The child would then need to be tested, and only permitted entry when a negative result is returned. Alternatively, if a test is unavailable, along with any members of the same household, they should self-isolate for 14 days, as instructed by the government guidance. Similarly, if a staff member becomes unwell, they will be sent home immediately, and will be unable to return until they have been tested and a negative result returned. Alternatively, if no test were available, the staff member would need to self-isolate for 14 days and be free of symptoms.

In addition, if Covid- 19 is confirmed, all children, and staff members within the bubble, along with anyone living in the same household (including siblings attending the nursery), would be informed and would need to self- isolate for 14 days.

Please be aware that whilst we understand that young children can develop temperatures for a number of reasons, and this may not necessarily indicate a case of coronavirus, if a child were to have a high temperature they would need to be collected and would have to remain at home for at least 24 hours. They would only be allowed back to nursery if they are symptom free. During this pandemic, children, with parental permission, will be given Calpol in the interim, but must also be collected immediately.

We will implement a track and trace document in line with the government guidance.

### **COVID- 19 PROCEDURE FOR SUSPECT CASE**

If a child is suspected to have symptoms of Covid-19 whilst at the nursery, the practitioner leading the bubble/group must act immediately. They must inform the manager of their concerns, to allow for the child's parent to be contacted. In the meantime, the practitioner must collect the personal protective equipment from the first aid box and take the child to the staff room for isolation, or front garden. The most direct route with the least impact should be taken. The area in which the child was sitting should also be disinfected before use by others. The staff member attending to the child should, where possible, remain 2m away, although reassuring the child is paramount. The staff member should try to keep the child calm by singing familiar songs or reading stories until the parent arrives. Once the child has left the premises, the staff room/ garden should be thoroughly disinfected- please see government guidance for further information.

At this point a decision will need to be made by the manager whether the other children and staff within the bubble should be excluded for self-isolation.

Hygiene / cleaning in non-healthcare settings:

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



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### **COVID- 19 TRAVEL PLAN**

With the current circumstances surrounding the Covid- 19 outbreak, we advise staff and parents to avoid the use of public transport. If public transport is unavoidable for staff, disposable face masks and gloves will be reasonably available, although staff would be expected to take appropriate measures to protect themselves and follow the current government guidelines.

### **COVID- 19 ACCIDENT PROCEDURES**

Due to the current social distancing requirements, if a child has a minor accident whilst at the nursery, their parents will be informed by email. The email, along with the parent's acknowledgement of receiving the email and any comments, will be printed, and kept in place of the normal accident form. Similarly, if a child comes to the nursery having sustained a minor injury at home, staff should ask parents to email the relevant information to the nursery office. All other procedures should remain the same, particularly ensuring personal protective equipment is used.

### **COVID- 19 FIRE PROCEDURES**

The current situation regarding Covid-19 means that we must observe social distancing between the groups when at the fire assembly point. To comply with this, we will temporarily use the driveway at 236 London Road for the preschool children. Children under 3 will use the assembly point outside the nursery as normal, ensuring they are distancing appropriately. An additional risk assessment will be completed for the short distance walk the preschool children will have to make to 236 London Road.
