



## Manor Twiglets Nursery Ltd

### Covid-19 (Corona Virus) Policy

#### **What are the symptoms of Corona Virus**

The main Symptoms of the Corona Virus are:

- A new or continuous Cough- which means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours.
- High Temperature – this means you feel too hot to touch on your chest or back (temperatures do not need to be taken)
- Loss or change to your sense of smell or taste

Most people have at least one or more of these symptoms. Children can still get Corona Virus, but they seem to get it less often than adults or it is less serious For children displaying the signs and symptoms of Covid-19 (Corona virus) for guidance please follow this link

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

#### **Children/ Staff displaying the Covid-19 symptoms**

Our current sickness and unwell children policy applies and if your child is unwell, then they should not come into nursery but cared for at home.

If a child/ staff member or anyone in their household is displaying the signs and symptoms of the Corona Virus, then they should not attend the nursery/work and follow the guidance set by the government COVID-19: stay at home, guidance for households with possible coronavirus.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

#### ***This includes:***

- Staying at home for 7 days and self isolating, keeping away from anyone in the household
- Those in the household should stay at home and isolate for 14 days. This will start from the first day that the first person develops symptoms. Follow the link to see the diagram for clear guidance on how self isolation should happen  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/874011/Stay\\_at\\_home\\_guidance\\_diagram.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874011/Stay_at_home_guidance_diagram.pdf) . If someone starts to show symptoms then the 7 days self-isolation should start from then regardless of how many days they have been in isolation already.
- Alerting people that contact has been made with over the last 48 hours
- Arranging for a test through NHS 111 service or following the link  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>
- Following a positive test result, a request will be given by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts

- If you have symptoms, you should stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable who you share a household with.
- Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.
- If children/staff cannot cope with the symptoms at home, or the condition gets worse, or the symptoms do not get better after 7 days, then use the [NHS 111 online](#) coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.
- If new coronavirus (COVID-19) symptoms develop at any point after ending the first period of isolation (self or household) then the same guidance on self-isolation must be followed again.

If a child is brought to the nursery and they are already displaying the signs and symptoms they will not be allowed to attend the nursery. The parent or carer will have to take them home immediately and follow the stay at home guidance for households.

Should children become unwell in the setting, they will be separated from their group to an isolated space. Parents or carers will be contacted to come and collect their child immediately. They will be cared for by another practitioner not assigned to a group. The practitioner will wear PPE (gloves, apron and mask) as it is extremely difficult to stay away from a child who is upset and unwell, Unless the 2m rule can be applied.

If the symptoms of the child or staff member are the same as the Corona virus, they will be advised to self isolate for 7 days and the rest of their household for 14 days.

For all the staff and children that attend the nursery setting and in the event that they display symptoms of the corona virus, we will ask all parents and carers to ensure they organise a test for their child and notify us immediately of a positive test. Further guidance is available about [getting tested](#).

If the child or staff member tests negative and are well, then they can attend the setting again. If 1 child or staff member tests positive for the corona virus then everyone in their group including the practitioner will be sent home and asked to self isolate for 14 days. This is the reason behind why we have chosen to have smaller groups of children, that do not mix with the other children and a practitioner that is assigned to just that group.

If there is more than one positive case recorded then Public Health, England will conduct a full investigation, where we will then be advised our next steps.

### **Drop off and collection times – Reducing contact**

Manor Twiglets have staggered the start and end times of the sessions, for example dropping off at 8.45am, collecting at 2.45pm, dropping off at 9am, collecting at 3pm, 9.15am will be 3.15pm and 9.30am drop off will be 3.30pm. Unless parents have requested longer hours due to keyworker working hours. Parents and or carers should adhere to the times set and continue to respect the 2m social distancing rules while waiting for their child to attend the session. Manor Twiglets ask that only one parent/carer is to accompany their child to and from the setting.

A one way rule in place for drop off and pick up times. This is in through the metal gate, wait at each designated line and do not enter the 2m box by the front door. There will be lines along the path that are 2m apart, parents/carers are asked to stay in their car, or wait on the footpath in front until one of these waiting bays have become empty. Parents should continue to adhere to social distancing rules while waiting to enter the nursery grounds and respect others when waiting on the footpath outside the nursery. Once children have been dropped off and are safely in the nursery, parents should follow the cones around the front grass and leave by the same gate that they came in, still adhering to the social distancing rules.

A 2m box will be drawn out in front of the door, this should not be entered, especially when the door is open.

Parents will not be allowed into the setting, Laura Ceylan (Deputy Manager) will be at the front door to greet the children, bring them into the corridor, close the front door and the practitioner assigned to children's groups will come and meet the children and take them into the setting, to their designated area for the day and ready for their learning.

At the end of the session parents are asked to continue with the social distancing rules and wait at a designated line and do not enter the 2m box in front of the main door.

**Parents should not turn up too early or too late as this may impact on the staggered finish times. If parents need to talk to anyone please about their child on the day, parents should call Manor Twiglets on 01825 765487 or email on [twiglets@manor.e-sussex.sch.uk](mailto:twiglets@manor.e-sussex.sch.uk) prior to the session or once you have dropped them off. This will help with keeping to the staggered drop offs and social distancing.**

### **Cleaning and Hygiene**

Please see the full separate policy on Cleaning and Hygiene in the nursery. This includes the areas that the children have access to, cutlery and food utensils used for snack time, resources and equipment played with during the day. We will be following the guidance set out in the document COVID-19: Cleaning of Non-Healthcare settings.

Hand sanitisers are provided for each group and in specific areas around the nursery. Manor Twiglets has a full separate Handwashing policy, explaining how children and adults should wash their hands. Handwashing will be encouraged through songs, rhymes, games and repetition. Practitioners will help the children to do this correctly, especially the younger children.

Manor Twiglets will be well ventilated by natural air, with the windows and back door open. Toys and resources will be cleaned throughout the day and a thorough clean will be done at the end of the day.

The children will have access to the toilets in both areas. Children will be encouraged to stay away and distance themselves from each other in these smaller areas and again practice good handwashing.

Parents will be asked to wash their child's clothes after each session that they attend the nursery.

### **Items being brought in from home**

To reduce the number of shared resources and contact between the nursery and the children's home, we ask that toys, games, puzzles, books are not brought into the setting. If children have a specific comforter then these need to be placed in their bag and they will be given this should they need it or get upset.

## **Daily Routine**

The Daily routine for the children will be different to what the children are used to. The amount children to attend are limited each day, children will not be able to mix as a large group and cannot play in all areas of the nursery. It will be amended to accommodate the changes that we have had to implement due to the covid-19 pandemic. The routine will be reviewed regularly as we get used to the changes and as new guidelines from the government are introduced.

Snack times will be taken at the same time, however the children will be in their groups away from each other. Each group will have a separate tray with their drinks (water and milk) and healthy snack. Children will not share cups and cutlery. All equipment used will be washed in accordance with our Cleaning and Hygiene policy and procedure. Children will be encouraged throughout the day to access water or milk and then the cup will be immediately washed and sterilised after each use.

Lunches will be at 12pm, Hot lunches **will not** be provided by Chartwells so children should bring in a cold healthy packed lunch with ice block and spoons if required. We will not have the facilities to heat up lunches.

Story and song times will be in the smaller groups, to ensure that childrens contact with each other is reduced.

## **Reducing contact**

It is extremely important that we reduce the contact between people as much as we possibly can. 'To minimise contact between groups of children and staff, children should attend just one setting wherever possible and parents and carers should be encouraged to minimise as far as possible the number of education and childcare settings their child attends'

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

Children will be divided into small groups and then to assigned with the same practitioner for each session. This is to stop the children mixing with different children and adults for the time that they are at Manor Twiglets. Each group will have an area to be in for their session, which they will stay in for the duration of time for that day at the nursery. This area will be fully cleaned at the beginning and end of each session, in line with our Cleaning and Hygiene Policy. Children will be able to spend as much time outside in the garden as possible. All items that the children play with will be cleaned appropriately after each use. For example the handle bars on bikes will be cleaned in between children's use. Multiple groups of children will not be able to use the outdoor equipment at the same time.

Each group will have a box of resources that they are able to play with for the session. Examples of the resources in the boxes are duplo/lego, numicon, play animals, threading, block play, loose parts and any items that are easily cleaned. The boxes will be cleaned by the practitioner before and after each use using the correct cleaning fluids in line with Public Health and 'Corona virus (Covid-19) Implementing protective measures in education and childcare setting' document. Each practitioner will also plan activities in line with the EYFS, for their own group that are developmentally achievable for all and specific activities for children transitioning onto school.

All soft furnishings, teddies, cushions, soft bodied dolls, dressing up clothes, blankets and bags have all been removed from the setting, until it is deemed safe to return these items. This is because they cannot be cleaned easily and as much as we anticipate the other resources to be.

We do not expect children will be able to stay 2meters away from each other in line with the social distancing rules, however we will make sure that we implement protective measures to reduce the rate of infection.

### **Clinically Vulnerable/ Clinically Extremely Vulnerable Children**

Manor Twiglets will make sure that they keep in contact with parents throughout the lockdown and Corona Virus pandemic, to ensure they are well and offer support when required or needed. For those children that are clinically extremely vulnerable, they are advised not to attend the setting and should be shielding at home, it is advised that they follow [guidance on people who are shielding and living with other people](#). Manor Twiglets Nursery will liaise with the parents through email and telephone calls and offer support when required.

Clinically vulnerable children who are classed at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others \(social distancing\) guidance](#) have been advised to take extra care in observing social distancing and should continue to stay away from group situations and continue with the 2m social distancing rules.

### **Legislation and Documents relevant to this policy:**

For guidance on health protection for schools, nurseries and other childcare facilities please see : [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/691091/Exclusion\\_table.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691091/Exclusion_table.pdf)

Covid-19: 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>

Coronavirus (Covid-19): Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Actions for educational and childcare settings to prepare for wider opening from 1<sup>st</sup> June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Stay at Home Guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Shielding Guidance

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#living-with-other-people>

Staying alert, Staying safe

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

**RIDDOR** (Reporting Injuries, diseases and dangerous occurrences regulations)

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

This Policy was implemented on 28<sup>th</sup> May 2020

Date of Review: As and when new guidance is published

Signed on Behalf of the Directors:

Name of Signatory: Mrs F J Bray

Role of Signatory: Childcare Manager