

Acorns Community Preschool

Guidance and Risk Assessment – Coronavirus

Revised from 3 September 2020



This Guidance and Risk assessment directly addresses risks associated with coronavirus (COVID 19) so that measures can be put in place to control those risks for children, families and staff. It is supported by our policies including our sickness and behaviour policies and follows Government Guidelines.

Acorns Guidance

Social distancing statement - We follow the Government Guidance and staff will continue to maintain social distancing with other members of staff.

We understand that young children cannot be expected to understand social distancing. However, it is important to minimise contact between children and adults, reducing transmission risk between staff and children as much as possible.

Access to setting – It is important that social distancing is adhered to when parents/carers drop off and pick up their children.

- Entrance and exit to the setting will be at the main Gate.
- Specific areas, 2 meters apart, will be indicated at the entrance.
- Parents need to wait at the indicated points until called by a member of staff.
- No parents will be allowed to enter into the preschool setting.
- Children will be registered and their temperature taken and recorded. Personal items such as lunch bag and spare clothes will be put on a table for staff to take.

Staggered Start / Finish Times – To reduce the number of parents waiting with their children at any one time, we will monitor start/finish times to ensure numbers are staggered. It is important that parents arrive promptly and wait at the indicated points until called by a member of staff.

Shared care - Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. **Gov.UK – Actions for early years and childcare providers during the coronavirus outbreak (27 July 2020)**

Outside space - The outside spaces will be used at all times when possible (weather permitting) with resources/equipment will be cleaned regularly during and at the end of each day.

Inside Area

- Play resources and inside areas will be cleaned regularly during and at the end of each day.
- All unnecessary items including all soft furnishing and soft toys have been stored
- Where possible, lunch will be eaten outside.

Hygiene

Coronavirus is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser. Gov. UK – Actions for early years and childcare providers during the coronavirus outbreak (27 July 2020)

- Staff and Children will wash their hands regularly with soap for 20 seconds including on arrival, after using the toilet, before and after eating, and after coughing or sneezing
- Staff will have hand sanitiser available at points within the setting.
- Children will be encouraged to cough or sneeze into a tissue and bin it.
- Children will be encouraged to not touch their mouths, eyes and nose

Health/ Sickness – We will continue to follow our Health and Safety Policy and the NHS Guidelines - <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Children will not be able to attend preschool should they have one of the main symptoms.

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

If a child has any of the main symptoms of coronavirus (COVID-19), they need to get a test as soon as possible. They need to stay at home until they get the result.

If a child has a temperature, has been ill and/or needs calpol, they will not be allowed to attend preschool. Should a child become ill or develop a temperature during the day parents will need to be available to collect their child as soon as possible.

PHE has confirmed that if a child has any symptoms then they must self-isolate. Even if you or a parent believes the symptoms to be as a result of teething etc, the child cannot return to the setting until there has been a negative test. *HCC Local Recovery Guidance for Early Years and Childcare – 5 August 2020*

Cleaning and Hygiene

We will continue to maintain a high level of cleaning in the kitchen, frequently touched areas (tables/chairs/doors) and toilet area during and at the end of the day.

- Handwashing facilities are maintained and cleaned regularly during the day and at the end of the day
- Ensure staff have hand sanitiser, surface cleaner and tissues available.
- Bins to be emptied throughout the day and at the end of each day
- When possible, windows will be opened for natural ventilation
- Doors leading outside will be kept open during the day
- Staff will have the opportunity to have clothes they have worn during the day washed overnight at the setting
- All resources will be cleaned during and at the end of each day.
- The kitchen area will be regularly cleaned and high level of cleaning for food utensils will be maintained.

Personal Protective Equipment PPE

It is not a statutory requirement for staff to use PPE in education settings. However, we understand individual's concerns and have made available to staff:

- Face visor
- Gloves
- Aprons
- Face mask

The usual PPE is to be used for intimate care ie apron, disposable gloves.

PPE - if a child becomes unwell

Full PPE will be only be needed if a child becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, and a distance of 2 metres cannot be maintained. Full PPE – face mask, disposable gloves, disposable apron and face shield are available within the setting. Whilst waiting to be picked up they should be moved away from others attending the setting. All PPE used to help a person who is unwell should be double bagged and held for 72 hours before putting in the general bin. Anyone who has helped he person who became unwell does not need to go home unless they develop symptoms themselves. Hands should be washed thoroughly and the affected area cleaned.

Health Protection Team and NHS Test and Trace

Our local PHE Health Protection Team is:

Hampshire and Isle of Wight HPT (South East) - Public Health England

Fareham Borough Council, Civic Offices, Civic Way, Fareham, Hampshire, PO16 7AZ

Email HIOW@phe.gov.uk; phe.hiow@nhs.net

Telephone 0344 225 3861

The NHS Test and Trace process is outlined in the Gov UK Document Coronavirus (COVID 19): getting tested. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet

Staff members and parents/carers will need to be ready and willing to:

- **book a test** if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- **self-isolate** if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.

Parents/carers and staff are to inform us immediately of the results of the test:

- if someone tests **negative**, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
- if someone tests **positive**, they should follow **Gov.UK - COVID-19: guidance for households with possible coronavirus infection** and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. Other members of their household should continue self-isolating for the full 14 days.

Managing confirmed cases of COVID-19 in the setting

Should someone who has attended preschool has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team.

The local health protection team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Based on the advice from the local health protection team, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual

The local health protection team will provide definitive advice on who must be sent home.

A template letter will be provided to settings, on the advice of the local health protection team, to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow **Gov.UK - COVID-19: guidance for households with possible coronavirus infection**. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following **Gov.UK - COVID-19: guidance for households with possible coronavirus infection**.
- Settings should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

Contain any outbreak by following local health protection team advice

If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required.

Notify Ofsted

Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be reported to Ofsted through the usual notification channels.

This Guidance is based on documents:

- **HCC Local Recovery Guidance for Early Years and Childcare – 5 August 2020**
- **Gov.UK – Actions for Early Years and Childcare providers during Coronavirus (Covid 19) outbreak – 27 July 2020**
- **GovUK - Coronavirus -Covid-19- getting tested – 12 August 2020**
- **Gov UK – Contacts PHE Health Protection Teams 17 June 2020**
- **Gov doc – NHS Test and Trace Workplace guidance – 22 July 2020**
- **Gov UK - Implementing Protective Measures in Education and Childcare Settings – 1 June 2020**
- **Gov.UK - COVID-19: guidance for households with possible coronavirus infection – 13 August 2020**
- **Gov UK – COVID 19 Cleaning in non-healthcare settings outside the home – 15 July 2020**
- **NHS Guidelines - Coronavirus in Children - <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>**