

## **COVID-19 Operating Procedures**

These procedures are to ensure the safety of all children, carers and staff with regards to COVID-19, while also learning to live with it as a virus. They are based upon control measures set out in Government guidance and our own risk assessments to reduce the risk of transmission.

Procedures and risk assessments will be reviewed as further changes arise and the individual requirements of the setting are considered. Where changes are made we will communicate these with all carers, staff and visitors.

**Children, staff and other adults must not come into the setting if:**

- **they have one or more coronavirus (COVID-19) symptoms:**
  - **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**
- **they are required to quarantine having recently visited another country.**
- **they have had a positive PCR test or have had a positive lateral flow test and are waiting for PCR results.**
- **they have had a close contact with someone who has tested positive for COVID-19 unless they are:**
  - **are fully vaccinated**
  - **are below the age of 18 years 6 months**
  - **have taken part in or are currently part of an approved COVID-19 vaccine trial**
  - **are not able to get vaccinated for medical reasons**

**Where staff are not required to isolate following a close contact they must have a PCR test.**

**St Paul's Trust will complete a risk assessment and in most instances will require a negative result before staff members return to work.**

In all instances of a positive case within the setting or any changes in service delivery, OFSTED will be notified at the early possible opportunity and within a minimum of 14 days.

### **Expectations**

- **By attending the setting there is an expectation that all carers and staff adhere to isolation rules to protect others from being exposed to the virus.**
- **Failure of staff to comply with government legislation and setting policies will be investigated and may result in disciplinary action.**
- **Failure of carers to comply with government legislation and setting policies may result in withdrawal of the nursery place.**

### **Social distancing**

- **Wherever possible carers, staff members and other professionals should continue to social distance and where this is not possible must wear a face covering.**

- Carers entering the nursery for the purpose of settling in a new child or in an emergency should wear a face covering and sanitise hands.

### **Drop off & collection**

- Only carers who are symptom free and/or have completed the required isolation period or had negative test can drop off or collect their child from the building
- Drop off and collection will continue to be at the front door of the nursery.

### **Face coverings**

- Carers and visitors are expected to wear face coverings when in the building unless exempt.
- Staff members must wear a face covering throughout the building unless in the nursery, nursery office or in the staff room.

### **Hygiene**

- Hands should continue to be cleaned regularly and staff will ensure that children are supported to this throughout the day.
- Catch it, bin it, kill it approach must be continuously promoted.
- All waste should be disposed of in a hygienic and safe manner.
- Waste bins should be emptied as necessary throughout the day.
- Where a child or staff member shows symptoms all cloths, mops and PPE used must be double bagged, labelled with date and stored in external waste bin for 72 hrs before leaving site.

### **Cleaning**

- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> must be followed at all times and any updates implemented.
- St Paul Community Development Trust Cleaning Risk Assessment relating to COVID-19 followed at all times.
- Touchpoints and hand washing facilities will be cleaned and sanitised twice a day at minimum.

### **PPE**

- Government guidance is that additional PPE is not required for general use but should continue to be worn as normal for nappy changing and administration of first aid.
- Full PPE should be worn by staff member if with a child who is showing symptoms while waiting for carer to collect them if staff member is unable to social distance.

### **Ventilation**

- Windows will be open wherever possible to ensure proper ventilation while maintaining a comfortable environment
- The lift must not be used unless essential.

### **Staff well-being**

- Carers will be expected to understand the need for flexibility with regards to required procedures and practice, including the need to isolate where children or adults have symptoms.
- Staff will be given regular opportunities to share concerns and suggestions that may arise.

### **Staff with increased risks**

- Government guidance and health advice will continue to be followed for any members of staff who are clinically vulnerable or pregnant.

### **Staff shortage**

Where staff are required to isolate we may be unable to operate at full capacity and this would be fully explored and risk assessed. Should this be the case, priority will be given in the following order ensuring that full ratios are maintained:

- Vulnerable children and children of critical workers
- Children attending Day Care
- 3 & 4 year olds who are transitioning to reception
- followed by younger age groups

#### **Local outbreak**

Should a local outbreak occur advice from local authority and Public Health England will be followed.

Risk assessments will be completed and previous operational procedures reintroduced to protect children and adults within the setting.