

St Michael's Pre-School
COVID-19 Policy & Risk Assessment

Introduction

This policy applies to all employees, parents, children, volunteers, students and anyone else working on behalf of the pre-school. This policy also applies to service users and delivery drivers visiting the pre-school.

Purpose of Policy

- To protect all employees, and service users, including parents and children from coming into contact with coronavirus (COVID 19)
- To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
- To prevent the spread of COVID 19

Monitoring

The pre-school is closely monitoring and gathering information from The Department of Health and Government about the spread of coronavirus (COVID 19) and the management team will communicate regularly and report back to employees and families.

Hygiene – General

Employees are advised to practice good hygiene and cleanliness standards.

- Regularly wash hands with hand wash and water for at least 20 seconds
- Regular use of hand sanitizer
- Ensuring good respiratory hygiene by promoting the “Catch it, Bin it, Kill it” approach.
- Cover mouth and nose when coughing or sneezing with either a bent elbow or tissue and always wash hands afterwards. Regularly empty bins.
- Avoid contact with others, such as handshakes and maintain a social distance of 2 meters where possible but must always remain one meter apart.
- Staff to wear a face mask/visor when greeting children/parents in the morning.
- Avoid touching your eyes, nose and mouth
- Cleaning frequently touched surfaces often using standard products.
- Altering environment and time table to minimise contact.
- Only one child at a time to the toilet.
- Wash all uniform after each session

Hygiene on arrival

- Parents to wear face masks when dropping off/picking up their child.
- Parents not to enter the building. There will be a member of staff outside to welcome your child.
- Coats and yellow bags to be hung up by children.
- Children will sanitize their hands on entry to the building with the help of an adult. During the course of the session/day regular hand washing will take place.

- Packed lunch to be put in a named clear plastic box and placed on the lunch trolley.
- If you have given you child any kind of paracetamol or ibuprofen they **must not** attend pre-school for 48 hours after symptoms have ended.
- **We ask that toys/teddies or blankets are not brought into pre-school.**

If an employee experiences any of the following symptoms they will inform their manager immediately, self-isolate and contact 119 for advice.

Symptoms include:

- a continuous cough
- a high temperature
- shortness of breath
- loss of taste and smell

Other less common symptoms to look out for are:

- Tiredness
- Aches and pains
- Sore throat
- Diarrhoea
- Conjunctivitis
- Headache
- A rash on skin or discolouration of fingers or toes

PPE

The wearing of face masks and other coverings are not recommended in Education settings. However, if a staff wishes to wear a face mask they may do so. Children whose care routine already involves the use of PPE for example Nappy changes will continue to use the PPE provided.

If a child becomes unwell with symptoms of Coronavirus while in the pre-school and needs direct personal care until they can be picked up, a face mask/shield will be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child is necessary then disposable gloves and apron will also be worn by the supervising adult. The child will stay with the adult in a separate well ventilated room until their parent/carer arrives.

Guidelines

These guidelines are in place to assist us in implementing precautionary measures to reduce the spread of COVID 19 in our setting. We will continue to build on these considerations and guidelines to form Site Operating Procedures (SOP), suitable for our situation and continue to take advice from Public Health England and the Department for Education.

COVID 19 RISK ASSESSMENT

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period should attend the setting. • Risk Assessing will take place throughout the day. • Temperature to be taken of any child who appears unwell. • Any child who appears unwell will be sent home. • If your child is showing symptoms of Covid-19 we ask that you take them to be tested. If you do not do this they will have to self-isolate at home for 10 days.
	Physical distancing / grouping	<ul style="list-style-type: none"> • Care routines including snack time, nappy changing and toileting will be carried out with strict hygiene measures in place and social distancing where possible. • The use of the kitchen and toilet area will be restricted following safe distancing as much as possible. • Outdoor play will be encouraged as much as possible.
	Wellbeing and education	<ul style="list-style-type: none"> • Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue • Children will be supported in understanding the changes and challenges they may be encountering as a result of COVID 19. • Staff will ensure they are aware of children’s feelings and offer emotional support.
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result.
	Physical distancing / grouping	<ul style="list-style-type: none"> • Staff will face masks in any areas where social distancing from the other adults is difficult. • Social distancing must be maintained during breaks. This will be achieved through a range of strategies including staggering of breaks. • Staff members should avoid physical contact with each other including handshakes, hugs etc.
	Training	<ul style="list-style-type: none"> • All staff will be instructed in infection control and the standard operating procedure and risk assessments within which they will be operating.
Parents	Physical distancing	<ul style="list-style-type: none"> • Face masks must be worn when dropping off and picking children up. • Only parents who are symptom free or have completed the required isolation periods will be able to drop off or collect their child. • Drop off and pick up will be limited to 1 parent per family. • Arrange drop off and pick up at the door of pre-school to avoid parents entering unnecessarily. • When parents are waiting to drop off or collect their child, physical distancing should be maintained. • Should a parent need to enter the school they need to follow safe distancing from other children and staff members.

	Communications	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of their children and themselves.
Visitors	Visits	<ul style="list-style-type: none"> Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will not be permitted into the pre-school unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual pre-school operational hours where possible.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to the pre-school alone, using their own transport. We ask that parents do not travel to pre-school on public transport.

Updated 22nd February 2021