



COVID-19 EMERGENCY PROCEDURE

Introduction

This applies to all employees, parents, children, volunteers, students and anyone else working on behalf of St Michael's Pre-School.

Monitoring

As you are aware St Michael's Pre-School is closely monitoring and gathering information from The Department of Health and Public Health England about the spread of coronavirus (COVID 19) and the management team will communicate regularly and report back to employees and families.

We are hoping that we will not have to put the following measures into place but I thought it best to outline our plans in the event of a shortage of staff due to self-isolating or worst case scenario a possible closure of pre-school.

At St Michael's we pride ourselves on our high ratio of staff to children. As far as possible we do not want to move away from this due to staff self-isolating.

Positive Tests for Staff Member or Child

If a staff member or child tests positive for Coronavirus and they were in the setting 48 hours prior to getting symptoms, the pre-school will seek advice from the Department of Education and Public Health England. but as we are working as 'one bubble' it is highly likely that the whole pre-school would have to close for 14 days and all staff and children would have to self-isolate.

Staff Self-Isolating

If staff are self-isolating it may mean that we are not able to run our sessions as normal. In the event that we are not able to run to our full capacity of children the following procedure will be followed. **A reduced provision will only be considered as a last resort and will be offered on the following basis:**

- First priority will be given to children of key workers and to children who are considered vulnerable.
- Secondary priority will be given to 3 and 4 year olds who are transitioning to Reception in September 2021.
- Third Priority will be given to parents who rely on us for childcare to enable them to work and who are unable to work from home.
- Parents who do not rely on the pre-school to enable them to work will in the first instance be asked to volunteer to keep their children at home. If there are not enough willing volunteers, we will take into account any other relevant factors that might give some children priority for a place over others.



Consultation with parents will be sought in advance to determine each family's level of need should the occasion arise, therefore minimising impact and disruption where possible.

Should St Michael's Pre-School have to run a reduced provision, or possibly close, every effort will be made to communicate this to parents at the earliest opportunity via email, telephone and social media. We would ask you to remain vigilant in checking the channels mentioned above to keep abreast of any updates that may affect your child's attendance at pre-school.

22nd November 2020