



# One World

## MONTESSORI NURSERY

# **COVID-19 Policy and Procedure**

**Reviewed March 2022**

# Introduction

Our first written COVID-19 Policy was introduced in the One World Montessori Nursery Policies and Procedures Document in May 2020, in response to the pandemic. This document has evolved and been changed a number of times based on feedback from staff and parents/carers, as well as new guidance from the government. This most recent update is based on the government advice from February 21<sup>st</sup> 2022, and the plan of living with COVID-19.

Our objectives are to continue providing high-quality care and education for all children, with the safety of our children, families and staff being paramount. As a setting, we will be led by government advice, and our safety measures will reflect those recommended or mandated by OFSTED and the Department for Education (DfE). We must remember, however, that we are all responsible for safety and that management, staff and parents have a shared responsibility to act.

**Last Updated: 20<sup>th</sup> March 2022**

# SAFETY MEASURES

As we begin the strategy for living with COVID-19, we appreciate that it is not the same as having no risk of catching the illness. The following safety measures are still in place:

## CHILDREN

### ATTENDANCE

- Children should continue to attend the setting as normal unless they develop COVID-19 symptoms or test positive.
- Only children who are symptom free should attend the setting. Children should **not** come into the setting if they have symptoms of COVID-19.
- Any child with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend nursery. You should follow the guidance in [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-people-with-covid-19-and-their-contacts) and arrange for the child to take a PCR test, then tell the setting the test result. Your child should not attend nursery while you are waiting for test results, even if they are feeling better.
- Staff reserve the right to take children's temperature on arrival at nursery and will not admit any child with a high temperature. We will usually take a temperature if a child or accompanying parent/carer appears unwell.

### WELLBEING AND EDUCATION

- Children will be supported in age appropriate ways to understand the steps they need to take to keep themselves safe including regular handwashing and sneezing into a tissue and throwing it away.
- Children will be supported to understand the changes and challenges they may encounter as a result of COVID-19 and staff will be aware of children's attachments and their need for emotional support.

# STAFF

## ATTENDANCE

- Only staff who are symptom free should attend the setting.
- Any staff member with a high temperature, a new continuous cough or a loss/change of smell or taste should follow the guidance in [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/COVID-19-people-with-COVID-19-and-their-contacts) and must not attend the nursery premises until they test negative for COVID-19.

## PHYSICAL DISTANCING AND FACE COVERINGS

- Staff may wear face coverings when opening the door and admitting or dismissing children or visitors if they wish.
- Staff may wear face coverings in shared access areas of the nursery if they wish.
- Face coverings will fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.
- Staff will not wear face coverings when working with children, unless there has been a substantial increase in the number of positive cases in the setting. In these circumstances, transparent face coverings should be worn.
- Staff members will avoid all close contact with each other. Staff will follow social distancing guidelines and remain two metres apart from each other and from parents/carers and visitors where possible.

## TRAINING

- All staff members will receive appropriate instruction and training in infection control and the relevant operating procedure and risk assessments.

## RESPONSIBILITY

- The nominated Designated COVID-19 Safety Lead for the setting is SHEFALI SHEKHAR and the named deputy is MARIAN HADI. It is their responsibility to monitor the implementation of setting and national guidelines.
- It is the responsibility of all staff to ensure that this policy is followed.

# PARENTS AND CARERS

## PHYSICAL DISTANCING AND DROP OFF/COLLECTION

- While the legal requirement to self-isolate has been removed, only parents/carers who are symptom free must drop off and collect their child.
- Any parent/carer with a high temperature, a new continuous cough or a loss/change of smell or taste should follow the guidance in [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-people-with-covid-19-and-their-contacts) and must not attend the nursery premises until they test negative for COVID-19.
- Parents/carers must stay two metres away from staff wherever possible.
- Parents/carers are requested to stay two metres apart from each other when waiting to drop off or collect children.

## COMMUNICATION

- Parents will receive clear communications regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

# VISITORS

- Visitors must not enter the nursery if they are displaying any symptoms of COVID-19.
- Visitors must wash their hands when entering the nursery.
- All visitors must wear a face covering while in areas of the nursery with children in them, or where they cannot stay 2 metres away from staff. This includes any person taking a tour of the nursery while it is open.
- Visits will be kept to a minimum quantity and length of time, and will take place, as far as possible, when there are minimal numbers of children in the nursery. This includes prospective family visits and any settling-in sessions with parents/carers.

# HYGIENE, HEALTH AND SAFETY

## HAND WASHING AND PERSONAL HYGIENE

- All children and staff must wash their hands on arrival at the nursery and at frequent times throughout the day.

- Children will be encouraged to wash their hands after wiping their noses, before and after eating, when coming in from the playground, before touching their faces and before leaving the nursery.
- Staff will wash their hands before preparing and serving food, after wiping children's noses, after cuddling children, after supporting toileting or nappy changing, before eating, before touching their faces, and before leaving the nursery.
- Staff and children will wear indoor shoes inside the nursery.

## **CLEANING**

- All frequently used surfaces (tables, counter tops, toilets, sinks) will be cleaned and disinfected between use throughout the day.
- Floors will be disinfected daily; door handles and light switches must be disinfected at least daily.
- Telephones and tablets must be disinfected at least daily.
- Procedures for cleaning resources are explained in the sections below.

## **WASTE**

- Any bins that children have access to will be emptied twice daily.
- All waste will continue to be disposed of in a safe and hygienic way.

## **LAUNDRY**

- Bedding and painting aprons will be washed daily at 60 degrees and will not be shared.

## **PPE**

- PPE, such as aprons and gloves, will continue to be worn as usual for nappy changing and the administration of first aid.
- PPE consisting of disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn for supervising a child with COVID-19 symptoms and for cleaning the area they were isolated in, as specified below. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

# PREMISES & RESOURCES

## BUILDING

- Windows will be kept open wherever possible to ensure good ventilation.

## RESOURCES

- Any toys or other resources accessed by children will be cleaned and disinfected prior to being put away by the end of the day.
- Equipment used by staff, such as tablets and stationery will be allocated to individual staff members where possible and cleaned at least daily.

## SUPPLIES

- The setting will ensure an adequate supply of essential stock, such as gloves, aprons and disinfectant materials as the nursery will not be able to operate without essential supplies to ensure infection control.

# RESPONDING TO A SUSPECTED CASE

- If anyone in the nursery becomes ill with a high temperature, a new continuous cough or a loss/change of smell or taste, they must be sent home and advised to follow public health guidance.
- If a child is waiting to go home, they will be separated from their group and isolated in the area next to the door nearest the adult bathroom, with appropriate adult supervision. The child will be provided with a sleeping mat and a blanket.
- Staff will call 999 if the child becomes seriously ill or their life is at risk.
- The staff member caring for the child will wear appropriate PPE. This consists of disposable gloves, a disposable apron and a fluid-resistant surgical face mask. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If the child needs to use the bathroom whilst waiting to be collected, they will use the adult bathroom. This will be cleaned and disinfected immediately after.

- The member of staff who has cared for the child does not need to go home unless they develop symptoms. The staff member must wash their hands thoroughly for 20 seconds.
- The area where the child was isolated will be thoroughly cleaned and disinfected by the same staff member, while still wearing PPE.

This policy was reviewed on	Signed on behalf of the nursery	Date for further review
20/03/2022	DocuSigned by: <i>Nicola Greer</i> 09F6E9617DA3427...	25/04/2022