



## **Operating Procedures for COVID 19/Coronavirus**

This policy is based upon the guidance provided by the government, NHS and the government and is intended to assist in implementing preventative measures to reduce the spread of COVID-19 in our setting.

### **Symptoms of Coronavirus (COVID-19)**

The main symptoms of COVID-19 are:

- A 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)
- A high temperature – this means you feel hot to touch on your chest or back/temperature reading of 37.8°C or higher
- Any 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.

### **How is Coronavirus (COVID-19) spread?**

From the guidance provided, we know that COVID-19 is more likely to spread when there is close contact (within 2 metres) with an infected person for long periods of time.

Within our setting, preventing the spread of COVID-19 will involve us dealing with:

- Direct transmission – where respiratory secretions are directly transferred into the mouths, noses and eyes of other people who are nearby (within 2 metres) or could be inhaled into the lungs (for example being in close contact with someone who is sneezing or coughing)
- Indirect transmission – where someone touches a surface or object that has been contaminated with respiratory secretions and then touches their own face (for example a person touching a handrail which has been used by a person who is infected and then touching their own face without washing their hands). This also includes having physical contact with someone who is infected with COVID-19 and touching their own face (for example hand shaking).

Within our setting, we care for children of all ages and this involves personal care routines, implementing a range of activities and opportunities in both a 1:1 and group situations. Children of all ages enjoy spending time together, playing and developing language and social skills, learning from others and having fun exploring the world around them. The ethos of the setting will not change and, as recognised within the guidance, we will operate our setting as a bubble.

We have therefore, worked through the measures set out in the guidance when risk assessing and considering any changes required to help prevent the transmission of the COVID-19 virus within our setting.

These are:

- to ensure parents are advised to keep children with any symptoms at home
- to ensure staff who are symptomatic do not attend work
- ensure frequent hand cleaning and good respiratory hygiene practices
- minimising contact and mixing as far as possible.

## **Preventing the Spread of Infection**

### **Hygiene and Health and Safety**

#### **Handwashing**

We will provide liquid soap, hand sanitiser (at least 60% alcohol based) and skin friendly wipes for children and staff to use and an effective handwashing technique (for at least 20 seconds) will be promoted.

In line with the current guidelines, the following will be in place:

- All individuals will be expected to sanitise their hands using the hand sanitiser provided at the setting.
- All children will be asked to wash their hands upon arrival at the setting.
- Frequent handwashing will take place throughout the session by all children and staff, to include when an individual has touched their face, blown their nose, sneezed or coughed, before and after eating or handling food, when returning inside from being outdoors, after using the bathroom, before and after malleable/messy/water play, before and after putting on PPE, before and after cleaning/disinfecting,. Staff will also wash their hands before helping a child to wash theirs if required.

#### **Respiratory Hygiene**

- Everyone is reminded of the importance of good respiratory hygiene and to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and to throw the tissue straight away in the nearest hands-free bin. Sneezing/coughing into the crook of the elbow when a tissue cannot be reached should be observed. We will encourage and observe the 'Catch it, Bin it, Kill it' approach
- Tissues are readily available throughout the session.

#### **Cleaning Procedures**

We will implement an enhanced cleaning schedule to ensure:

- All communal areas and frequently touched surfaces, objects and equipment will be cleaned and disinfected frequently to include door handles, handrails, tabletops/countertops/chairs, resources/toys/play equipment, toilets, sinks and taps – including soap dispensers, any stationary, tablet devices, light switches, etc.

## **Personal Protective Equipment (PPE)**

- In line with government guidance, PPE will not be required for general use within the setting to protect against COVID-19 transmission. We will, however, continue to wear aprons and gloves for food hygiene and the administration of first aid
- PPE should be worn by supporting staff caring for a child or an adult who becomes unwell with symptoms of COVID-19 and while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) Where PPE is recommended, this means that: - a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus - if contact is necessary, then gloves, an apron and a facemask should be worn - if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn.

## **Testing**

We ask all employees to undertake Covid-19 testing twice a week. The tests will be carried out at home on a Sunday and Wednesday evening. The reasons we would like all employees to undertake testing are:

- We can't socially distance from children.
- We may have to carry out intimate carer (if required).
- To protect one and other from transmission.

Alongside our safety measures at the club, rapid testing will provide additional reassurance to staff and parents.

## **Risk Assessment**

- The risk assessment for COVID-19 must be adhered to at all times. All activities will be assessed, and due consideration given to any adaptations to usual practice required to minimise the transmission of the virus.

## **Food**

Our commitment to provide healthy, nutritious snacks will not change throughout this period and any changes to the menu will be communicated to parents via email.

## **Minimising Contact and Mixing (Social Distancing) within the Setting**

Children, staff, and parents will only attend the setting if they and their household are symptom free, have completed the required isolation periods as set out in the 'Self-isolation: stay at home guidance for households with possible coronavirus' guidelines or obtained a negative test result.

## **Clinically Extremely Vulnerable Children and Staff**

Any child or member of staff who are deemed to be within this group, will not be expected to attend the setting during operating hours and they should continue to shield in line with current guidance.

## **Clinically Vulnerable Children and Staff**

For any child or member of staff who are deemed to be within this group and are not required to shield, individual risk assessments will be conducted in conjunction with the member of staff or parent before they are permitted to attend the setting.

## **Taking Temperatures**

We will not be taking the temperatures of children. Please be assured that we will take the temperature of any child who presents themselves with signs of a fever upon arrival at the setting. We will also consider taking the temperature of an individual who is returning to setting following periods of isolation.

## **Snack**

We will still be providing snack at the settings, but the children won't be able to serve themselves. Paper plates and plastic cups will be used, and we are asking children to bring their own water bottles if possible.

## **Dropping off and Pick up at the setting.**

Whilst we would normally operate an open-door policy, we have taken the difficult decision to not allow parents to enter the setting unless essential to help limit the transmission of the virus. Parents should be reassured that they and their child will continue to receive a warm welcome from a member of staff at the setting.

We will of course consider allowing parents to enter for an emergency, however this will need to be appropriately managed to ensure the safety of other children and staff.

We will also be implementing the following as a result of a review of our Arrivals and Departures policy:

- We kindly ask that only one parent per family attend the setting to drop off or collect their child.
- When parents are waiting to drop off or collect their child, parents will be required to social distance in a safe area whilst queuing outside. Children must always be supervised and remain by their parent's side.
- Due to the current circumstances, staff members will temporarily be signing children in/out on parents' behalf.
- The door and door handle will be sanitised at the frequency outlined within our risk assessments and Hygiene and Healthcare Procedure.

A daily register is taken at the beginning of the session, where 'keyworker' groups will be identified so that children and keyworkers are aware of groupings (with a maximum group size of 8 and as far as is possible maintaining consistent groupings and consistent keyworkers). These groupings will support the implementation of some social distancing within our play environment. There will be communication with the school throughout this time, and if possible, keyworker groups may mirror school groupings, subject to number of children attending and staffing practicalities.

Handovers and dissemination of information will be provided if possible, at the door, adhering to the 2-metre distance requirement, but if this is not possible due to confidentiality concerns information will instead be passed via email, telephone or text message if required.

## **Physical Distancing and Grouping of Children and Key Carers**

Within our setting, we have always implemented a Key Worker System.

We will continue to adopt this approach with some changes made in line with the guidance provided to us:

- Children and staff will be organised into small, consistent Key Worker groups as much as possible.
- All areas will be kept well ventilated by keeping windows open where possible
- Mealtimes will continue to be social occasions for the children and planned carefully, staggered into separate sittings depending on numbers of children. Children will not be self-serving out of platters at this time to prevent cross contamination.
- Key Workers will ensure that children's bathrooms are not overcrowded (i.e. more children than toilets/handbasins) and will be used by one Key Worker group [ at a time as far as possible
- Our members of staff will avoid physical contact with each other and others as far as possible.

### **Emergency Procedures**

Should an Emergency Evacuation, or Reverse Emergency Evacuation need to occur, our standard procedure will be followed, with each Keyworker responsible for the safe evacuation of their group of children to the designated assembly point. Where possible, Keyworkers will aim to maintain distance from other groupings during Evacuation, but the immediate safety of children and staff will be our paramount concern in these circumstances. Once safely outside/inside, children will be spaced out in their specific groups, with 2 metres distance between each group where this is possible.

As per our policy, when evacuation is necessary the first Playworker to leave the building will carry the register, and the last Playworker to leave will check the club rooms and toilets. Once outside (or inside in the case of reverse emergency evacuation) the register will be taken to ensure all children are accounted for.

### **Health and Safety Policy and Procedure**

Changes to policy and practice identified within this document will be discussed with Staff members prior to re-opening to ensure they fully understand their responsibilities.

The Club will undertake a specific COVID-19 related risk assessment prior to re-opening and at regular intervals throughout this period to ensure that all risks are identified and minimised as much as possible. It is the responsibility of ALL staff to ensure that risk assessments are carried out and to notify the manager of any concerns. All completed COVID-19 risk assessment records are safely stored for a suitable length of time and will be made available for inspection by any relevant authority.

Risk assessments will take into account current government guidance. Updates to our Hygiene and Health Care Policy will also be followed to ensure the health and safety of all children and staff at the Club.

Our play environment, including all furniture and resources, will be reviewed in line with current guidance to support the safety of children and staff and to support

infection control and social distancing as much as is possible within our Club. Activity planning will also take these guidelines into account.

### **Infection Control and Social Distancing**

As we are responsible for caring for and looking after children, it is not always reasonable to institute rigid physical distancing. In addition, the safeguarding of children will not be compromised. Where contact or closer working is required, it is important we ensure that other measures are considered.

We will limit the risk of catching or spreading the new coronavirus (COVID-19) at the club by:

- Following and adhering to the most up to date government guidance in relation to exclusion advice for individuals, family members and society.
- Regular handwashing by staff and children and essential visitors including (but not limited to) on arrival and before departure, after using the toilet, after using toys/equipment that have been used by other children/staff, before and after snacks/meals, where there has been any physical contact, after playing outside and after sneezing/coughing/blowing their noses. Handwashing is preferable to use of hand sanitisers, but hand sanitisers will also be available for use in the club.
- Instating a temporary 'no visitor' policy until the threat of the virus has sufficiently reduced, with only 'essential' visitors permitted on site during Club hours.
- Minimising contact between hands and mouth/nose for staff and children
- Covering nose and mouth when coughing or sneezing with their inner elbow; using a tissue when possible and disposing of the tissue promptly and carefully (bag it and bin it)
- Implementing a daily cleaning rota (with particular reference to frequently used hard surfaces such as door handles and taps). Areas in use (and equipment/toys) will be cleaned at least once per day, with high contact/high risk areas being cleaned more frequently (e.g. in between uses). The cleaning rota will be discussed prior to the Club re-opening with all relevant parties, to establish who is responsible for each area at each part of the session.
- Keep areas clear (using barriers where possible) that have been used by a child/staff member displaying symptoms until they can be suitably cleaned and sanitised.

At Simply Out of School, we will promote infection control through the methods above and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the club
- Dispose of waste promptly and hygienically. Where waste is suspected of being in contact with a person displaying symptoms, it will be bagged securely and held for 72 hours prior to removal.
- Provide tissues and suitable facilities for their disposal
- We will provide opportunities for social interaction through non-contact games and set out the environment to limit close contact for the children

- Allowing for sufficient air flow by keeping windows open, and encouraging outdoor play

There may be cases where young children cannot understand the concept of physical distancing and where the appropriate support from the child's key worker may require closer contact. Parents/carers must be aware that our duty of care for the child is of paramount importance.

### **Well-Being, Play Activities and the Curriculum**

We will endeavour to continue to implement a range of activities, provide an environment and opportunities for children that invites learning through play.

We will promote mental health & wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help.

We will provide age appropriate learning opportunities for children to learn and practise good hygiene and to develop an effective handwashing technique through games, songs and repetition.

Time in the outdoors will be greatly promoted, and where possible activities and mealtimes planned for the outdoor spaces.

Children will continue to benefit from malleable play, water play and messy play activities with some small changes implemented to help minimise the risk of transmission of the virus. High touch resources used as part of malleable messy play and other messy/creative play (i.e. paintbrushes, scissors, felt pens, etc) will be limited to aid cleaning at the end of each day.

Any material which is contaminated by sneezing/coughing/etc will be disposed of immediately.

To help limit the spread of infection and any cross contamination, we will be discouraging the sharing of items between the setting and home.

### **Visitors and Deliveries**

Attendance to the setting will be restricted to children and staff as far as practically possible during operating hours. Only essential visitors and contractors will be permitted to enter the setting by appointment, and they will be instructed to follow the control measures within the risk assessment.

Essential visits to the setting will be carefully planned to ensure risks are minimised to staff and children. This may mean essential maintenance being carried out outside of the settings opening hours. Social distancing must be adhered to at all times and physical contact should be discouraged.

### **Dealing with Suspected or Confirmed Cases of Coronavirus (COVID-19)**

### **What to do if an adult becomes unwell with symptoms of COVID-19 at setting.**

If a member of staff or any other adult displays any Coronavirus (COVID-19) symptoms whilst at the setting

- 1) If the person is well enough, they should leave immediately and return home
- 2) Where this is not possible, the symptomatic adult should be moved to a room where they can be isolated behind a closed door. Where this is not possible, then they should be moved to an area enabling a 2-metre distance away from others. Where possible, the symptomatic individual should isolate alone, however if a supporting member of staff is required, they must wear appropriate PPE as detailed in this policy.
- 3) If in an emergency where an individual is seriously ill or their life is at risk, the supporting member of staff should dial 999 and follow all advice provided. They should not visit the GP, pharmacy, urgent care centre or a hospital
- 4) Whilst waiting to leave the setting or an ambulance to arrive, the symptomatic individual should remain at least 2 metres from other people. Windows should be open for ventilation. They should avoid touching anything and advised to cough or sneeze into a tissue and put it in a bin. If they do not have tissues, they should cough or sneeze into the crook of their elbow
- 5) If the adult needs to go to the bathroom while waiting, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else
- 6) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed or a negative test result obtained. Members of the same household must also follow the guidance on self-isolation - 'Self-isolation: stay at home guidance for households with possible coronavirus' guidelines
- 7) The member of staff helping the symptomatic individual will not be required to leave setting unless they develop symptoms themselves. Thorough handwashing for 20 seconds using soap and water must take place
- 8) The area should be thoroughly cleaned and disinfected, and all waste disposed of appropriately.

### **What to do if a child becomes unwell with symptoms of COVID-19 at the setting**

If a child displays any Coronavirus (COVID-19) symptoms whilst at the setting:

- 1) Parents should be contacted, and arrangements made for the child to be collected immediately (within 30 minutes)
- 2) Whilst waiting to be collected, the symptomatic child should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door with a member of staff from the same Key Worker group. Where this is not possible, then they should be moved to an area enabling a 2-metre distance away from others
- 3) In an emergency, if the child is seriously ill or their life is at risk, dial 999 and follow all advice provided. They should not visit the GP, pharmacy, urgent care centre or a hospital
- 4) Appropriate PPE as per this policy should be worn by the member of staff providing care
- 5) Where age appropriate, the child should be encouraged to cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, to cough and sneeze into the crook of their elbow
- 6) Windows should be open for ventilation



- 7) If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else
- 8) The member of staff helping the symptomatic individual will not be required to leave the setting unless they develop symptoms themselves. Thorough handwashing for 20 seconds using soap and water must take place
- 9) The child must then follow the guidance on self-isolation and not return to setting until their period of self-isolation has been completed or a negative test result obtained. Members of the same household must also follow the guidance on self-isolation - 'COVID-19: cleaning in nonhealthcare settings' Parents will be advised to arrange for their child to be tested
- 10) The area should be thoroughly cleaned and disinfected, and all waste disposed of appropriately.

### **What to do if a child, member of staff or a member of the same household becomes unwell with symptoms of COVID-19 at home**

Management should be informed immediately of any member of staff, child or member within the same household who has developed any symptoms of Coronavirus (COVID-19) at home to enable the necessary procedures to be followed.

Getting Tested Tests are available to all individuals who develop any symptoms of COVID-19 and all symptomatic individuals will be encouraged to apply for a test immediately.

It is important that all symptomatic individuals and members of their household observe the required isolation periods whilst awaiting test results and they must not attend the setting under any circumstances.

Management must be informed of the test result as soon as possible to enable the appropriate action to be put into place if required.

### **What to do if a case of COVID-19 is suspected in the setting**

If anyone has been in contact with a suspected case of COVID-19 in the setting, no restrictions or special control measures are required whilst awaiting test results. At this stage, we will not be required to send any other children or members of staff home.

We will contact our Public Health local Health Protection Team and CIW/OFSTED to inform them of any suspected cases of COVID-19. We will liaise with them and follow any advice or actions required including communication which should be provided to parents.

Once the test results arrive, those who have tested negative for COVID-19 will be advised that they can return to the setting or advised individually if this is not appropriate.

### **What to do if a case of COVID-19 is confirmed in the setting**

We will contact PHW/PHE to discuss the case, identify people who have been in close contact with the individual and an assessment will be undertaken. We will also inform CIW/OFSTED of any confirmed cases of COVID-19.

PHW/PHE will contact the individual (or their parent in the case of a child) directly to advise on isolation and identifying other contacts in order to provide the appropriate advice to them.

The Key Worker group that has been affected by the confirmed case of COVID-19 will be required to close and all members of staff and children within this group will be required to stay at home and self-isolate for 10 days. In addition, any members of the same household as the confirmed case of COVID-19 must self-isolate for a period of 10 days. If a member of staff or child who has been sent home to self-isolate as a precaution develops any symptoms of COVID-19 during this 10 days, then they should request to be tested immediately and all members of the same household will be required to self-isolate as per the - 'Self-isolation: stay at home guidance for households with possible coronavirus' guidelines. Should the individual test negative, they must still continue to observe the full 10-day isolation period as it can take up to 10 days for an individual to develop symptoms of COVID-19.

A risk assessment will be undertaken by the setting with advice from relevant parties to include cleaning of communal areas, such as toilets, in the event of a confirmed case of COVID-19.

In line with guidance, communication will be provided to parents in the case of a suspected or confirmed case of COVID-19 once provided.

As part of the national test and trace programme, if other cases are detected within the setting, there will be a rapid investigation and will be advised on the most appropriate action to take. In some cases, a larger group may be asked to self-isolate at home as a precautionary measure.

Accurate registers of children's attendance and the staff caring for them will be kept each day to enable the setting to identify those who may have been in close contact with a suspected/confirmed case of Coronavirus (COVID-19).

The setting will make a report under RIDDOR when an unintended incident at work has led to someone's possible or actual exposure to COVID-19. This must be reported as a dangerous occurrence. The setting will also make a report under RIDDOR when a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.

### **Test, Trace, Protect Service**

All individuals (including staff, parents, children, visitors) who are contacted by this service to be informed that they are a contact of a person who has had a positive test result for coronavirus (COVID19) will be expected to follow all advice as provided (to self-isolate for 14 days from your last contact with the person who has tested positive for COVID-19).

All suspected and confirmed cases of Coronavirus (COVID-19) will be recorded as per the normal procedures for recording illness within the setting via the Sickness and

Illness Register. This record will include the date of onset of any symptoms and all actions taken, such as self-isolation periods required.

Before a child can return to the setting following any period of self-isolation, parents are asked to contact Management by telephone to ensure that all isolation periods have been observed and where further advice is needed.

All members of staff who are returning to work following a period of self-isolation will be required to contact the Manager by telephone for a back to work meeting.

### **Guidance on cleaning after a suspected or confirmed case of COVID-19**

- The Minimum PPE to be worn is disposable gloves and an apron. Where there are/may be body fluids, additional PPE may be required (face mask and eye protection)
- Areas where a symptomatic individual has passed through and spent minimal time, but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. They should be cleaned thoroughly as normal
- All hard surfaces a symptomatic person has come into contact with must be cleaned and disinfected using disposable cloths/paper roll and single use mop heads
  - Two stage method to be used: First clean area with warm soapy water. Then disinfect. Alternative disinfectants must be checked to ensure it is effective against enveloped viruses
- Avoid creating splashes when cleaning
- Any other items which cannot be cleaned and disinfected as above, should be laundered appropriately or steam cleaning should be used
- Dispose of any items that are heavily contaminated with body fluids and cannot be cleaned by washing/steaming
- All rooms to be well ventilated (keep windows open)
- Thorough handwashing after removing PPE using an effective technique for at least 20 seconds with running water and soap to be undertaken.

### **Disposing of waste in the setting if an individual becomes unwell with suspected COVID19**

All waste from possible cases/cleaning of areas (including PPE, cloths, used tissues, paper towels, etc) where possible cases have been should be double bagged, labelled with the date and marked for storage. Waste should be kept in a secure place out of the reach of children until a negative test result is obtained or a period of 72 hours has passed (whichever is the soonest). The rubbish can then be placed into the normal waste bins.

### **Communications and Training**

All members of staff and parents will receive clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of children and themselves.

All members of staff will receive appropriate instruction and training in infection control, the settings Operating Procedures and risk assessments within which they will be operating.