

## COVID Compliance Operational Plan - June 2022

This updated operational plan provides a guide to help parents and practitioners be fully aware of all the steps that continue to be taken to reduce the risk of transmission of COVID19 at St Marks Pre-school

The guidance used to inform this plan is detailed below:

Actions for early years and childcare providers during the Coronavirus outbreak

The actions the pre-school will take will continue to focus on prevention of transmission and response to infection.

### **Prevention**

If a child becomes unwell during a pre-school session, parents will be contacted immediately and requested to collect their child. If there is a concern about COVID-19 symptoms the child will be moved to a space where they can be isolated either in the outside classroom or behind a closed door in a well-ventilated room in the pre-school building. A supervising practitioner will stay with the child, wearing additional PPE in the form of a face shield. The child will be looked after there until a parent arrives to collect.

If the child needs to go to the bathroom while waiting to be collected, they will be taken to the accessible toilet. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

Any practitioners who have helped someone with symptoms, and any children who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves.

### **Cleaning hands**

When in doubt, practitioners and children should wash hands thoroughly and often, using liquid soap and water. Hand sanitizer that is 70% ethanol or stronger is a second preference, followed by disposable wet wipes.

Practitioners should wash their hands, and/or help the children in doing so:

- Upon arrival in the morning, re-entering the building throughout the day and on departing from pre-school
- Whenever one's hands are visibly dirty
- After using the toilet
- After coughing or sneezing into one's hands, or into a disposable tissue
- Before and after eating
- Before and after messy play activities e.g playdough
- On removing disposable gloves (practitioners)

If handwashing is not immediately possible (in the playground/front garden), practitioners must use hand sanitiser and wash their hands as soon as possible. A small amount of hand sanitiser can be used with children, this needs to be supervised by a practitioner.

Hand Sanitiser sprays must be kept out of reach of the children and in a cool place.

Children's hand washing will be supervised where necessary to ensure that it is thorough, and soap is used.

For practitioners if forearms are exposed to respiratory secretions, they are to include their forearms when washing their hands, washing their forearms first.

### **Ensuring good respiratory hygiene**

Promoting the 'catch it, bin it, kill it' approach. The pre-school will ensure that there are enough tissues and bins available in the setting to support children and practitioners to implement this routine. Pre-school practitioners will ensure younger children are helped to get this right, using visual prompts and verbal reminders, including encouraging children to cough or sneeze into their elbow.

### **Enhanced cleaning**

Thorough and frequent cleaning will continue to be implemented including:

- Toilets will be cleaned at least once a day using standard cleaning products.
- All high-contact surfaces, including tables, door handles, taps and light switches will be disinfected regularly.
- The kitchen will be cleaned at least once daily using standard cleaning products.
  
- Where possible all cups, plates etc. will be washed in the dishwasher. The few items to be hand washed must be dried with disposable paper roll.
- Resources will continue to be cleaned on a regular basis or as necessary. Resources will be cleaned by putting them in the dishwasher/washing machine in a string bag, spraying with anti-bac spray/wiping with anti-bac wipes or using a steam sprayer.
- Electronic devices such as tablets and computers will be cleaned using anti-bac wipes before and after use, and personal mobile phones should be cleaned at least once a day. Washing hands before and after use.
- Rubbish bins will be emptied before they are completely full.
- Mopheads will continue to be stood in Milton/bleach at the end of every day, so that the mopheads used are always clean. Mopheads will be washed as necessary.

In the event of a suspected or confirmed case of coronavirus (COVID-19) the pre-school will adhere to the guidance for cleaning non-healthcare settings provided by the UK Health Security Agency. The pre-school will review cleaning procedures, following any updated guidance from the UK Health Security Agency.

### **Minimise contact between groups**

St Marks Pre-school will continue to minimise unnecessary contact by:

- using different access points at the beginning and end of the pre-school session
- offering a 10 minute window to drop off/collect children
- ensuring toilets do not become overcrowded at key times
- continuing to provide a choice of different stations to wash hands for each classroom
- endeavouring to use a consistent team of practitioners in each room

Clear rules with appropriate visual prompts will be shared with the children helping them understand how to keep each other safe: e.g. handwashing, coughing, or sneezing into their elbow.

### **Personal Protective Equipment**

Practitioners at St Marks Pre-school will continue to use PPE as necessary. This will be reviewed as appropriate and in line with guidance from the UK Health Security Agency. The following PPE will continue to be used:

- Disposable gloves and apron **must** be worn during any nappy changing, changing of clothes that have become soiled and administering First Aid.
- Disposable gloves **must** be worn when assisting any child with intimate care e.g. wiping bottom.
- Disposable gloves **must** be worn for all cleaning duties and at snack/lunchtimes with the children.
- A disposable facemask **can** be worn by any practitioners considered 'high risk' and in line with actions from a risk assessment. Hands **must** be washed before the mask is put on and when the mask is taken off. Those masks that are one time use only, when finished with should be placed in the nappy bin.

The pre-school maintains a stock of disposable masks for all practitioners to access.

### **Response to respiratory infections**

Respiratory infections, including coronavirus (COVID-19) Respiratory infections are common in children and young people, particularly during the winter months. Symptoms can be caused by several respiratory infections including the common cold, COVID-19, flu, and respiratory syncytial virus (RSV). For most children these illnesses will not be serious, and they soon recover.

Children with respiratory infections can experience a range of symptoms including a runny nose, high temperature, cough and sore throat. It is not possible to tell which germ someone is infected with based on symptoms alone.

Children with mild symptoms such as a runny nose, sore throat, or mild cough, who are otherwise well, can continue to attend preschool.

Children who are unwell and have a high temperature should stay at home and where possible avoid contact with other people. Children can come back to preschool when they no longer have a high temperature, and they are well enough.

If a child has a positive COVID-19 test result, their parent will be advised to keep their child at home and, where possible, avoid contact with other people for 3 days after the day, the test was taken. The risk of passing the infection on to others is much lower after 3 days if a child feels well and does not have a high temperature.

A child who lives with someone who has a positive COVID-19 test result should continue to attend preschool as normal.

Any practitioner who has a positive COVID-19 test result will be advised to stay at home for 5 days after the day they took the test. Where possible practitioners will be encouraged to work from home.

Parents and practitioners will be advised to follow the 'Living safely with COVID-19' and other respiratory infections guidance.

If there is a higher than previously experienced and/or rapidly increasing number of practitioners or child absences due to acute respiratory infection the preschool will contact the local Health Security Agency Health Protection Team.

#### **Visitors and non-staff members**

Wherever possible, St Marks Pre-school will reduce the number of visitors entering the premises. If they need to attend in person, it is expected that the professional will follow the protective measures in the pre-school, and the number of attendances will be kept to a minimum.

Other visitors to the site, such as contractors will be encouraged to make visits outside of the pre-school hours and guidance on social distancing and hygiene will be explained to visitors on or before arrival.

One parent will be admitted during a child's settling visit to pre-school and at the beginning/end of the pre-school session.

The settling procedure for new children will be adjusted to reflect the needs of children who have not experienced separation from their parent/carers or time in a group setting.

## **Parental information**

### **Parents must:**

- put sun cream on their children before they arrive at pre-school. This will be topped up according to the weather, immediately after lunch by practitioners.
- encourage their child to leave toys or comforters at home and explain why to their child. If it is absolutely necessary for a child's wellbeing that a comforter/toy comes with the child to pre-school then this must be appropriately clean on arrival.
- provide a labelled, full water bottle/drink for their child in their lunch bag
- wash their child's lunchbox in hot soapy water/wipe down their child's school bag using a disinfectant spray/anti-bac wipes
- contact the office to inform the pre-school immediately if their child is unwell and especially if there is a concern that COVID-19 symptoms are suspected.

### **Parents must not:**

- give Calpol to their child at least 4 hours before attending pre-school.
- bring their child in to pre-school if they are unwell, has a cold, or a temperature above 37.8 c.

Parents are **requested** to continue to help the pre-school keep their children safe by talking to them about and modelling how to:

- wash their hands thoroughly
- cough, or sneeze into their elbow.

### **Arrival at pre-school**

- Parents will be able drop their child at pre-school from 8.50 am onwards.
- Blue Dragons/Green Dragons children and parents will access the pre-school building via separate entrances.
- A practitioner will be available to offer additional support to parents for those children who struggle with transitioning into pre-school.

### **Departure from pre-school**

- Parents can collect their child between 2.50pm and 3.00pm, following the same procedure as 'drop off'.
- Handovers will be short and specific.

### **Children's mental health**

As appropriate children will be offered increased support to regulate their emotions.

In the event of a child not being able to attend Pre-school, the pre-school can provide ongoing home learning experiences and links to activities at pre-school via Tapestry.

### **Children with SEN**

Care will continue to be taken in supporting children with SEND to attend pre-school. St Marks Pre-school will be alert to the fact that there may be children with additional or worsened social emotional and mental health needs as a result of coronavirus (COVID-19). Additional consideration will be made for children who have fallen further behind their peers as a result of time out of childcare settings or missed diagnosis as a result of a period of absence.

### **The environment**

The number of soft toys, dressing up clothes, mats, and soft furnishings will continue to be reduced. Any craft resources, including paint provided for activities will be changed regularly. The outside sand pit will be available, with children being requested to wash their hands on returning inside the building. The mud kitchen will have appropriate resources provided for play with children washing their hands on returning inside the building.

The whole of the playground will be available to the children of both rooms at the same time.

Sand, playdough, and wet, messy activities will be provided. Water play will have anti-bac soap in it and children will be requested to wash their hands both before and after any messy play activity. Dry sensory resources will continue to be provided and disposed of on a regular basis.

There will continue to be increased ventilation with some windows always open in all rooms and draught excluders used at open doors. Heating will be used as necessary to ensure a comfortable temperature. The pre-school will seek to monitor air flow levels in the pre-school building with government provided CO2 monitors.

### **Snack/lunchtime**

Tables will be cleaned with anti-bac spray but left without a tablecloth. Washing of cutlery, plates and cups will be carried out immediately after use, using the dishwasher preferably or hot soapy water. Any drying-up will be carried out using disposable paper roll.

Parents will continue to be requested to make a small financial contribution towards the provision of healthy snack. This will be added to termly invoices.

### **Learning and Development requirements for EYFS**

The pre-school will continue to deliver the learning and development requirements set out in the EYFS. Children will continue to benefit from a broad range of educational opportunities.

St Marks Pre-school will continue to complete all progress assessments for children attending. These will be shared with parents via the online system, Tapestry and followed by a parent chat, by telephone or socially distanced in an outside space at pre-school.

### **Staffing**

The practitioner team may be subject to change according to practitioner availability and sickness.

All practitioners are expected to support the necessary adjustments to the pre-school environment.

Practitioner teams will continue to be organised so that as much as possible the same children will be with the same practitioners.

Preferably more than two practitioners to access the kitchen at any one time. The kitchen window to be open and the door left ajar as appropriate. No more than two practitioners to work in the office at any one time, with the window open and door ajar.

Lunch breaks will continue to be staggered. Breaks will be allocated between 11am-1 pm. Practitioners will not eat their lunch at the same time as the children but eat during their lunchbreak in the kitchen, Quiet Dragons, or outside if the weather allows. Benches will be placed in the front garden for practitioners to eat at.

Practitioners are advised to cover all cuts and abrasion, ensure fingernails are clean and short with no artificial nails or nail products.

Practitioners will be requested to adhere to any new government guidance related to COVID-19.

### **Staff mental health**

These continue to be challenging times for practitioners in early years. As individuals each practitioner will respond differently to the stress and strain of managing expectations at work and at home.

Each practitioner is encouraged to remember it's ok to not feel ok, but it's not ok to do nothing about it! Both the room leaders and pre-school manager will be available to answer any questions, follow up any concerns raised and offer support to enable each practitioner to fulfil their role.