



## Little Pixies Nursery Covid-19 Policy

During the Covid-19 pandemic this policy is specific to the changing needs of the business and should be read in conjunction with our other policies.

This policy should be read in conjunction with the following government guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### Temporary Admissions policy

Due to social distancing requirements and to meet welfare requirements we may have to limit the number of children/staff working in each area of the business. Parents/Carers may be asked for written confirmation of their role from their employer should this be required to identify their level of requirement. To do this fairly we will give priority to families/children in this order:

1. Critical Key workers – where both parents are key workers
2. Vulnerable children (LAC, Children that have an assigned social worker)
3. Critical Key workers - where one parent is a key worker and the other parent cannot work from home.
4. Transition children - children that are starting school in September 2020.
5. SEND - Children with SEN or EHCP or undergoing assessment from the Multi-disciplinary team.
6. Key workers - where one parent is a key worker and the other parent cannot work from home.
7. All remaining children

### Children attending dual settings

Children in receipt of 3 & 4-year-old funding that attend Little Pixies will from August be able to attend dual settings. This change has been made to support families that also use pre-schools. This will only apply to children attending the Elves Pre-School room. It will be considered on a case by case basis and certain criteria will need to be met prior to agreement. Please note this is the policy of Little Pixies and other settings may still not allow this.

- The other provider must email a copy of their Covid-19 policy
- Confirmation from the other setting that they are aware that the child also attends Little Pixies
- Agreement that if the child's other setting reports a suspected case or confirmed case affecting the nursery the parent will inform Little Pixies immediately.

For all other children attending Little Pixies it will remain that they can only attend one setting.

## **New Arrival and departure procedures**

### **Arriving by car for drop off/collection**

When arriving at the nursery to drop off or collect your child please park in a clear space and remain in your vehicle. We will observe your arrival and the nominated person (NP) of staff for your room will come to you.

### **Arrival**

When advised please leave your vehicle and get your child out.

If they can walk please encourage them to come to us, if they are carried, we will come to you to take them off you.

We will take them directly into the building and to their room to wash their hands and settle them with their group.

If you have more than one child attending the setting the NP for each room will come to you.

If you have a child that does not attend our setting please do not allow them to leave the car during this process.

Only one adult to leave the vehicle when dropping or collecting children.

### **Collection**

We will note your arrival, please bear with us whilst we gather your child and prepare to bring them out to you. This may take a few moments. No items of work or clothing will be sent home from nursery.

### **Imps & Sprites Rooms**

We will continue to bring your child to you and where possible they will be encouraged to walk to bridge the social distancing measures for adults. If this is not possible, we will hand them to your directly.

### **Elves Room**

The same collection procedure applies for children being collected at 1pm or 3.30pm. For children that depart at the end of the day please collect your child from the outer right-hand nursery door.

### **Arriving by foot for drop off/collection**

We will note your arrival, please adhere to social distancing guidance at the front door but do not enter the building. The NP for your room will come to greet you and follow the above process for arrival/collection by car.

Please do not allow children to mix whilst outside the nursery at arrival/collection times.

Once you have collected or dropped off your child, please leave the nursery boundaries promptly.

**Please note we will not be using the garden gate for drop off or collection until further notice.**

### **Emotional support**

The children are going to find this very strange to start with and we will do everything we can to support them emotionally during this process. To aid this, handovers will have to be brief to avoid putting extra stress on your child. If you have an update that we need to be aware of for the day, please can you email us or indicate at drop off and we can call you once we have everyone settled.

## **Order of priority**

We will work in order of arrival whether on foot or in the car, please be patient with us whilst we do this, and we will work as quickly and safely as possible to support you all.

## **Clothing**

To reduce risks of cross-contamination children need to be wearing a freshly washed different outfit each day.

### **Bags into nursery/Spare clothing**

At this time, please provide one full change of clothes for your child that can be kept at nursery. Please place this in a clean carrier bag that we can remove when we are in the room and store safely if your child needs them. Please do not bring your child's bags to nursery. **If your child requires a change of clothes whilst at nursery, we will use their spares and send home the wet/dirty/soiled clothing.** Please can you ensure a spare change of clothes (or just the necessary items used– tops, trousers, socks, pants, vest etc) are returned for their next session.

## **Comforters/Dummies**

If your child has a comforter and you feel they need it whilst at nursery, whether for sleep or emotional support, please allow them to bring it to nursery. Please can we ask that these are cleaned regularly and limited to 1 item. Dummies will be sterilised regularly at nursery. When not required these items will be put away and returned each evening. If we forget to bring it down with us, please remind us as it is hard to keep track sometimes.

## **Social distancing procedures for adults**

### **Staff with parents**

**Where possible your child's key person will come and greet you in the morning and handover at the end of your child's session. Contact with parents will be kept to a minimum and will be outside the main building. See new drop off/collection procedures.**

### **Staff with children**

Working with young children we will not be able to socially distance ourselves. The children will be dependent on us to give personal care, support and comfort. To do this and to minimise the risks to staff the following will be put in place:

- PPE - aprons & gloves to be worn for all personal care routines, nappy changes, toileting, administration of first aid. This is normal procedure so children will see no difference in this process.
- PPE - aprons & gloves to be worn during mealtimes.
- PPE - face mask, gloves & apron to be worn whilst waiting for a child with recognised symptoms of COVID-19 to be collected.
- Staff will hand wash after collecting/returning each child to a parent/carer.
- Our aim is to work within small groups and where possible
  - Same staff will remain with the group
  - Same children will remain within the group for the day/session.

- Children will access outdoor space using different sections and toys. The Elves/Sprites will use the large grassy area & the Imps the small grassy garden and concrete area.
- Comfort will be given without exception in any case that this is needed.

Following the relaxation of guidelines from 20<sup>th</sup> July, early years providers are no longer required to operate 'bubbles' however where possible contact should be kept to a minimum. Imps & Sprites rooms may join at tea-time on some days depending on staffing/children. Elves children will remain separate for all inside sessions.

## **Staff with Staff**

### **Kitchen Staff**

The nursery cook will remain within the kitchen area which they will access via the Sprites room.

### **Room Staff**

Where possible staff will remain 2m's apart. However, we do appreciate there will be times during the day when this will be exceptionally difficult to maintain (examples of which are meal-times, handovers, supporting children). During these times, contact will be limited, and good hygiene practices will be adhered to.

### **Break-times**

We have a large, well ventilated staff room, where staff will be able to take breaks. Staff will wash hands on entering and exiting this area. Drink facilities will be provided and cleaned after each use by the staff. Staff will use their own allocated drink bottles or mugs. Personal affects (phones, keys) will be stored in separate named baskets to avoid cross contamination. Antibacterial wipes will be used to wipe down personal affects before placing into the baskets.

### **Suppliers**

No deliveries will be accepted into the building. We have a post box outside for small mail and large items will be left at the door and collected when safe by a member of staff.

### **Food Deliveries**

We receive food from Sainsbury's & Rowlands Fruit & Veg, these deliveries are made weekly. They will all have their own guidelines and we will follow these. Food will be bought into the building by staff members. It will be wiped down before being stored. We will continue to follow guidelines set out by environmental health when preparing meals and snacks.

### **Infection Control**

Please also refer to our infection control policy.

### **Hand-washing protocol**

Hand washing has always been part of our daily routine at nursery, but we have enhanced our facilities for all children and staff.

All sink areas have been re-tiled and new hand wash applicators installed. Hand washing will be supervised and supported for all children by staff.

Single use hand towels will be used to dry hands and bins provided to dispose of these. The bins will be emptied regularly throughout the day.

Hand sanitiser is available for staff but will not be used on Imps/Sprites children. Elves children will use a small amount to sanitise their hands as they exit the nursery.

The basic hand wash protocols will be adopted, including washing hands thoroughly for 20 seconds with running water and soap:

- Upon arrival in the morning, and re-entering the building throughout the day
- 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 eating
- When going from one room to another, or between groups of children
- After physical contact with others

### **Face coverings**

Staff & children will not be recommended to wear a mask or face covering. Wearing a face covering/mask with young children is not recommended. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

### **Meal and snack time preparation and seating arrangements**

- All staff have up to date Level 2 food hygiene certificates.
- All meals and snacks will be provided by Little Pixies and no food must be brought in from outside. This is to reduce risk of contamination or contact with children with allergies.
- Our nursery cook will prepare our main meal and tea, snacks will be prepared by room staff.
- We will continue to prepare all meals and snacks adhering to guidelines set out by the food standards agency. These guidelines can be found at <https://www.food.gov.uk/business-guidance/safer-food-better-business>.
- Staff will still share mealtimes with the children and support them with their physical needs.
- Water will be readily available and whilst not accessible to children to help themselves the stations will still be visible for them to indicate their need. Drinks will be offered more frequently throughout the day in addition to meal and snack times.

### **Sleeping arrangements for babies and young children**

#### **Cots/Coracle Sleep Pods**

These have been moved to ensure that there is additional space between them. A child will be assigned a cot for the day and it will be cleaned down (mattress covers removed, mattress turned, side bars and rims) at the end of use.

## **Sleep Mats**

- These will be bought out and prepared as required by the child.
- They will be covered with the child's bedding.
- They will be separated to allow good spacing between the beds.
- Once the child has finished their sleep, the bedding will be stored within a Ziploc bag and washed weekly. The sleep mat will be cleaned with antibacterial wipes & dried after each use before storing away.

## **Room Resources**

Although the layout of the rooms has changed and the resources have been reduced, this does not mean that your child will not have access to a range of age appropriate activities.

Sand & Water play have been re-introduced into the rooms. Water is changed regularly throughout the day and when not in use emptied or covered. Sand is being introduced as follows:

### **Imps – Single use**

Sprites/Elves – Used within a sandpit tray, cleaned twice daily using a weak Milton Spray solution and allowed to dry.

Access to messy play (shaving foam, playdough & gloop) will be available via individual trays and single use.

We will support children to make choices for their groups and once an activity has been played with it will be cleaned and put away.

Children with SEND may need to have resources that are not shared on the days they are attending and must be easily cleaned. By knowing our children well, we will adapt to meet the needs of the children on each day.

To support all our children, we will continue to display a visual timetable and use Makaton throughout our sessions.

Rooms will be well ventilated, windows opened, and door handles cleaned as much as possible.

## **Use of garden**

- The garden will be used by all the children, but they have clearly separated areas (Sprites & Elves large grass garden & Imps small grass garden & concrete area).
- The areas are separated by gates which can only be opened by adults. The locks are cleaned down with antibacterial wipes after use.
- Age appropriate garden toys will be allocated to each area of the garden and cleaned down at the end of each day.
- The Mud Kitchen area will be re-opened initially for Elves children only. This will be a supervised area and not free flow from the main garden. Children will be required to wash their hands after use before playing in other areas of the garden.

We continue to spend as much time as possible outside, we are lucky to have fenced off areas so we are able to keep groups separate as much as possible, without stopping the children from enjoying some fresh air and exercise.

### **Outdoor equipment**

Children attending nursery should have suitable outdoor equipment to reflect our changing climate. (Waterproofs, Wellingtons, Sun Hat, Coats & Sun cream). These will be required to remain at nursery and must be brought clean on the first day of your child's return. Each item must be clearly labelled with their name.

### **Sun Cream**

Staff will administer sun cream as required from your child's supply.

### **Illness and Sick Child procedures**

Whilst I have always kept a balanced view on illness and when your child should be sent home from nursery in order to support you as working parents during this pandemic I hope you will understand that our Illness policy needs to meet guidelines, be robust and cautious to protect your child and their friends, our families, staff and the wider community.

Please respectfully follow these guidelines:

### **Paracetamol/Ibuprofen at home**

If your child has required these at home, nursery **MUST** be informed prior to the child's arrival. We appreciate that young children can require liquid pain relief when teething, however this should not be used to mask any other symptoms that could potentially indicate COVID-19.

If your child has been given Paracetamol/Ibuprofen at home, you will be required to complete a notification form on arrival with a staff member. Your child will not be accepted until this is complete. We will need to know the time it was given; reason & you will need to confirm that they did not have a temperature. Your child's temperature will be taken on arrival and at the point of time that the medication has worn off. If they then present with a temperature, we will follow the if your child becomes unwell at nursery process below.

### **If your child or another member of the household becomes unwell whilst at home**

If your household is experiencing ANY symptoms related to COVID-19 you will be required to let us know and keep your child at home.

Current recognised symptoms but these are not limited:

- Continuous dry cough
- High temperature > 37.8
- Loss of taste
- Loss of smell

If anyone in the household develops any of these symptoms they must follow [COVID-19: guidance for households with possible coronavirus infection guidance](#) (which states that the ill person should remain in isolation for 10 days and the rest of the household in isolation for 14 days).

### **If your child becomes unwell at nursery**

If your child presents with a temperature (37.8 or above) or with a new, continuous cough you will be called to come and collect them as soon as possible.

Your child will be cared for by the room NP for that day, they will wear PPE (Apron & Gloves, a mask will only be worn in exceptional circumstances) and take them to a separate area of the nursery. They will have access to toys, and we will remain calm and comforting to them to avoid any unnecessary distress. You will be notified by a member of staff and required to collect them promptly.

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. We would advise you of this as soon as is practical and putting the child's welfare as a priority.

Once the child is collected the staff member should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and clean the affected area with normal household disinfectant. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Where the child, young person, or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the bubble or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

### **Siblings attending Nursery**

For siblings that attend nursery, even if they are not symptomatic, they will need to be collected at the same time. Please see testing below.

### **Temperatures**

We will not be taking children's temperatures as routine testing of an individual's temperature is not a reliable method for identifying coronavirus. We do have 2 head thermo-scanners at nursery and will use these contactless devices if we feel your child has a temperature.

We appreciate that young children can spike temperatures from time to time for other reasons such as teething. Under the current circumstances, I am sure you will understand



that we can accept no risks and so you will be called to collect them, and they will be treated as a possible case.

### **Testing**

If your child has any of the recognised symptoms or you suspect they may have Covid-19, please consider getting your child tested. Whilst we recognise this is not a particularly nice procedure for them (or you) it is the quickest way to be able to return. If you choose not to have your child tested, they and the household would need to isolate as per the current guidelines.

Even if siblings are not symptomatic, they will not be able to attend until we have a negative test result for their sibling or they are tested aswell.

You will be notified of the results (normally within 24-48 hours) by text and email of your results. Please can a copy of the email be sent to [info@littlepixiesnursery.co.uk](mailto:info@littlepixiesnursery.co.uk) for us to keep on record.

### **Informing parents of confirmed or suspected cases**

If we have a case affecting a child or staff member, we will notify **ALL** parents even if the staff, child, or family is not connected to their child's room. Once test results are confirmed negative or positive, we will inform you of the outcome.

### **Right to refuse entry**

If we suspect a child, family or staff member has Covid Symptoms or a positive case we reserve the right to refuse entry to nursery.

### **Fees**

Fees are payable if your child or family are required to self-isolate & cannot attend or the nursery needs to close for a short period of time for a deep clean following a suspected or confirmed case.

### **Visitors**

We will be accepting no visitors into the nursery until further notice. Signs will be displayed on the main entrance door to not enter and to ring the bell. Social distancing measures will be adhered to when delaying with any visitors.

### **Induction procedures**

We may receive enquiries for new children at this time, we will only show around families outside nursery opening hours (evenings and weekends).

Settling in sessions will need to be conducted slightly differently during this time, a 1-hour parent & child session will be held in the garden for parents to share information with their child's key person. No other children or staff will be present for this. Your child will then be invited to attend a half day settling in session, the drop off & collection procedures above apply for this. We will feedback after this session and you are welcome to call us and see how your child is at any point.

### **Holidays**

#### **Travel abroad**

Any child/family travelling abroad at this time **MUST** inform nursery of their destination prior to departure. If this country, is subsequently removed from the 'safe list' and you are

required to quarantine on your return you will not be able to bring your child to nursery at any point during this period.

### **Travel in the UK**

We are now seeing areas of localised lockdown within the UK, if you travel to one of these areas, please can you inform nursery prior to your child's return so a risk assessment can be undertaken.

Updated 1<sup>st</sup> September 2020