



#### COVID-19 Policy & Procedure

Date: 20.07.2020 Updated 31.01.2021 Updated 22.03.2021 Updated 24.05.2021  
Updated 23.08.2021, updated February 2022

As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of coronavirus (COVID-19) has decreased. We therefore anticipate, with further progress, that we may be able, from the week commencing 1 June, to welcome back children.

We are already open to priority groups. Now that the country has made progress in reducing the transmission of coronavirus the government are encouraging all eligible children to attend - it is no longer necessary for parents of eligible children to keep them at home if they can.

The Government want to get all children and young people back into education as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. Children returning to educational and childcare settings in greater numbers will also allow more families to return to work.

With the changes to childcare settings for COVID-19 we will be opening fully from just keyworkers children to all registered children from when the Government advise. In light of this it is important to follow Government guidelines.



There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings.
- Changed above from Monday 16<sup>th</sup> August 2021 unvaccinated young people up to the age of 18 years and six months and fully vaccinated adults, are no longer required to self isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as yurt layout)



## **PPE Advice from Government**

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. This information has now changed to staff members wearing a face covering when inside and unable to keep 2m apart. This means staff at the setting when inside the yurt together will wear a disposable face covering and place it in the bin after use. This has been adapted again from end of May 2021 for staff to choose not to wear a mask if fully vaccinated.

## **PPE should only be needed in the setting if**

- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. 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



## Group sizes

We know that, unlike older children and adults, early years age cannot be expected to remain 2 metres apart from each other and staff. In

deciding to bring more children back to early years and schools, we are taking this into account:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Public Health England (PHE) is clear that if early years settings, do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

For pre-school children in early years settings, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as set out here, and we recommend using these to group children



### **In order to open Pillarwood Farm Pre-School will:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Adapted for September for the one parent at the gate rule on drop off and collection and keeping 2m apart if queueing
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Adapted for September to one adult dropping off and collecting at the gate and 2m distance if queueing
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, hygiene suppliers
- discuss with staff the additional cleaning requirements and agree additional hours to allow for this if needed



When we are advised to move from limited opening to children to all registered children Pillarwood Farm Pre-School will:

- ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Adapted from May for daily groups together
- ensure that the same staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Adapted in May for staff daily to care for children and no groups
- ensure that wherever possible children use the outdoor space or yurt area of a setting throughout the day, with a thorough cleaning of the yurt at the end of the day.

#### **For cleaning and hygiene:**

- follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in yurt
- clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, more regularly than normal
- ensure that all adults and children:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
  - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
  - are encouraged not to touch their mouth, eyes and nose

- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- ensure that help is available for children and young people who have trouble cleaning their hands independently
- consider how to encourage young children to learn and practise these habits through games, songs and repetition
- ensure that bins for tissues are emptied throughout the day
- where possible, the yurt area door should remain open to be well ventilated
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting
- Staff to wear face coverings if in the yurt together, adapted in June 2021 for staff if double vaccinated have the option to wear a face covering or not and to bin after use if they do wear one
- Staff to complete asymptomatic testing twice weekly and report the result to the owner and the government reporting site. Adapted 19<sup>th</sup> July 2021, Orient Gene Tests have been introduced in independent settings but due to being on domestic premises we do not qualify as we do not have a code. Staff to continue twice weekly lateral flow tests and informing the employer of results.

At Pillarwood Farm Pre-School we are extremely lucky to be an outdoor setting with very little inside space and small numbers of children attending can easily

- access the yurt directly from outside
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time

We are extremely proud to be an outdoor setting and all education and play will take place in the outdoors as this can limit transmission and more easily allow for distance between children and staff



Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
- although practical learning can go ahead if equipment can be cleaned thoroughly and the outside space and yurt is occupied by the same children or young people in one day.

The Government have advised:

- encouraging parents and children and young people to walk or cycle to their education setting where possible
- schools, parents and young people following the Government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required
- ensuring that transport arrangements cater for any changes to start and finish times
- make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus
- communicating revised travel plans clearly to parents, where appropriate (for instance, to agree pick-up and drop-off times)





## **If children or staff become unwell at Pillarwood Farm Pre-School:**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). From Monday 16<sup>th</sup> August these have changed so please be aware of changes.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need 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 using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child 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).

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?')



below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

### **If there is a confirmed case of coronavirus at Pillarwood Farm Pre-School:**

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. This has been changed on 15<sup>th</sup> August and again in December 2021 please see new guidance on the government website.


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. Due to the new Omicron variant this has been changed to following all guidance in the Autumn and Winter Plan, this change took place on December 8<sup>th</sup>

2021. Isolation under this plan b will mean all individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID 19, irrespective of vaccination status and age will continue to be required to self isolate and asked to book a PCR test.

As part of the national test and trace programme, if other cases are detected within the cohort 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.

Policy adapted from Coronavirus (COVID-19):implementing protective measures in education and childcare settings

Signed Owner.   
Date: 12<sup>th</sup> May 2020

Reviewed date: April 2021 with the addition of staff asymptomatic testing and face covering use.

Reviewed date 21<sup>st</sup> August 2021 changing isolating guidance and Orient Gene Test for staff

Reviewed and changed on 8<sup>th</sup> December 2021 changing isolating guidance due to Omicron Variant.

Policy reviewed weekly until the end of the Coronavirus Government guidelines advise of different.



## Risk Assessment COVID-19

Dear parents/carers

We write to outline our precautionary measures on the pre-school's management of COVID-19 Coronavirus, as guided by Public Health England.

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to severe pneumonia causing shortness of breath and breathing difficulties. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions.

We ask that you read the risk assessment and then send an email to confirm you have read the assessment. If you have any questions then please do contact us. Hopefully things will be more normal than last year but do ask anything if something isn't clear.

### **What we will do:**

- Put a risk assessment in place to support staff in keeping our environments safe
- Keep you updated as and when necessary
- Keep abreast of any developments
- Follow guidance on cleaning

### **What we expect from you:**

- Keep yourselves informed
- Practice healthy hygiene rules (catch it, bin it, kill it)
- Inform the setting if you, your children or anyone you are isolating with have any symptoms of the virus and follow the governments advice on self-isolating.
- To have an awareness of the impact we pose on each other to practice healthy hygiene rules and support the sensible management of information amongst our community.



COVID-19 Risk Assessment

Activity, location/situation	Hazard/risk	Action required	By whom	Date Completed
Pillarwood Farm Pre-School, 2 Main Street, Edenham, Lincs, PE10 0LL	Risk of coronavirus infection spreading to children and staff at the setting.	Owner to check regularly the latest government advice for settings and ensure this information is shared and followed. Staff share key information about hygiene daily	David Hawes  Staff	Ongoing
Pillarwood Farm Pre-School	COVID-19 Symptoms	It is crucial that anyone coming to pre-school or living with people that have signs of COVID-19 follow the government guidelines for self-isolating and any testing results are shared with the setting. Any child showing signs of COVID-19 at the setting will be taken to an area where a staff member can sit with the child, phone the person collecting and wait with the child until they are collected. At this time the staff member will wear a	Staff, parents, children	Ongoing

		<p>mask, apron and gloves and dispose of the items in the bin once the child has left .</p> <p>Any signs of COVID-19 a message will be given to all attending.</p> <p>More advise on the symptoms and isolating can be found on the government website</p>		
Pillarwood Farm Pre-School	<p><u>Hygiene</u> Hand washing</p>	<p>Hand washing stations in the setting</p> <p>Children and staff to wash hands before leaving home.</p> <p>On arrival at the setting.</p> <p>After using the toilet.</p> <p>Before food.</p> <p>Before leaving the setting.</p> <p>Hand sanitiser will be placed at three wash stations too.</p> <p>Handwashing before and after every individual activity.</p>	All staff and children	Ongoing
Pillarwood Farm Pre-School	<p><u>Hygiene</u> Nose Blowing</p>	<p>Catch it, bin it, kill it advice to children</p> <p>Wash hands after blowing nose</p>	All staff and children	Ongoing
Pillarwood Farm Pre-School	<p><u>Virus spread precautions</u></p>	<p>On arrival the staff member will take the childs temperature with a thermometer that reads the childs temperature without touching the skin. This is to</p>	Staff member	Ongoing

		ensure the temperature is in the normal zone. This area will be the wrist.		
Pillarwood Farm Pre-School	<u>Hygiene</u> Toy cleaning	Toys cleaned after each use and at the end of the day	Staff	Ongoing
Pillarwood Farm Pre-School	<u>Hygiene</u> Areas	Cleaned at the end of each session by using anti-bacterial spray Toilet cleaned after each use and anti-bacterial wipes used and binned after use.	Staff	Ongoing
Pillarwood farm Pre-School	Craft	Natural resources used	Staff	Ongoing
Pillarwood Farm Pre-School	Books	All books to be inaccessible changed to accessible in May 2021 but cleaned after use. Books read by staff to children to be cleaned after each use.	Staff	Ongoing
Pillarwood Farm Pre-School	Toileting	Children encouraged to take themselves to the toilet with minimal assistance from staff and follow the hand washing procedure. Toilet then cleaned using anti-bacterial wipes after use and binned. If children or staff have one upset tummy whilst at pre-school they will be asked to leave the setting ASAP.	Staff and children	Ongoing

		Gloves and apron to be worn whilst changing nappies or toileting children.		
Pillarwood Farm Pre-School	Sun cream	To avoid contact children should arrive with sun cream applied and if possible have the sun cream that lasts the whole day. If for allergy reasons they cannot use the full day sun cream and need to reapply this should be done by the child unless they are unable.	Staff and children	Ongoing
Pillarwood Farm Pre-School	Drop off and collection	To avoid lots of people at one time there will be a one person at the gate rule and anyone waiting asked to stay near their vehicle until the gate is free.	Staff, parents	Ongoing
Pillarwood Farm Pre-School	Asymptomatic staff testing	As advised by the government staff testing twice weekly will begin the week beginning 22 <sup>nd</sup> March 2021. All results shared with owners of the setting and government reporting site.	Staff	Ongoing
Pillarwood Farm Pre-School	Face coverings	When inside the yurt and unable to distance 2m or more the staff are able if they wish to wear a disposable face covering. After use these will be placed in the bin and not	Staff	Ongoing



		used again. This was adapted in May 2021 and staff given the choice to wear a mask or not depending on double vaccinated		
--	--	--	--	--

The above risk assessment is reviewed constantly and will be updated accordingly. We as a setting have tried to minimize the risks to all children, parents and staff accessing the setting but do ask that parents keep updated with the governments advise and stay honest to the setting regarding any symptoms.

The risk assessment has been put in place to minimize the risk, but we can't take the risk away altogether and ask for your cooperation.

Please email to say you agree and have read the risk assessment. To minimise the contact between families on arriving at the setting for sessions we ask that if someone is already dropping a child off you wait in your car until they leave the gate area.

Signed DTHawes Owner

Date: 20.07.2020 Updated 31.01.2021 Updated 22.03.2021 Updated 24.05.2021  
Updated 23.08.2021, updated February 2022

Signed owner .....D.T.Hawes..... 22.03.2021

Signed .....Parent/carer

Date .....