

	<h1 style="text-align: center;">Infection Prevention & Control Policy</h1>
IPC/COVID-19	<h1 style="text-align: center;">COVID-19 Updates and Amendments</h1>

Rev#/Version:	Date Issued:	Comment:	Author:
1.3	6 th July 2020	First published	James Wilson

NB: This document is live and subject to change at any time as guidance is updated.

Background

COVID-19 is a new strain of coronavirus not previously identified in humans. It spreads via coughing, sneezing, or by contact with hands, surfaces or objects contaminated with the virus.

Humans have no natural immunity and infection results in greater percentage of those who are infected becoming severely ill, requiring hospital admission with ICU treatment. Mortality rate amongst those infected is significantly higher than flu or other respiratory infections.

Certain groups of the population have been identified as having a higher risk of these severe outcome particularly those over 75, people who are clinically and extremely clinically vulnerable (children and adults) and members of BAME community.

However, children in general are thought to be less likely to catch the infection, more likely to have a mild or no symptoms if they do.

General Principles

It is the responsibility of everyone to behave in such a way to minimise the spread of this infection, protect vulnerable members of the public, reduce the severity of the current outbreak and the likelihood of a second outbreak in the future.

The Beeches already has a set of Infection Prevention and Control measures in place that are standard procedures necessary to reduce the risk of transmission of infection in the Nursery which are followed by all staff, at all times, with all children.

These amendments are specific to COVID-19 and are designed to enhance our procedures to account for COVID-19 specific characteristics and risk factors to allow for the safe recommencement of Nursery operations and to protect staff, children and visitors for COVID-19.

Cleaning (Premises and Equipment)

Standard cleaning methods are regarded as sufficient to disinfect surfaces and areas i.e. cleaning with warm soapy water first, then disinfect with normal cleaning products.

Environmental cleaning will be enhanced in communal areas and frequently touched areas and surfaces throughout the working day including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- Keyboards, photocopiers, and other office equipment.
- Access control points.
- Light switches.
- Room tables & chairs.
- Sinks, taps areas.
- Workstations.
- Empty bins.

The Nursery will remove equipment and play resources that do not lend themselves to regular and through cleaning including but not limited to all soft toys, toys that are hard to clean i.e. with intricate parts. We will also temporarily remove soft furnishing, e.g. pillows, rugs, bean bags and cushions.

Handwashing & Respiratory Hygiene

Everyone must exercise good hand and respiratory hygiene and should follow the government advice. Clean hands frequently by washing them with soap and water for 20 seconds or using hand sanitiser. This will help protect our staff, children, and the people they live with. This is one of the most effective ways of reducing the risk of passing infection to others.

Hand sanitiser stations have been installed in various locations throughout the Nursery and in all rooms. Staff and children are encouraged to use them.

The following control measures have been implemented in the toilet and hand washing areas:

- Restrictions on the number of staff and children using designated toilet facilities at any one time have been introduced to ensure social distancing is maintained.
- Signage has been installed to identify those facilities that are available for use and by whom.

- Staff must not enter or use facilities marked **Out of Use**.
- Hand Hygiene posters are displayed prominently throughout the Nursery to remind staff and children of good hand hygiene.
- Good respiratory hygiene posters are displayed prominently throughout the Nursery to remind staff and children of good practice “Catch it, Kill It, Bin It”.
- Tissues and pedal bins are available throughout the Nursery in all rooms and communal areas.
- Staff will encourage all children to practice good hand and respiratory hygiene using age appropriate materials and resources.
- No shared towels and face clothes.

Temperature Checks

Parent will be requested to check their child temperature before commencing journey to Nursery.

Staff temperature will be check on their arrival to work and recorded.

A child or staff with a high temperature should remain at home and seek medical advice and follow protocol for testing if advised to do so or if they develop other COVID-19 symptoms.

Parents and staff must keep the Nursery informed of any development with condition.

Social Distancing

Recommended guidance for social distancing is currently **1 metre**.

As far as possible staff should maintain social distancing.

As far as possible staff and parents should maintain social distancing.

It is acknowledged that asking very young children to maintain social distancing will not be practical/possible. The Nursery will follow guidance and only encourage children older than 8 to keep their distance.

The following control measures have been implemented to aid social distancing:

1. Travel to Nursery

Parents will be asked to ensure as far as possible they practice social distancing during the journey to the Nursery.

Children should be transported to Nursery only with members of their own household and should not share transport with children from a different household.

Parent are request to check child temperature BEFORE commencing their journey to Nursery. If their child has a high temperature they should not to travel to Nursery a child arriving at Nursery with a high temperature will be denied entry.

The Nursery's transport service has been suspended indefinitely.

2. Access/Egress to Nursery (Drop off and Pick up)

The Nursery has a single entrance/exit door. To maintain social distancing the following procedures will be adopted:

- Parents will be given a set drop off and pick up time to minimise the likelihood of congestion and crowding at the Nursery entrance.
- Physical distancing markers will be used.
- Posters and floor markings at the entrance will detail the number of people allowed in the entrance foyer at any one time.
- Only one parent and their child(ren) should be in the hallway at any one time.
- If the foyer is occupied parents should wait outside at the appropriate social distance until the foyer is clear.
- Parents will drop off and pick up from the inner door and will not be allowed to enter the Nursery unless there are exceptional circumstances, or they have a pre-arranged appointment.
- Drop off and pick up times will allow for a brief verbal handover. Written handover information will not be provided. **NB:** If an accident occurs Parents will receive a telephone report and a full written report will be emailed within 24 hours of the incident.
- A single staff member will conduct the handover. Staff are encouraged to maintain social distance and wear a mask.
- **Drop Off:** staff meet parent and their child(ren) at the entrance door, accept child(ren) and then return immediately to their designated room/play pod. Each child carries

their own belongings which are stored safely. They must wash their hands prior to any interaction with other members of play pod.

- **Pick Up:** Child (or children from same household) is escorted to exit door by single staff member to be picked up by their parent. Child carries their own belongings.
- Parents must call the Nursery manager and make an appointment if they wish to discuss any issues in more detail to avoid congestion at the entrance/exit.
- No meetings can be facilitated without prior appointment.
- Parents are requested that as far as possible only one parent should attend drop off or pick up and if possible, the same person each time.

3. Play Pods

Please refer to attached **Play Pod Procedures** for further information.

4. Staff Facilities (Break room/WC)

Staff breaks will be staggered to avoid breaching social distancing.

The Nursery staff room can accommodate a maximum of **2 staff** at any time. These staff **must** be from the same Play Pod.

Staff may only use the designated staff WC for comfort breaks.

5. Children Snacks, Meals and Mealtimes

The Nursery will provide one freshly cooked meal per day at lunchtime.

Parents will be asked to provide snacks (mid-morning and mid-afternoon) and a reusable drink bottle with lid for their child.

Each child should bring a small backpack with their snacks (sealed), drink bottle and any necessary utensils. The backpack and bottle should be clearly marked with their name.

Nursery will provide water/diluted juice (no sugar) and decant it into each child bottle to avoid sharing of cups and reduce risk of cross infection.

Backpacks will be stored outside Play Pod room. Parents must inform the Nursery if any snacks require refrigeration.

Snack will be consumed in the Play Pod room. Waste and reusable items will be returned in the backpack for disposal at home.

Lunchtime will be staggered to maintain social distancing as far as possible with 2 period running from Noon-12:30 and 13:00-13:30. Children from the same household can sit together.

6. Deliveries

Suppliers will be required to use a designated drop off area outside the building for all materials and supplies. No drivers will be allowed to enter the building for any reason.

Proof of delivery notes or electronic pads are not to be signed.
Social distancing should be maintained.

Contractors, utilities engineers and routine maintenance workers will be asked to agree all work in advance with the manager. No unscheduled visitors will be permitted to enter unless in exceptional circumstance and with the knowledge and agreement of the manager or director.

Use of PPE

Staff in childcare settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain 2 metres from others.

PPE is only needed in a very small number of cases including:

- If childcare routinely involves the use of PPE (gloves/apron) due to their intimate care needs, this should continue in the same way.
- If a child becomes unwell with symptoms of COVID-19 while in their setting and needs direct personal care until they can return home. IF social distancing is not practical, a fluid-resistant surgical face mask should be worn by the staff. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn. 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.

Uniforms

While there is no recommendation for the stringent cleaning of clothes worn when providing childcare, staff will be issued with at least 2 uniforms to ensure they always have a clean one available for work.

Clothes should simply be washed as per manufacturers instructions and PPE must be worn when required to avoid soiling of uniforms and personal clothes.

Staff with Symptoms

Staff are already requested NOT to attend work if they are unwell or symptomatic with ANY potentially infectious disease or illness.

Staff will be isolated and sent home immediately if they develop COVID-19 symptoms. They must not travel to work or attend work with symptoms and should get tested as soon as practical.

Colleagues do NOT need to be sent home or self-isolate UNLESS they develop symptoms.

All parents will be informed immediately if staff caring for their child develop COVID-19 symptoms.

Any staff who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work unless they have tested negative for coronavirus.

Child with Symptoms

Parents are already required to inform the Nursey if their child develop symptoms of any potentially infectious, notifiable disease or illness including:

- Escherichia coli (VTEC) (also called E. coli VTEC or E. coli 0157) infection
- food poisoning
- hepatitis
- measles, mumps, rubella (also called German measles)
- meningitis
- tuberculosis
- typhoid
- whooping cough (also called pertussis)

The Nursery will operate a strict policy for ALL symptoms of respiratory infections (no matter how mild) and any child who arrives with symptoms will be denied entrance. If they develops symptoms while at Nursery will be isolated and must be collected immediately.

There will be a designated room with WC in the Nursery for isolating a child with symptoms.

They will be cared for by a single member of staff wearing full standard PPE (Mask, apron, and gloves).

Other children and staff in their Play Pod do NOT need to self-isolate unless they also develop symptoms.

All parents will be informed immediately if a child in their Play Pod develop COVID-19 symptoms.

Children with symptoms must self-isolate for 7 days and other members of their household for 14 days. Parents will be advised to arrange for a test (see below).

Keeping Us Informed

Parents and staff must inform the Manager if you, your child or any other family member with whom they live or have had contact has tested positive for COVID-19.

If a child or staff member has been in close contact with someone with symptoms or who has tested positive for COVID-19 they must follow the current PHA protocol for self-isolation and arrange for a test.

They will be denied entry to the Nursery until they have a negative result, or they have completed the recommended period of self-isolation.

Testing

When a child or staff member develops COVID-19 symptoms they should be sent home, advised to self-isolate for 7 days and arrange a test to see if they have COVID-19. Other members of their household must self-isolate for 14 days.

Everyone over the age of 5 now has access to a test if they develop COVID-19.

Parent will be advised of this option (if suitable):

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>

Nursery staff are designated keyworkers and have access to a dedicated online portal for themselves or their household:

Employee Self-Referral Portal: <https://self-referral.test-for-coronavirus.service.gov.uk/>

Staff and children who test negative can return to Nursery immediately.

Confirmed Cases

If a child or staff test positive for COVID-19 the rest of their Play Pod (children and staff) must self-isolate for 14 days.

The other household members do not need to self-isolate UNLESS the child or staff member they live with develops symptoms. If they develop symptoms they should get a test and if it is negative, they can then return to Nursery and their household does not need to self-isolate.

The Nursery manager will decide when the Play Pod can resume once enough staff and children have either completed isolation or have received a negative test result.

Notification to PHA and Early Years

Outbreak: If 2 or more confirmed cases occur the Nursery will follow notification protocol and inform both the PHA and its Early Years Team.

Health Protection Duty Room telephone: 0300 555 0119

South Eastern Health and Social Care Trust Early Years Team telephone: 028 4451 3807 or email: early.years@setrust.hscni.net