



### **Newman Pre-school Playgroup Pandemic Policy: September 2020**

*Sources: Public Health England; Department of Education; Early Years Alliance; Local Authority*

**Aim:** to use the policy to provide precautionary measures to minimise the risk of transmission of the Covid-19 virus and advise staff and parents of our intentions. We will continue to be guided by our existing policies unless they conflict with this policy. Protective measures will be put in place to reduce the risk of transmission to children, families and staff.

**The main areas for consideration are:**

- **Minimising contact with individuals who are unwell**
- **Maintaining personal and respiratory hygiene (by handwashing, 'catch it, bin it, kill it')**
- **Ensuring cleanliness of the pre-school environment**
- **Limiting toys to those that can be easily cleaned**
- **Use of PPE where necessary**
- **Testing**

#### **Attendance**

- Only children who are well should attend the setting
- Staff will take the temperatures of children daily
- Staff will risk assess any children or staff returning after a period of isolation
- Parents should inform the Playgroup Leader/Deputy of any absence and the reason for it; this conforms to our existing safeguarding policy

#### **Parents**

- Only parents who are symptom free should drop off/collect their child
- One adult per family to come to the setting
- Parents should maintain social distancing whilst waiting
- Parents will not enter the setting apart from an initial visit (maximum 1 person daily) to settle new children
- No scooters, prams or similar to be left at the setting
- No toys brought from home

#### **Well being**

- Staff will teach children the steps they need to keep themselves safe including regular handwashing, coughing into an elbow, correct use of tissues, 'catch it, bin it, kill it' routine
- Staff, in particular key workers, will monitor children for any changes they may be exhibiting as a result of lockdown and returning to the setting
- The EYFS will be delivered with a focus on Personal, Social and Emotional Development
- There will a focus on outdoor play, weather permitting

#### **Staff**

- Staff will be fully apprised of the measures in place to minimise risk via this policy, reopening procedures and Covid-19 cleaning protocols

- Staff should only attend the setting if symptom-free
- Staff temperatures will be taken daily
- Staff will wear visors to greet/dismiss children
- Staff will wear PPE (mask, visor, gloves, apron) when caring for an unwell child or carrying out personal care, such as nappy changing
- Staff should change out of work clothes when they enter their own home

#### **Hygiene, health and safety in session**

- Staff and children to wash their hands for 20 seconds on arrival and before going home
- Frequent hand washing throughout the morning
- Any body fluid spills to be cleaned up as per our normal procedures and waste disposed of hygienically
- Hand sanitizer available for staff and children at all times

#### **Cleaning**

- An enhanced cleaning schedule indoors/outdoors will be followed, using our daily check list
- Touch points will be cleaned at the beginning, end and throughout the session
- Any area used by an unwell child or adult will be sanitised after use
- Leader will ensure adequate supply of cleaning materials

#### **Toys and resources**

- Toys will be cleaned during the morning as necessary, and at the end of the session
- Hard to clean toys will not be available
- Shared activities such as sand/water play and playdough will not be used
- Food activities will not take place

#### **Premises**

- Pre-school staff will liaise with halls staff to ensure good levels in cleanliness in the hall, toilets and communal areas and address any concerns

#### **Responding to a suspected case**

- If a child develops suspected symptoms, they should be collected immediately
- Whilst waiting to be collected, the child will be isolated
- Parents will be advised to arrange for their child to be tested for coronavirus
- The carer will wear PPE and sanitise the area afterwards
- If a staff member becomes ill, they should go home immediately, take a test and isolate if the test is positive, following current NHS guidance
- Return to pre-school for staff and children will be risk assessed

#### **Closure**

- Leader/Committee Chair will advise the local health protection team of any case/s and act on their guidance
- In the event of a temporary closure of pre-school, or local or national lockdown, the Playgroup Leader and Committee Chair will respond to guidance accordingly and update parents regularly. Fees for unfunded children will still be payable and will not be refundable, as we will still need to pay rent and staff wages.
- Staff will provide support and activities via email and Facebook group

Policy adopted by: Heather Grant (Playgroup Leader)  
on 1/9/2020 Suzanna Fitzpatrick (Chair of Parent Committee)