



Coronavirus (COVID-19) POLICY & PROCEDURES

CUCKFIELD PRESCHOOL PLAYGROUP

This policy and procedure document sets out how we will act to minimise the spread of the Coronavirus (COVID-19) at preschool.

We are following latest Government guidelines available on gov.uk

Relevant guidance as of 02/05/20 includes;

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings#gq>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

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

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

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Please be aware that as the government response to the Coronavirus (COVID-19) evolves, so too will the guidelines. We will modify our policy and procedures accordingly and they will stay in place until no longer relevant.

Staff should read and be familiar with this document and the government guidance documents above.

Staff and families must work together to implement the procedures below to ensure we are able to minimise the spread of the Coronavirus (COVID-19) and provide the safest environment possible to children, families, and staff.

SYMPTOMS

No one should enter the grounds or premises if they have symptoms of Coronavirus (COVID-19). The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees).

Please follow the Stay at Home: Guidance for households with possible coronavirus (Covid – 19) infection

HANDWASHING

Guidance states that handwashing (for 20 seconds) should be more frequent than usual.

Any adult or child entering the building must wash their hands immediately upon arrival.



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Staff will wash their hands more frequently than usual and particularly before and after assisting children in the bathroom, before and after assisting children with food and drinks, and following assisting children with nose blowing/ coughs/sneezes.

Children will wash their hands; upon arrival at preschool, before playing in a new area (eg other hall or outside), after coughs and sneezes/ nose wiping, before and after eating or drinking. Hand washing will continue regularly throughout the day.

SOCIAL DISTANCING

Following social distancing rules please remain at least 2 metres apart from all other adults and their children.

Staff should wherever possible, remain at least 2 metres from their colleagues.

ENTERING AND LEAVING THE PREMISES

1 parent at a time enters through main door and then out through kitchen door

DROP OFF

Spaced out by time, if queue needed 2 metres apart

PICK UP

As drop off

ITEMS FROM HOME

Essential items only (eg change of clothes/nappies) may be brought in from home. Toys from home will not be allowed during the session. If you feel a child's comforter is absolutely essential, this will be kept in the child's bag when not in direct use, and we ask that they be laundered each time before bringing them to preschool.

THE SESSION

Children in group of 5 with up to 2 members of staff. The children will stay in the bubble for snack and lunch and throughout the session

FOOD and DRINK

Children **MUST** bring a **NAMED** water bottle.

Children will be sat further apart at snack and lunch time. For example, instead of 8 children per large table at lunch there will only be 5.

ILLNESS DURING SESSION

Children **MUST NOT** attend a session if there is no one available to collect them quickly if they become ill during the session.

IF A CHILD OR MEMBER OF STAFF BECOMES UNWELL WITH Coronavirus (COVID-19) SYMPTOMS DURING THE SESSION

Any child or member of staff showing symptoms of Coronavirus (COVID-19) must be sent home. Whilst awaiting collection, the child must be cared for by one member of staff, ideally in a separate



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room isolated from everyone else, with the door closed and a window open, until collected. The member of staff who has cared for the child does not need to go home unless they develop symptoms. Cleaning the area with normal household disinfectant after they have left will reduce the risk of passing on the infection to others. If the person with possible infection needs the bathroom while waiting to be collected they should use a separate bathroom and this should be cleaned and disinfected using standard cleaning products before being used by anyone else.

CLEANING

Routine cleaning

Guidelines say that cleaning should be more frequent than usual, using our usual cleaning products. No specific interval is stated.

If no one else has used the building since our prior session there will be no need to clean again before opening as it is done on 'close down'.

Cleaning of the following high contact areas should be carried out at lunchtime between the morning and afternoon session.

- Toys (inside and out whether staying out for afternoon session or being put away), tables, chairs, play surfaces, handlebars etc
- Telephone/ computer/ light switches/ door handles/ toilet flushes/ taps/ safety gate handle etc
- Toys to be cleaned before putting away in the cupboard.
- No soft toys/ blankets/ cushions to be out

Wash hands for 20 seconds with soap and water following cleaning.

Cleaning after possible or confirmed case of coronavirus (COVID-19) has been sent home

Use disposable gloves and aprons (if an area has been heavily contaminated, such as with visible bodily fluids also protect eyes, nose and mouth).

Use disposable cloths/ paper roll

- areas of minimal contact eg places where symptomatic individual has spent minimal time and just passed through, such as corridor;

clean thoroughly as normal using our normal cleaning products.

- areas with high contact eg bathroom/ toys/ handles/ tables/ chairs (with or without visible bodily fluid)

use soap and water to clean, and then disinfect



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follow manufacturer's instructions for dilution and contact times.

use disposable mop head for floors

Waste disposal – items used for cleaning after a suspected case, should be double bagged in black sacks and stored for 72 hours, before disposal in the normal landfill wheelie bin.

Wash hands for 20 seconds with soap and water after removing gloves and apron (and any other PPE) and bagging up the rubbish.