



Coronavirus Policy (COVID-19)

Introduction

This policy applies to all employee's and service users including parents, children and third party users, social care, police, and fire rescue services and any other person wishing to gain reasonable access to the setting (this list is not exhaustive of all users defined).

Purpose of the Policy

To protect all employee's and service users of The Spring Montessori, including parents and children, from encountering Coronavirus (COVID-19).

To maintain the minimum level of staff needed to continue to provide early years education service and to meet the welfare and care needs of the children who attend the setting.

To ensure that the prevention of the spread of Coronavirus (COVID-19) remains at a minimum risk.

Pre School Closure

At anytime that it is felt necessary to prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employee's, children, parents and service users, The Spring Montessori will continually monitor the risk factor of keeping the setting open as a viable option, and may so at any time, revert to a closed status, with no children permitted on site, to a partially closed status, where setting places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs (SEND), children whom have an EHCP plan in place, children in care and children who have a social worker allocated to them already.

Monitoring

The Spring Montessori is closely monitoring and gathering information from the Department of Health England, The Department of Education, our Local Authority (Cambridgeshire and Peterborough) and any guidelines delivered and updated through official government sources constantly to ensure that we have the most up

to date information and work place practises concerning the spread and containment of the Coronavirus (COVID-19).

This includes all training and delivery methods to all employee's, Directors and any other third party associated with the running or participation of The Spring Montessori.

The Spring Montessori reserves the right to make all changes to this document to uphold guidance of safe working practises and delivery methods for the early years education sector.

General

- Employee's are always advised to practise strict hygiene and cleanliness procedures.
- Employee's must wash their hands at regular intervals for a minimum of 20 seconds using soap and warm water.
- Employee's are advised to cough or sneeze into a tissue and are then to always wash their hands afterwards. Using the 'catch it, bin it, kill it' method.
- Employee's are advised to avoid contact with others, such as handshakes and are to maintain a social distance of 2 meters (6ft)
- Employees are to avoid touching their eyes, nose, and face whilst on the premises and whilst children are in their care.
- Employee's must wash all their uniform/personal clothes before entering the premises for their next shift. This must include the cleaning of all appropriate footwear.
- At the end of each day, all employee's must sanitise all surfaces, toys, fabrics, toileting areas, outdoor areas and equipment, ready for the following days usage, this includes all outside toys to be stored away in secure storage containers at the end of every working day and before weekend/holiday period closures or closures for health and safety measures.
- Only disposable towels, provided for by The Spring Montessori, will be permitted for use whilst on the premises.
- No prams, scooters, bikes, or any other items are to be left at the setting at any time.
- Please be aware that your children will meet both staff members and other children attending the setting during the session times. Although every measure will be taken to ensure that your child has minimal contact with others, children of the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore it is vital that not only we will adhere to best practise hygiene policies throughout the day,

but that parents can also support this by changing their children into different clothing when they return home and placing that days clothing in the wash. If your child needs comfort, our staff will comfort them and will do their absolute best to make sure that all their social, emotional and wellbeing needs are met whilst in attendance at The Spring Montessori.

- We do ask that at all times, you respect social distancing rules outside of the nursery, in the car park and all surrounding areas. This includes when waiting to come into the nursery or when picking up your child/ren.

Hygiene on Arrival

- All parent's, children, third party associates and service users must adhere to the floor markings when entering our site and must not cross over these markings until instructed to do so by a member of the staff team. Parents will be asked to be flexible with their arrival times, as they may have to wait at a safe distance until they can bring their child in, to maintain social distancing. Only the parent(s) of the child may collect the child and, in case of work commitments/emergencies. This will reduce the social contact to help keep the welfare and safety of our staff and children a top priority.
- Children will be required to wash their hands with running water and soap for at least 20 seconds prior to entering the building. We will provide a portable sink outside the door for this purpose.
- Staff will greet parent's wearing the appropriate PPE equipment, as supplied by The Spring Montessori, when accepting your child onto the premises. This will include disposable gloves, face mask and apron. These will be disposed of/sanitised after every use. This will only be worn if close contact with the parent is necessary.
- All parent's, children, third party associates and service users must not attempt to gain entrance to the main building of The Spring Montessori without being expressly told to do so by a member of staff or if it is clearly free of any other users at the time.
- To minimise items coming into the nursery, we ask that you provide minimal nappies/wipes/spare clothes/snack and lunchbox and that all bags and belongings are taken home each day. Parents are not permitted to bring in any items from home that are not deemed necessary, this includes toys. If you require an urgent need for a specific item which is conducive to your child attending the setting, then this must be discussed with the settings manager and agreed upon before an item comes onto the premises. All clothing that the children attend in must have been washed prior to the day of your arrival. If you are to re-use the same clothing, for example your child's uniform, then this must be washed before the arrival of your child on their next session.

- Your child must attend every day with the minimum requirement for the weather forecast for that day only. This could be, but not an exhaustive list of, weather sensible footwear, a coat, jumper/cardigan/t-shirt, pants, skirt, or shorts. Please assess the weather conditions before your child attend the setting each day. Only the minimum number of belongings will be allowed within the premises to minimise the spread and coming into contact of the coronavirus (CORVID-19), and these items will be taken home with you at the end of the session.
- If your child stays for lunch, all food and drinks containers must be of a disposable nature, must come in a disposable bag and will be thrown away by our staff when used who will follow strict hygiene and storage policies.
- We ask that parents provide their child with individual morning snacks, to minimise our food prep. These must be in a disposable container to minimise items in the nursery, clearly labelled, and include items such as a piece of fruit and crackers/breadsticks/

Hygiene during the day

- Children will be actively encouraged to wash their hands after every activity or after playing in a specific area. We will use water and hand soap for this with a minimum wash time of 20 seconds per child, demonstrating good modelling behaviours for the children to see best practise when doing this. After an activity/toy playing session has ended, all equipment/toys shall be cleaned after every use.
- If your child is displaying any of the symptoms of COVID-19, such as a high temperature, has a new cough, looks generally unwell or is displaying any other signs associated with coronavirus (COVID-19) then your child will be excluded for a period of 14 days for self-isolation following the Department of Health England and the governments guidelines at present. You will be given a date of when your child can attend again. Your child must not attend the setting before this date has expired. This will then help to control the spread of the virus within our setting. Should your child get tested during this time period, and a negative test comes back before the expiration of the allotted time, then providing you consent to give a copy of this for insurance purposes, your child may then attend sooner.
- If your child displays any of the above COVID-19 symptoms whilst in our care, we will isolate them with a member of staff to comfort them, who will be wearing appropriate PPE, whilst we await your arrival. The child will then not be able to return for 14 days as per the guidance. They will be able to be tested if necessary, as will members of the household.
- Should you or an adult within your household present with symptoms, then you have a duty of care to inform the setting at your first available opportunity and without unreasonable delay.

- Children will sit at a safe distance to have their individual snacks provided by yourselves, these areas will be cleaned after each use and all snack containers disposed of. The same process will be followed when the children access milk and water throughout the day. This will help to promote confidence and motor skills whilst maintaining best practice with hygiene procedures.
- At snack, nappy changes/toileting help and any other close contact with the children, staff will be required to wear the appropriate PPE equipment (gloves and apron) as supplied by The Spring Montessori.
- All employees will have a designated area to keep belongings in the office, completely out of reach of all children, as per our staff protocol.
- Staff are only permitted to bring one small bag, if necessary and a coat. No other items from home shall be permitted in the setting during this time.
- Both the kitchen and toileting/nappy changing areas will be regularly cleaned and sanitised during the day by all employees.
- Staff will only be permitted to bring lunch in a disposable container. No dual use or multiple use containers/vessel will be allowed on the premises.

Hygiene upon leaving

- All parents must remain outside, using the social distancing marked areas, after pressing the doorbell, until called forward by a member of staff to collect their child.
- All staff members will be wearing The Spring Montessori issued PPE protective equipment when handing over your child at the end of the day, if necessary.
- If your child comes home in spare clothing from the setting. Please can you ensure that this is washed and returned to the setting upon your child's next session.
- Once your child has been collected, please leave the premises by following the route laid out in front of you, ensuring minimal passing of other parents on the paths and grassed areas. Please do not remain outside of the building for any other reason.
- If you require to talk to the staff regarding your child's attendance, a telephone consultation will be arranged for you.
- If you are required to sign an accident/incident form from an occurrence that may have happened that day, a staff member will bring you the relevant form when you collect your child.

- Please bear in mind the social distancing rule of two meters in-between groups of people from outside of your household and to exit swiftly from the setting to maintain other parent's rights to accessing the setting. This will also help to minimise contact for all visitors of the setting.
- If you require your child to go home with the use of a pram or other aid, can we please ask that you move away from the building, following the designated route, and only when safe to do so by following social distancing rules, then access the desired equipment that you need.

This policy has been written by using the appropriate guidance from the government and is subject to change at any point, as and when new guidance and advice is issued.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
