



Hyde Heath Pre-school

Have fun and learn!

Registered Charity Number 1020591

Hyde Heath Infant School, Weedon Hill, Hyde Heath, Amersham, Bucks, HP6 5RW

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## **Coronavirus Information and Outbreak Plan**

Policy/ procedure and risk assessment – Please view our policy and procedure at <http://www.hydeheathpreschool.org.uk/policies.html> - This is an extensive procedure and will be put in place should a Covid outbreak occur.

Written in line with current advice from The Department for Education publication '**Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**'

Available at : <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Updated 14.12.2021

To minimise the risk of children attending and staff from contracting Coronavirus the following control measures will be in place:

**Ensure good hygiene for everyone** – provision of tissues and bins, handwashing facilities, ensuring children wash their hands before and after eating and using the toilet. We promote and teach the children to 'catch it, bin it, kill it' – Catch a cough/sneeze in a tissue put it in the bin to kill the germs and then wash their hands. Hand sanitiser is provided for staff, who also follow the above.

**Maintain appropriate cleaning regimes** – The kitchen, toilets and tables/unit tops to be cleaned by cleaning staff and Pre-School staff before Pre-School children arrive. During the day – Tables are cleaned before and after snacks, before and after lunch and at the end of the day. Floors are swept after eating and mopped and hoovered at the end of the day. All equipment and resources used on that day are sprayed and wiped. Any toys that have been in a child's mouth will be removed and returned when disinfected. Frequently touched areas such as the cupboards, doorframes etc will be cleaned throughout the day. The outdoor equipment will be sprayed at the end of the day with disinfectant.

**Keep spaces well ventilated** –windows are to be kept opened. When children are outside the side door remains open. For safety this is closed at other times such as lunch, group time or use of the toilet.

**Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19-** Management will keep up to date with any updates and work with different agencies in the event of a confirmed case of coronavirus in a member staff or child.

In addition to the above staff will carry out Lateral flow home tests twice weekly unless they have symptoms of coronavirus then they will isolate and arrange a PCR test.

Lateral flow tests are only suitable if the person taking them has NO symptoms of coronavirus. Anyone with symptoms should arrange a PCR test.

All staff have received a minimum of 2 covid vaccinations and all staff have either received or booked a booster vaccination.

**Attendance:**

Children or staff are not permitted to attend Pre-School if they present with symptoms of coronavirus as defined by UK government as:

- new continuous cough -this means coughing a lot for more than one hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual) or
- high temperature – defined by the NHS as over 38C
- Loss or change of taste/smell

Anyone experiencing any of the above symptoms will be required to arrange a PCR test, contact the Pre-School as soon as possible, do not attend Pre-School and follow the isolation procedure as defined by government:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

In December, the government announced that individuals testing positive for Covid-19 can now end their self-isolation after seven days, rather than 10, if they receive negative lateral flow test results on days 6 and 7 of self-isolation. The DfE has now confirmed that this advice also applies to children aged under five who have tested positive for Covid-19.

The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and the child does not have a high temperature, they may end their self-isolation after the second negative test result and return to their education setting from day 8.

Anyone who is unable or chooses not to take lateral flow tests will need to complete the full 10-day period of self-isolation.

**If a child becomes ill with symptoms whilst at Pre-School the following procedure will be carried out:**

The child will be separated from others and looked after by 1 member of staff. The adult will put on – Disposable gloves, a face covering and a disposable apron.

The child's parents will be contacted and asked to collect their child immediately. Advice will be given to the parent regarding self-isolation and testing procedures. The area where the child has been will be deep cleaned immediately after the child has left the setting.

The whole of the setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.

**If a member of staff becomes ill with symptoms whilst at Pre-School the following procedure will be carried out:**

The staff member will be asked to collect their belongings and to leave the premises as soon as possible. This may mean a short wait to allow time for management to ensure there are sufficient adults to care safely for the children. In this instance the staff member will be asked to isolate outside under the cover.

Advice will be given to the member of staff regarding self-isolation and testing procedures. The area where the staff member has been waiting will be deep cleaned immediately after the staff member has left the setting.

If we are unable to safely manage the Pre-School due to ratio's, we will phone Parent/Carers and ask they come and collect their child immediately.

The whole of the setting will be deep cleaned at the end of the day in addition to our increased cleaning schedule throughout the remainder of the day.

To ensure the safety of all children and staff we are require anyone who has symptoms to arrange a PCR for Coronavirus.

To access testing please go to:

<https://www.gov.uk/get-coronavirus-test>

If the child or member of staff tests negative to the PCR test, they can return to Pre-School as long as they are well within themselves.

If a child or staff member has tested positive, we ask you to confirm the results by email at [manager@hydeheathpreschool.org.uk](mailto:manager@hydeheathpreschool.org.uk) as soon as possible and follow government guidelines of self-isolation.

We are required to notify Ofsted (Office for standards in education) of any positive cases of coronavirus from either staff or children.

Advice on isolation periods can be found here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### **Outbreaks**

An outbreak is defined by The Department of Education of whichever of the following thresholds below is met first:

- 2 (10%) children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

We will therefore operate our outbreak plan if there are 2 or more staff and children combined who test positive or have been in close contact with a positive case within 10 days.

## **We follow our 'Outbreak' plan as follows:**

In the event of the above thresholds being reached (confirmed by PCR tests) we will review and reinforce our existing testing, ventilation and hygiene measures. This will include the re-introduction of face coverings when dropping off/collecting children and when on school grounds, the use of an external cleaning company, spending more time outdoors, serving snacks to the children rather than the children choosing, increased supervision on handwashing, removal of equipment that cannot be cleaned easily eg fabrics, cushions.

Additional public health advice will be sought by contacting the Department of education helpline (0800 046 8687, option 1)

## **Staffing**

If the outbreak is because of staff testing positive with a PCR test, the manager will look at the number of staff required for each session – morning and afternoon. If there are enough remaining staff, that are not affected, to meet the adult to child ratios then the Pre-School will operate as normal. If we are unable to do this an agency will be called to provide staffing. If there are not enough staff to safely care for the children then the manager will contact families and offer alternative session where possible, if there is enough staff. At this point we will prioritise children attending to those defined as vulnerable by the Department of Education:

- those with a social worker
- those with an Education, Health and Care Plan
- a group of children considered locally, including by settings and local authorities, to be 'otherwise vulnerable'
  
- children known to children's social care services in the past
- children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction

Children that meet the above criteria will be able to attend preschool if there are enough staff to care for them.

After the children prioritised above, we will aim to remain open for the following groups of children in this order:

- Children with Special educational needs
- Children of "critical workers" as defined by government at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

updated 2 January 2022

- Children in receipt of 2-year-old funding
- Children in receipt of Early Years Pupil Premium

In the event that there is not enough staff and we cannot use staff from outside sources we will be forced to close temporarily until we can operate safely.

### **Children**

If the outbreak is amongst children in the setting, we will work closely with all of the relevant authorities and be advised by them. In the first instance a deep clean of the setting will take place. All parents will be notified of confirmed cases. No names will be given. All staff will undertake daily lateral flow tests and a PCR if symptoms arise.

Children who are aged under 5 years old who are identified as close contacts will be advised to take a PCR test if they develop symptoms.

### **Community**

If we are advised of an increased amount of coronavirus cases within the community, we will be advised by the local health protection authority and share any information with you.

### **Isolation**

Current government advice is that children under 18 years old and adults that have been double vaccinated do not need to isolate if they have been in contact with a person who has tested positive for coronavirus. However, if **someone in your household** has tested positive for coronavirus, we ask that the child/children of that household **do not attend Pre-School until the Parent's isolation has ended** - A PCR test must also be arranged for the child at the beginning even if no symptoms are present and a lateral flow conducted at the end of the isolation. Children are more likely to become infected due to living with an infected person who provides care for them. This decision has been made to further protect vulnerable staff, other children and their families to try and prevent any possible spread of infection in the Pre-School or the wider community.