

High Bank Farm Day Nursery

Infection Control Policy

We are re-opening High Bank Farm Nursery on the 1st June 2020 and to ensure a warm, welcoming and safe environment there are important actions that we must take to help prevent the spread of the Covid-19. It is everybody's responsibility to follow the policy and procedures put in place and I must remind you that this is a working document that will require updating regularly by government guidelines. It is also a working document that involves all staff and parents to have input upon.

To help prevent the spread of the virus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the nursery
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. We are going to place hand sanitisers at the black gate and provide more hand washing facilities around the nursery. We also will be providing a hand sanitiser for you to keep in your pockets at all times.
- All staff are encouraged to review the [guidance on hand cleaning](#) , clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing, are encouraged not to touch their mouth, eyes and nose, use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Ensure that help is available for children who have trouble cleaning their hands independently and frequently wash their hands with soap and water for 20 seconds. Babies and the very young children will need to have their hands washed by the adult, making sure that front, back and in between fingers are cleaned and washed thoroughly. To help with this procedure it is advised that you can sing rhymes and song. Wash and dry hands thoroughly, before and after eating, and after sneezing or coughing. Children should be encouraged not to touch their mouth, eyes and nose, use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

- PPE (aprons and gloves) is to be used for nappy changing, cleaning up vomit or blood or any activity that involves the risk of contamination. PPE, when used appropriately, protects staff from germs and splashing, but also protects children from contamination from staff clothing. PPE is to be used for single use only.
- Consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- Ensure that bins for tissues are emptied throughout the day.
- We are requesting for staff to open windows in the rooms for good ventilation and to have more time spent outdoors.
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach. We are awaiting further clarification on the cleaning product to use. Clean surfaces that children are touching, such as toys, books, units, chairs, doors, sinks, toilets more regularly than normal.
- We are setting up an 'Infection Control Course' online for all staff to complete for self-directed study. This will cover aspects of how to clean effectively, how to disinfect, PPE etc.
- Minimising contact and mixing by having bubble groups of children and key persons.

Planning and organising

Considering questionnaires that we have sent out to staff and parents we have made decisions for a way forward to eliminate concerns and safeguard to avoid the spread of the coronavirus.

- We will continue to stagger the start times for staff commencing their shifts. The social distance rule of keeping 2 metres apart at all times applies.
- We ask for all staff to come to the nursery wearing your own clothes and bring in uniforms to change into. We state that you must take responsibility for yourself to eliminate cross infection with your clothing and suggest placing soiled uniform into a cloth draw string bag or pillowcase that can go directly into your washing machine at home at the end of each day.
- Organise small bubble groups of children. The existing space requirements and staff to child ratios for these age groups, as set out in the [early years statutory framework](#), should allow for small group working. We are planning for the babies to

use both babies and tweenies room. Tweenies to use the toddler room. Toddlers to use Preschool room. Preschool to use the polytunnel and outdoor area. We recommend where possible to exercise judgement in ensuring the highest standards of safety are maintained. Where possible the key person will stay with their key children in their bubble group.

- Parents and staff for babies to use the baby room door.
 - Parents and staff for Tweenies to use the Toddler door.
 - Parents and staff for Toddlers to use Preschool door.
 - Parents and staff for Preschool to go to the polytunnel.
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- Where possible ensure that children are in the same small bubble groups at all times each day, and different groups are to be kept apart from other bubble groups at all times.
 - Staff should remain assigned to the same group of children to form their bubble group, this minimises the risk of transmission.
 - Each nominated group (bubble) is to use the same classroom and outside area of the nursery exclusively every day.

Transitions

- Only 1 parent should attend for drop off and collection. Parents should have an allocated drop off and collection time and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). There is a high risk of exposure at this time so we are recommending that the drop offs and collections of children can take no longer than 15 minutes.
- Make it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

Social Distancing

- We know that, unlike older children and adults, early years and pre-school aged children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring children back to Nursery we have taken advice from the government guidelines. High Bank Day Nursery staff should therefore work through the hierarchy of measures set out above: avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices, regular cleaning, minimising contact. It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children and staff only mix in a small, consistent group and that small group stays away from other people and groups. Public Health England (PHE) is clear that if early years settings do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be reduced. Where we can keep children in those small groups 2 metres away from each other,

we should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

- We remind you that the points of exit and entry are potentially hazardous in terms of cross contamination and these areas should be disinfected before and after use. All parents and staff must social distance. We are requesting that the children are dropped off and collected at their allocated door and should not enter the rooms as this further exposes a high risk to all viruses from other households. Each room should allocate the keyperson at transition time where possible.
- To reduce transmission at nursery if you identify any frequent touch points sanitise before and after you use it. This will become our normal routine and at all times hand wash using the correct procedure.
- Risk assessments and other health and safety compliance checks must be undertaken before opening
- Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
- Remove unnecessary items from classrooms and other learning environments
- Remove soft furnishings, dressing up clothes, soft toys and toys that are hard to clean (such as those with intricate parts).
- Dummies are not to be brought from home. They are to be kept at nursery and sterilised and stored in individual containers.
- Comforters are not to be brought in from home. We can purchase some snuggly blankets or taggies. These are to be washed at the appropriate high temperature after each use and only used by one child.
- Wherever possible you should keep children in small groups 2m away from each other. This is going to be problematic but general groups should be kept apart, brief, transitory, contact such as passing in the shelter and using bathrooms should be carefully planned.
- At mealtimes only 1 person should take the food from the kitchen to the rooms. We are looking at purchasing insulated boxes to enable food to be transported and maintain the correct food temperatures.
- After mealtimes once the dishes and cutlery have been rinsed, they are then to be transported on a trolley around the outside of the nursery and use the back-kitchen door.

Personal protective equipment (PPE) including face coverings and face masks.

- Wearing a face covering or face mask at High Bank Farm Nursery is not recommended by the government. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Even if you are not always able to maintain a distance of 2 metres from others.
- PPE is only needed in a very small number of cases including if a child or member of staff becomes unwell with symptoms of coronavirus while in the nursery and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or member of staff is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 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. We will be supplying face masks at High Bank Farm Nursery for this reason.

Vulnerable Persons

- Living with a shielded or clinically vulnerable person-If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend nursery.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend nursery if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend.

Lunch breaks

- Lunch breaks will be staggered so that no more than 2 members of staff will use the staff room at one time. It is a possibility that more members of staff may wish to sit outside or in cars socially distancing at all times.

Communicating

- It is important to tell parents, carers or any visitors, such as suppliers, not to enter High bank Farm Nursery if they are displaying any symptoms of coronavirus

(following the [COVID-19: guidance for households with possible coronavirus infection](#))

- Communicate early with contractors and suppliers. This may involve the need to adjust opening times for deliveries etc.

Guidance

If anyone becomes unwell with a new symptom such as continuous cough or a high temperature in an education setting they must be sent home and advised to follow the [staying at home guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult for supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new symptom, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

• Reduce the use of shared resources

By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children we eliminate opportunities for cross infection, we will :

- Avoid sending home pictures the children have drawn or models etc they have made.
- Prevent the sharing of stationery and other equipment whenever possible. Shared materials and surfaces should be cleaned and disinfected more frequently.

There is a confirmed case of coronavirus in Nursery?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff who are attending

nursery will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to nursery and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Should educational settings ask parents to report pupils' temperatures at the start of each day?

Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

Tools for use in childcare and educational settings

There is a dedicated helpline number for education and children's social care related queries for anyone working in early years plus parents. Please call 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday) – for any specific question not covered

References: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes>

<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/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>

Stay alert, stay safe and enjoy being with our little ones,
Linda 😊