

Coronavirus (COVID-19) Policy



Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever (37.8 degrees or above)
- Loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups - very few cases have been reported in children.

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. There are general principles to help prevent the spread of respiratory viruses, including:

- Washing your hands often (for 20 seconds or longer) - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- Covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See Catch it, Bin it, Kill it
- People who feel unwell should stay at home and should not attend work or any education or childcare setting (see Guidance on dealing with suspected or confirmed cases of COVID-19)
- Children, staff, parents and visitors should wash their hands: before leaving home, on arrival at Woodpeckers, after using the toilet, after outdoor play, before snack/lunch time, before leaving Woodpeckers and at regular intervals throughout the session.
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available

- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- Wearing appropriate PPE if supporting a child or colleague who has suspected or confirmed COVID-19
- If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment
- See further information on the Public Health England and the NHS UK website.

Cleaning and hygiene.

Staff and cleaners have made cleaning and hygiene an absolute priority. We will be cleaning all surfaces and equipment regularly as well as resources, toys and equipment. Cleaning includes all doors/handles, light switches and frequently touched areas.

Disposable cleaning cloths will be used, for example paper towels for cleaning hard surfaces and mop heads will be cleaned regularly.

The toys and equipment available will be toys that can be cleaned effectively, and resources may be limited to items that can be cleaned easily.

Toys that are difficult to clean, such as toys with lots of fiddly parts, soft toys will not be available at this time. Some sensory play may not be available because of cross contamination.

The school hall, toilets, kitchen area and outside area will be left as found clean and tidy.

Hand Washing Routines

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to Woodpeckers all adults and children will wash their hands.
- Staff should wash their own hands before supporting/encouraging a child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet, before meals or snacks, when arriving back in from the garden, before going home and regularly throughout the day.
- Staff should wash hands before putting on any PPE.
- We will introduce the Hand Washing Song to encourage the younger children to wash their hands with soap and water, and for at least twenty seconds.
- Children's guides on handwashing are in all bathrooms.
- Staff must wash their hands before preparing/serving food even if wearing gloves.

Personal Protective Equipment (PPE)

In line with recommendations from the DfE, PPE will be worn as follows:

In the event of a child or staff member showing symptoms of COVID-19 during the session the person supporting this person will need to wear a disposable apron, disposable gloves and a disposable face mask.

Social Distancing and further measures to protect from infection

Managing Drop off and pick up times:

1. Parents will be given details on the arrangements to collect their child.
2. Woodpeckers staff meet children at 3.15pm in the school hall.
3. Collection between 5/6pm.
4. One adult only per child to attend setting to collect. Parents will not be permitted to enter the school premises.
5. Parents will pick up their child at the relevant gate, parents will be required to social distance during these times
6. The staff will register the children into the setting.
7. Staff welcome children to Woodpeckers in a warm and friendly way.
8. Please telephone 07944 719625 if you need to collect your child outside of the arranged collection times.

Regulating movements Woodpeckers

No visitors/parents allowed into the setting.

Limited number of staff/children.

Encourage children to play in class/family groups.

The hall provides a large indoor space to allow more space to play and move around.

Make use of large outdoor space as much as possible.

Other measures

- Children encouraged not to bring in toys and belongings from home.
- Appropriate clothing for weather eg sun hat, rain coat.
- A named water bottle to be brought in by each child.
- Outside equipment cleaned as required.
- Children are to bring in their own snack.
- Ensure space during Snack and meal times.
- Extra signage as required

Guidance on dealing with suspected or confirmed cases of COVID-19

What to do if child or adult becomes unwell with symptoms of COVID-19

- Call the child's parent to request they collect their child from the Woodpeckers immediately.
- The staff member should leave the setting ASAP or call next of kin and return home.
- Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), you can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or a hospital.
- All children will be sent home if a member of staff becomes unwell. **Please note - If there is not adequate staff cover because of illness then unfortunately Woodpeckers will not be able to operate**
- Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated - (far end of playgroup). Open a window/door for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Make sure that the children who are old enough know to tell a member of staff if they feel unwell.

How to isolate an adult or child if they become unwell with symptoms of COVID-19

If an adult becomes unwell with symptoms of covid-19

If they become unwell in the workplace the person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated, if it is possible to open a window/door, do so for ventilation. (Conference Room)

If the person is well enough, they should leave the setting ASAP and return home. The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms.

If the person affected is not able for any reason to call NHS 111 themselves, then a staff member should call on their behalf. Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, or bin. They should cough and sneeze into the crook of their elbow. If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet, if available.

If a child becomes unwell with symptoms of covid-19

The child must be isolated in the same manner as an adult; however, their key person or a member of staff should remain with them, and keep their distance from the child if possible, at least 2 metres.

The adult must wear appropriate PPE.

To ensure the child and staff members safety the child will be moved to an isolation area (the conference room) and sat in a chair in order to maintain their distance from the adult supporting them.

The child's parent would be called to collect the child immediately, 111 will also be called for advice and if required an ambulance will be called.

The child should be off the premises ASAP after becoming unwell.

After the child or staff member has left the setting the area used for isolation will need to be deep cleaned, including any objects/items touched.

Getting tested

The parent of the child or staff member who has symptoms must contact 111 or apply online immediately and request a test.

Tests are available to all staff members and their families, children attending the playgroup and their families. If any person in a staff member or child's household shows signs of COVID-19 the family must get tested immediately. They cannot attend the playgroup whilst they await the results and the entire household must isolate.

The playgroup must be informed of the result as soon as possible to enable appropriate action to be put in place if required.

What to do if a case of COVID-19 is suspected at Woodpeckers

If anyone has been in contact with a suspected case at Woodpeckers, then we will follow guidelines on what is required while laboratory test results for COVID-19 are awaited.

We will gain further guidance on whether we need to close the setting while results are awaited.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return Woodpeckers.

What to do if a case of COVID-19 is confirmed at Woodpeckers

Woodpeckers will need to contact the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice.

Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team. If there is a confirmed case, a risk assessment will be undertaken with advice from the local Health Protection Team.

The room or group that has been affected will be required to close, all team and children within this group will be required to self-isolate for 14 days along with the other members of their household. Because we operate Woodpeckers from one main room the closure of the whole setting will be necessary.

What to do if children or staff in Woodpeckers are contacts of a confirmed case of COVID-19 who was symptomatic

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups

- any child or staff member living in the same household as a confirmed case. Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:
- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- they will be actively followed up by the Health Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment. If a confirmed case occurs at Woodpeckers the local Health Protection Team will provide advice and will work with the Woodpeckers/school team.

Outside those that are defined as close contacts, the rest of Woodpeckers will not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the group.

The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the playgroup and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

What to do if children or staff return from travel anywhere else in the world within the last 14 days

Staff or children returning from abroad are required to follow the latest guidance.

Guidance on cleaning Woodpeckers after a case of COVID-19 (suspected or confirmed)

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above

Disposing of waste in Woodpeckers including tissues, if children or staff become unwell with suspected COVID-19

All waste that has been in contact with the individual, including used tissues and PPE, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, Woodpeckers will be instructed what to do with the waste.

New starters to Woodpeckers

Please contact Bev at wood.peckers@hotmail.co.uk if you are interested in a space for your child.

Guidance to assist professionals

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published.

Up-to-date advice can be found through the following links Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus> Guidance for educational settings

<https://www.gov.uk/coronavirus/education-and-childcare> Guidance for parents

<https://www.gov.uk/government/publications/closure-of-educational-settingsinformation-for-parents-and-carers>
Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19>

<https://www.acas.org.uk/coronavirus>

Call NHS 111

PHE South London Health Protection Team Floor 3C Skipton House, 80 London Road London SE1 6LH

phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk

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By Bev Fowler		