

# COVID-19 Control Measures



<p><b>This risk assessment has been undertaken using current government recommendation and guidance for Early Years Settings.</b></p> <p><i>Action for Early Years</i></p> <p><i>Effective from 27<sup>th</sup> January 2022</i></p>			
<b>Date Completed:</b> January 2022	<b>Review Date:</b> When Required	<b>Area of provision:</b> All Nurseries	<b>Persons affected:</b> Children, Staff, Parents, Visitors
<b>Areas Identified</b>		<b>Control measure(s) implemented to reduce risk:</b>	

## Covid-19 Symptoms

The government have outlined the following with regards to COVID-19 which have been considered throughout this document:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

**Children, staff and/or other adults are not permitted to attend or enter the nursery if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7-10 days (depending on Lateral Flow Testing on day 6 & 7).**

Staff, Children & Other Adults must not attend the setting if:	<ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms</li> <li>• they have had a positive test</li> <li>• they have been instructed to isolate by NHS Test &amp; Trace</li> </ul>
Confirmed case of COVID-19 in nursery (tested positive)	<p>If a positive test result is received by any individual who accesses the nursery, it is a requirement for them to inform the Nursery Manager of the positive test result immediately.</p> <p>If a child or staff member tests positive for COVID-19, the Nursery Manager will contact <b>0800 046 8687</b> to report the case and will follow their advice.</p> <p>Where there is a confirmed case of COVID-19, this will be communicated to all families and staff.</p> <p>Staff may be required to self-isolate if they have not had 2 doses of the vaccination. Any staff who are required to isolate will be instructed to do so by NHS Test &amp; Trace.</p> <p>Children are not required to isolate if they have been in close contact with a positive case.</p> <p>The Nursery Manager will contact their local authority to inform them of the confirmed case (where local authority stipulate this as a requirement).</p> <p>Ofsted will be notified of any positive case.</p>

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	<p><b>Isolation Period</b>          10 days from the day after the positive test result (either by LFT or PCR).          Or          5 days if a negative LFT has been completed on day 5 &amp; 6</p>
<p>Someone develops symptoms whilst at the nursery</p>	<p>If anyone becomes unwell with symptoms of COVID-19 as above, they will be sent home and advised to follow the staying at home guidance.          If a child is awaiting collection, a qualified staff member will remain with the child (away from all other children and staff) and they will be moved to a room or outdoor area away from other children and adults. Where possible, a window will be opened for ventilation.          A face shield <b>MUST</b> be worn by the supervising adult and they <b>MUST</b> also wear gloves and an apron (face shields we provide, will give adequate eye protection).          If a member of staff has helped someone who was taken unwell with symptoms of COVID-19, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for a minimum of 20 seconds after any contact with someone who is unwell.          The area will be cleaned with disinfectant after someone with symptoms has left.</p>

### Lateral Flow Testing

<p>Lateral Flow Testing – when symptoms are not present</p>	<p>Little Elms actively encourages all employees to participate in regular testing; however, this programme is voluntary, and nobody will be penalised if they choose not to take part.</p> <p>Lateral Flow Testing is <b>NOT</b> designed for use on individuals who have COVID-19 symptoms.</p> <p>Lateral Flow Tests should be taken twice weekly. Instructions and guidance for all employees participating in the testing programme and for Managers administering the testing programme have been provided.</p> <p>All employees who take a Lateral Flow Tests must report every test result via the Government online platform and to their Nursery Manager.</p> <p>If any employee or child receives a positive Lateral Flow Test result, they must not attend the nursery and isolate for 5-10 days.</p>
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### PPE

<p>Personal Protective Equipment (PPE)</p>	<p><b>Where No Symptoms Present:</b>          The government advice currently maintains that where no symptoms are present, normal PPE is sufficient.</p> <p><b>Where Symptoms are Present:</b>          In the case of a child or adult displaying symptoms, the PPE requirements are detailed above in 'Someone develops symptoms while at nursery' section applies.          All stock levels of PPE will be monitored regularly.</p>
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Face Coverings	Face covering are available for staff / parents / visitors if they choose to wear one.
<b>Hygiene</b>	
Hand Washing	<p>All staff and children in the nursery will be encouraged to undertaken more regular handwashing throughout their daily routine.</p> <p>This regular handwashing will be in addition to the following occasions where hands must always be washed:</p> <ol style="list-style-type: none"> <li>1) Every adult who enters the nursery must use hand sanitiser before touching anything in the nursery (for example, a door handle).</li> <li>2) When children enter the building, their hands must be washed when they arrive.</li> <li>3) When staff enter their playroom.</li> <li>4) Upon every transition within the nursery (for example, from the garden to the nursery).</li> <li>5) After somebody blows or wipes their (or a child's) nose, coughs or sneezes.</li> <li>6) Before eating or handling food.</li> <li>7) After changing a nappy or supporting a child with toileting needs.</li> </ol> <p>Hands should be washed for a minimum of 20 seconds, using soap and water.</p> <p>All staff throughout the nursery will be promoting the 'Catch It, Bin It, Kill It' message with each other and children.</p>
Cleaning	<p><b>PPE</b> All staff carrying out any cleaning duties will be required to wear PPE (gloves, face mask and apron).</p> <p><b>Cleaning Products</b> We use ULTRA AX Virucidal / Bactericidal Disinfectant to clean which is effective at killing the COVID-19 virus.</p> <p>We also use Milton dilute (according to manufacturer's instructions) to sterilise. This will be used for toys (particularly those with small parts).</p> <p>Either of these products are recognised as suitable disinfectants. Depending on what is required to be cleaned, will determine which product will be used by staff.</p> <p><b>Cleaning and Disinfection – Suspected/Confirmed Case</b> Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</p>

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	<p>Use disposable cloths or blue roll to clean all hard surfaces, chairs, door handles and sanitary fittings.</p> <p><b>General Cleaning</b> Due to the nature of the service we provide, hygiene and cleaning practices has always been high priority and we do already have high standards and process in place. Each nursery will continue to be cleaned at the end of every day by our Cleaner.</p> <p><b>Playroom Resources</b> Play resources will be cleaned after each daily session. In order to do this, we limit the amount of play resources accessible and available to the children on any given day.</p> <p>Resource boxes will be rotated daily so that they can be cleaned before a new group of children play with them, the day after.</p> <p><b>High Touch Point Cleaning</b> High touch points will be regularly cleaned throughout the day (at least every 2 hours). High touch points include: door handles, light switches, telephones, tables, general surfaces, door knobs, stair railings, intercoms, keyboards, card machines, taps, toilets areas (flush handles), bin lids.</p>
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### Early Years Foundation Stage (EYFS)

Events	Events will be individually risk assessed.
Outings	<p>Outings will be permitted to local outdoor areas, for example, to the local park, where social distancing can be maintained with the general public.</p> <p>All other outings where public transport is required, or where it involves entering a building are suspended.</p>
Settling In Sessions	<p>Parents and carers are able to enter the nursery for their first settling in session alongside their child. The first settling in session at Little Elms will be conducted with the following procedures in place:</p> <ul style="list-style-type: none"> <li>• parent to wear face covering, unless exempt</li> <li>• only 1 parent is permitted to attend the settling in session alongside their child</li> <li>• settling in session will last no longer than 1 hour</li> <li>• ideally, settling in session will be held in the outdoor area</li> <li>• parent attending the settling in session will avoid close contact with other children &amp; staff</li> </ul>
Essential Visitors (Local authority, Ofsted, Hawk Training etc)	<p>All visits should be essential to take place in person. For example, if visits can reasonably take place remotely, they should be. This will be assessed by the Nursery Manager / Senior Management on a case by case basis.</p> <p><b>Local Authority &amp; Ofsted</b> In instances where essential visits are required by professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan or SEND support, these are permitted where the visit need to take place in person.</p>

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	<p>Ofsted are permitted to visit at their discretion.</p> <p><b>Hawk Training</b> Little Elms will accept 1 in person visit from a tutor every 6-8 weeks for each learner.</p> <p>The following procedures will be applied during such visits:</p> <ul style="list-style-type: none"> <li>• Kept to a minimum amount of time</li> <li>• Will be held in the garden where possible</li> <li>• Tutors to wear a face covering, unless exempt</li> <li>• Tutors are required to observe social distancing throughout the visit (with the learner, children and other adults)</li> <li>• Tutors will ensure there is a 48 hour break between attending different Little Elms sites</li> <li>• Little Elms encourages tutors to have received a negative LFT within the 24 hours prior to the visit</li> </ul> <p><b>Facilities</b> To ensure to day to day operation of each nursery, there are times whereby visits such as pest control, fire safety, alarm system engineers are essential.</p> <p>The following procedures will be applied during such visits:</p> <ul style="list-style-type: none"> <li>• Kept to a minimum amount of time</li> <li>• If visit needs to take place in a playroom, the children must be taken into the outdoor area for the period of time the individual is in the playroom</li> <li>• Encouraged to wear a face covering, unless exempt</li> <li>• Observe social distancing throughout the visit</li> </ul>
<b>Daily Operations &amp; Infection Control</b>	
Collection and Drop Off	<p>Drop off and collection is limited to strictly 1 parent/carer (to avoid crowds). A minimal amount of time in the playroom should be observed by the parent when dropping off / collecting. We politely ask families to keep time handovers as minimal as possible.</p> <p>When parents are dropping their child off at nursery, parents and staff must limit close contact during the handover as far as possible. This includes avoiding:</p> <ul style="list-style-type: none"> <li>• face to face contact</li> <li>• skin to skin contact</li> <li>• remaining within 1 meter of each other for more than 1 minute</li> </ul>
Fire	<p>Existing fire risk assessment and fire management controls will be maintained as per usual policy and procedure. Our usual policy is to undertake monthly fire evacuation drills. These are reduced to every other month in order to reduce the risk of 'gatherings' and to promote social distancing as much as possible within our nurseries.</p>



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Ventilation	Where possible, nurseries will have their windows open to support ventilation throughout. This will be individually risk assessed for each playroom to determine where this is possible without compromising children’s safety.
Personal Tours	<p>In some cases where parents are keen to visit the setting in person, the nursery will accommodate personal tours. These are limited to 2 personal tours per day.</p> <p>The following will need to be observed during out of hours personal tours at all times:</p> <ul style="list-style-type: none"> <li>• face coverings are encouraged</li> <li>• regular handwashing, especially before and after the visit</li> <li>• ensure strict social distancing is observed (2m+ at all times)</li> <li>• prospective parents will not be permitted to enter playrooms</li> </ul>
<b>Other</b>	
Safer Recruitment	Recruitment of new employees is conducted in line with LE existing Safer Recruitment Policy.
Meetings	Where possible, meeting will take place virtually. This includes staff meetings.
<b>Document completed by:</b>	<b>Little Elms Senior Management – January 2022</b>