

COVID 19 PROCEDURES

Effective Infection protection and control

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

- Minimise 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 settings
- 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 sanitiser ensuring that all parts of the hand are covered
- Ensure good respiratory hygiene -promote catch it bin it kill it approach
- Cleaning frequently touched surfaces often using standard products such as anti bac and bleach
- Minimise contact and mixing as much as possible by altering the environment such as room layout and play planning.

PPE

Wearing face masks is not recommended in childcare settings unless for intimate care or cleaning or clinical reasons. The majority of staff in childcare settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a small number of cases.

- Children who's care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. Parents to be called immediately and the child isolated in the front porch with their group leader

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A face mask should be worn by the supervising adult if 2 metre distance cannot be maintained. If contact with the child is necessary, then gloves, apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing eyes, for example coughing, spitting, or vomiting then eye protection should also be worn.

Class and group sizes

We know that unlike older children and adults' early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.

Below are measures set out

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, we can achieve this by reducing the transmission by ensuring children and staff where possible only mix in small consistent group and that small group stays away from other 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 lowered

Where settings can keep children in those small groups 2 metres away from each other they should do so as far as possible. While, in general, groups should be kept apart. Brief, transitory contact, such as passing in a corridor, is low risk.

Primary school children should remain in the same groups as much as possible. We will work alongside Langtoft Primary School to

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ensure this happens. To utilise the space we have available, safely, we are keeping children from only two-year groups together. This is in conjunction with the school.

Early years settings should still adhere to EYFS guidelines

Daily procedures

- Parents to telephone setting on arrival at the right-hand gate or bottom of the ramp on distance signs on the playground
- In line with the NHS track and trace procedure all staff and children will be signed in and out of the club daily. All parent contact details are kept on record.
- Children to use side entrance
- Front entrance is for isolation use if a child has symptoms
- Children's bags and coats etc to be put under tables outside
- We send children over to school at their allocated times individually from their groups
- Teachers to bring children in groups to us on the playground outside club
- All children to have separate stationary in plastic wallets to be cleaned after use
- Wash hands regularly 20secs min

Hygiene

- Hand sanitizing stations
- Open windows
- Empty bins twice
- Cleaning time close 5.30

Track and Trace

As part of the national test and trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most

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appropriate action to take. In some cases, children may be asked to self-isolate at home as a precautionary measure. 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.

- We will adhere to all track and trace guidelines.
- If we are contacted by NHS track and trace, we will co-operate fully with them to ensure all the information that is required is provided promptly as per government guidelines.

We will ask all parents/carers to complete a track and trace form at the beginning of the school day. For children who only attend in the PM, their parent/carer will be required to complete the form and either e-mail it to dorinda@playzonekidsclub.co.uk or send the form in with the child. Parents will be e-mailed the form before the beginning of term.