

Hythe Bay Children's Centre

Hythe Bay Nursery COVID-19 Procedure for staff – Update for 19th July 2021

There are some rules we have in place to protect our staff, children and families from the spread of coronavirus. Please carefully read the rules below and speak to a member of management if you'd like anything to be clarified for you.

We will be adhering to government and NHS guidance for coronavirus and our Managing children who are sick, infectious, or with allergies policy. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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

Most people with coronavirus have at least one of these symptoms. If you or someone else in your household has symptoms which could indicate coronavirus, please call to let us know on 01303 267802 and keep away from nursery until you have self-isolated for sufficient time, following government and NHS guidance (usually 10 days).

Please call to let us know if you or someone in your household tests positive for coronavirus.

If a child displays one or more of these COVID-19 symptoms, a staff member will wear PPE to go with the child to an isolated room until they are collected by their parent or carer. Their area and toys will then need to be cleaned. The parents will be advised to book a COVID test (PCR) for the child and their household will need to isolate for 10 days, unless a negative test result is confirmed within their isolation period.

When on the school / nursery premises, you will no longer need to keep a 2m distance from all other adults and children, however, you must limit the number, proximity and duration of social contact, so some distance is advised. You should be able to list every person that you have been within 2m of within a three-day period. You must follow the school's rules regarding time in the school staff rooms. You must avoid using shared areas, such as the nursery kitchen and office, unless necessary. You must wash or sanitise your hands before and after entering these shared areas and avoid entering the area when another person is in there.

You will need to wash your hands or use hand sanitiser at arrival to and departure from nursery, and throughout the day.

Any times that the children or staff from different 'rooms' have mixed must be recorded. You must record the names, length of time and reason for mixing.

You will need to regularly clean the nursery surfaces, taps, changing mats, buttons and handles throughout the day, and professional cleaners will continue to clean the nursery each evening, ready for the next day. You will also need to ensure that you and the children in your 'room' wash your/their hands regularly, particularly on entry to the nursery, before and after going outdoors, before meals, and after coughing and sneezing. Sand, playdough and similar resources must be risk-assessed and supervised to limit risk of contamination.

The rooms must be ventilated at all times by opening windows. Doors and windows must be opened wide to blast the rooms with fresh air at convenient times throughout the day (e.g. when the outdoor temperature is suitable, or when there are no children in the area).

If someone in a 'room' is confirmed with Covid-19, everyone that shared a 'room' with them when they were infectious will likely have to leave us until they are cleared to return to nursery.

Please make sure you have read and understand all relevant government guidance regarding coronavirus and working in the early years before returning to work.

If you believe a colleague is not adhering to our safety precautions, please speak to Vicki or Radka, as this is a safeguarding issue. This can be done in confidence.

Thank you in advance for your efforts to keep our nursery community safe and happy.

Best regards

Vicki

Vicki Dumont
Nursery Manager