



CORONA VIRUS - Critical Incident Plan

Who?	System.
Manager/Deputy	To follow and action latest advice and guidance from Department of Education and Health Protection Agency
Manager/Deputy	To liaise with parents or carers of children with low immunity or complex medical needs and health professionals involved to risk assess children coming to nursery
Manager/Deputy	To contact these if concerned: D of E Coronavirus Helpline: 0800 046 8687 Public Health England: 03003038162
Manager/Deputy	To instruct cleaners to ensure that they are using suitable cleaning products and disinfecting high contact areas every day
Manager/Deputy/Staff	To heighten awareness of good personal hygiene to staff, children and parents display posters, provide hand sanitiser, demonstrate hand washing techniques
Manager/Deputy	To following guidance from ACAS regarding employment law.
Manager/Deputy	If a high number of staff are absent from work due to them being worried about catching the virus rooms, as long as ratios can be maintained, can be merged. If there isn't enough staff to meet ratios, a decision will be made to close a certain room (priority will be given to working parents with special priority to frontline jobs (NHS, police, carers, teachers etc). Reduced hours of opening may be needed. Staff and parents to be made aware of this.
Manager/Deputy	If there is a suspected or confirmed case and it has been advised to close during the day parents to be contacted by telephone
Manager/Deputy	To decide a time to close building and then to inform Room Supervisors of closure and delegate responsibilities to staff i.e. merging rooms, contacting parents
Room Supervisors	To ensure room staff carry on with duties as required
Early Years Practitioners/Pre-school Assistants/Bank Staff	At all times support and distract children
Manager/Deputy Manager	Using land line/mobile will call parents /carers of children.
Deputy Manager/Room Supervisors	Liaise with parents /carers when collecting their children.
Manager/Deputy	If a decision has been taken overnight or at a weekend to close the nursery then parents posts will be put on Facebook
Manager/Deputy	To inform the cleaning company about a suspected or confirmed case
Manager/Deputy	To organise a deep clean with a registered company
Manager	Contact Chairperson, Ofsted, Complex Committee as required
Manager/Committee	To contact insurance company, cleaning company and deep clean contractors
Manager/Deputy	To run a 'skeleton staff' system while building is closed to man phones (if safe and able to do so)
Manager/Deputy	Decide when Pre-School will reopen and inform parents by either telephone, Email, notice on door or verbally
Manager	In the event of media attention, the manager will make 'no comment' but will deal with media in a professional manner.