



High Littleton Pre-School
Methodist Centre
High Street
High Littleton
BS39 6JD
01761 470 410

Pre-School Leader Karen Grinham

Coronavirus (COVID-19) Policy

To all service users of High Littleton Pre School

Introduction

This policy applies to all employees, Parents, Children, volunteers, students and anyone else working on behalf of the Pre-School. This policy also applies to service users and delivery drivers visiting the Pre-School.

Purpose of policy

- Protect all employees, and service users including parents and children from coming into contact with Coronavirus (COVID-19).
- To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
- To prevent the spread of Coronavirus (COVID-19)

September 2020 full opening to all children. Continued January 2021, 3rd Lockdown

- The Pre-School is fully open to all children until further notice.
- Enhanced cleaning will continue during the day.
- Apollo cleaning company will be re-employed if all scout groups return in the evening.
- **We will close at 12 noon every Friday for a deep clean.** Please factor this in if your child is booked in for a Friday afternoon. **This is during the 3rd Lockdown and will return to the last Friday of each term once lockdown has been lifted.**
- If your child is unwell, they must not come to pre-school under any circumstances.
- If a child or member of staff become unwell and have COVID-19 symptoms, a high temperature of 37.8 or over during a session they will be sent home immediately and asked to take a COVID-19 test.
- If the child/staff member has a negative result then the pre-school can return after 48 hrs of being symptom free, if positive then they will have to self-isolate for 10-days, family members and all children and staff who have contact with the unwell child/staff member also 10 days. This will cause the whole pre-school to close. We would inform track and trace service.
- Children will not be expected to social distance.
- Staff will aim to socially distance 1m from other adults.
- A COVID-19 parent contract will also be added to your Welcome Pack.
- **3rd wave, we will remain open to all unless government guidance changes.**
- **Children's temperature will be taken on arrival, a normal temperature is 36.4c and a high temperature is 38c and above, if over 38c the child will be sent home and asked to take a COVID-19 test or self-isolate for 11 days.**



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All volunteers have been told not to attend the Pre-School.
All fundraising events have been cancelled until further notice.
The Pre-School will ensure hygiene and self-distancing practice is in place and followed.
The Pre-School has urged parents to consider keeping children at home if they have a cold or our unwell.
Children are in one bubble, Ducks and Ducklings.
Separate bathrooms and separate access to the outside area.

Travel

No employee is required to travel outside of the UK for their job. The Pre-School has requested all travel plans for its employees and any employee who travels to an infected area will self-isolate for 14 days on their return.

Monitoring

The Pre-School is closely monitoring and gathering information from B&NES Public Health Team, Public Health England and the Early years Alliance.
The management team meet regularly and then feedback to employees. Service providers have a duty of care to communicate with High Littleton Pre-School if any of their staff or family/friends contract Coronavirus (COVID-19) or are made to self-isolate. Please call on 01761 470 410 or email mail@highlittletonpreschool.com to do so.

Hygiene - General

Employees are required to practice good hygiene and cleanliness standards.

- Regularly wash hands with hand wash and water for at least 20 seconds.
- Regularly use hand sanitiser.
- Cover mouth and nose when coughing or sneezing with either a bent elbow or tissue and always wash hands afterwards.
- Avoid close contact with others, such as handshakes and maintain a social distance of 1-2 meters where possible.
- Avoid touching your eyes, nose and mouth.
- Wash all uniform after each session with the children.
- Soft furnishings and certain toys have returned and daily washing of these items have taken place.
- Toys are rotated daily and cleaned after use.
- Children and staff will spend as much time outside as practicable.
- **Staff to wear clear face shields and mask when speaking to parent and greeting children.**
- **Staff have the choice to wear a clear face shield whilst working with the children.**



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- Children's temperatures to be taken on arrival, normal temperature is 36.4c a high temperature is classed as 38c, the child will be sent home.

Hygiene – Office

To help ensure the Coronavirus does not spread internally through the Pre-School, the following actions are being taken;

- Frequently touched areas are appropriately cleaned daily
- These include; desks, laptops, door handles, switches and telephones.
- Hand sanitiser is being used frequently within the Pre-School.

If an employee experiences any of the following symptoms they will inform their manager immediately, self-isolate and contact 111 for advice and book a COVID-19 test.

Symptoms include;

- A continuous cough
- A high temperature
- Shortness of breath
- Loss of taste and smell

These symptoms are similar to a cold or flu.

Business Continuity

It is vital that High Littleton Pre-School continues to provide excellent care for the Children entrusted in our care. We will continue to do this while continuing to provide the necessary health and safety for the employees and visitors to our Pre-School. Further updates can be found on our website and social media sites.

Updated

11th January 2021