

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

This policy has been prepared in accordance with Government Guidelines as detailed below as well as information sent out by Local Authorities and is effective from 16<sup>th</sup> August 2021.

**Any changes to National or Local Guidance that impacts this policy will be added to the bottom of the Policy for the period implemented so please refer to this accordingly.**

- Changes added 1<sup>st</sup> December 2021 – refer to bottom of policy for details

**Actions for Early Years and Childcare Providers during the Covid-19 Pandemic**

1. *Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak*
2. *COVID-19 – cleaning of non-health care settings*

**This policy applies to all Mama Bears Staff, Children and Families. This is a working document and updates will be added at the bottom of the policy and dated accordingly as statutory guidance is updated.**

**All staff must read and sign a copy of this policy and it should be made available to all parents and re-circulated each time the policy is updated. This will be circulated through Parentzone.**

**Parents and carers must follow this policy, failure to do so may result in their child not being able to attend as these procedures have been put in place to safeguard all children, staff and families attending.**

**This policy has been adopted for the period of the COVID-19 outbreak and in supporting children to attend nursery in a safe way. Any updates will be added as they occur. It is the Managers responsibility of each setting to ensure that all staff read and fully understand the content of the policy and that this is signed by all staff. Where there are any Manager changes the new manager must ensure their staff team fully understand and adhere to this policy and provide any further training around this if needed.**

**This policy must inform part of staff induction when new staff join a setting or the company.**

**For the period of the COVID-19 outbreak and until otherwise communicated, this policy will over-ride any existing policies where information is different to that contained within this policy.**

**In addition to this policy all settings must complete a risk assessment specific to COVID-19. The Nursery Manger is responsible for completing the risk assessment and ensuring all staff are aware of and fully understand its content. Where there are any Manager changes the new manager must ensure their staff team fully understand and adhere to this policy and provide any further training around this if needed.**

**In this Policy the terms ‘Coronavirus’ and ‘COVID-19’ are used interchangeably.**

Please note, whilst our settings are open and staffed accordingly, there may be periods throughout the pandemic where settings may not be able to accept all children into Nursery, or where we have to offer a reduced service, for example if we have staff awaiting COVID-19 PCR test results or self-

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

isolating; meaning we would not be able to maintain legal staffing ratio requirements. We will always inform parents of any disruptions as soon as we are able, but this may not be possible until the actual day when we are unable to accept children.

Where we know this will impact a setting, we will inform parents through ParentZone to advise of any disruption as early as possible.

Quite often we are notified of a positive case out of hours or during the weekend so it is likely that such notifications and information may reach families with very little notice.

We will always inform families of any disruption as soon as is possible,

We will also inform all families when there has been a positive confirmed case within the nursery, even if this does not impact on the service we provide, so that they are aware and can be alert to monitor their child for symptoms.

### **Managing Risk and Transmission**

As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's education, particularly given that the direct clinical risks to children are extremely low.

### **Local Outbreaks**

We are required to have in place a Covid Outbreak Management Plan outlining how we will operate if there is an outbreak in our setting or nationally / locally where additional measures are required.

If we have several positive confirmed cases of Covid 19 within a 14 day period this may be classed as an 'outbreak', and we have the duty to inform the local PHE office and follow any advice given to us by them, this may include contact tracing and persons being required to self-isolate. In all cases we will keep families fully up to date regarding any disruption to service or the requirement for staff or children to self-isolate.

If we have several positive confirmed cases within a setting, we will contact the dedicated DFE helpline for advice and for it to be escalated to the Local Public Health Team who will advise if the setting's Outbreak Management Plan needs to be implemented.

The dedicated DFE helpline telephone number is: 0800 046 8687 and callers should select 'option1'.

### **Mama Bears Outbreak Management Plan**

#### **Step 1**

When you are informed of more than one positive case with symptoms dating within 14 days of each other – go to step 2.

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

## **Step 2**

Contact your local Public Health England Health Protection Team and inform your Area Manager of any advice given and follow this advice.

## **Step 3**

Should we have an identified local outbreak within the setting – we will follow the advice given to us by the Local Public Health England Health Protection Team; This may include:

- Re-introducing enhanced control measures such as requirement to wear facemasks, minimise group sizes, not admitting parents / carers into the setting, and not admitting visitors
- Re- introducing smaller group sizes
- Applying enhanced guidance rules around self-isolation and testing
- Partial closure or disruption to service
- Full closure

**The above will only be applied if advised to do so by the Local Public Health England Health Protection Team, through statutory guidance or where we are experiencing a number of positive cases within a nursery which is impacting or likely to impact our staff, families and the service we can provide. and is not an exhaustive list of measures. Any such measures and action will be communicated to parents and carers through Parentzone emails.**

**Additional measures implemented may be for the company as a whole or for individual settings where we have seen positive cases of Covid or have numbers of staff awaiting PCR test results or being required to self isolate. In all cases, families will receive notification of this through the parentzone email function.**

## **Workforce**

We actively encourage all staff members to have their Covid-19 vaccinations, and booster jabs to keep themselves and others safe.

Clinically extremely vulnerable (CEV) people are advised as minimum to follow the same guidelines as everybody else.

Social distancing measures are no longer required within the workplace.

## **Clinically extremely vulnerable children**

Children who are clinically extremely vulnerable should attend the nursery as normal unless they are one of the small number of children under paediatric or other specialised care and have been advised by their clinician or other specialist not to attend.

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

### **Children and staff travelling from abroad**

All children and staff travelling to England must adhere to current travel legislation current at the time.

### **Risk Assessment**

Each setting must complete the COVID-19 Health and Safety Checklist and carry out a Risk Assessment addressing the risks associated with COVID-19, ensuring best endeavours are in place to control risks for children and staff. The Risk Assessment must cover all areas of this Policy, be setting specific and detailed and adhered to at all times. These documents must be working documents and updated in line with any changes or new legislation.

### **Mixing and groupings of children**

it is no longer required to keep groups of children separate as much as possible. However, changes to this requirement may be implemented should we have to implement aspects of our Outbreak Management Plan, or where we are affected by staff absences or positive cases within settings. If this applies you will be notified by email through parentzone.

### **Tracing Contacts and isolation rules**

Close contacts are now identified via the NHS Test and Trace Programme and nursery settings are no longer required to identify and notify any close contacts of a positive case within the nursery.

NHS Test and Trace will work directly with the positive case (or their parents/carers) to identify close contacts.

Contacts from the nursery will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.

This is likely to be a very small number of individuals who would be most at risk of contracting Covid-19 due to the nature of the close contact.

The nursery will only be asked to identify any close contacts in exceptional cases to assist NHS Test and Trace.

From 16<sup>th</sup> August 2021 children aged under the age of 18 years in age will no longer be required to self-isolate (even if they are contacted by NHS Test and Trace as a close contact of a positive case of Covid -19) Instead, children may be advised to take a PCR test.

We would encourage all individuals to take a PCR test should they be advised to do so.

Those persons aged 18 years and 4 months will be treated as adults and will not need to self-isolate if they have received both vaccinations. (unless otherwise advised, for example, due to a new variant and the self-isolation rules changing)

Only staff who have not been double vaccinated and who are contacted by the NHS Test and Trace

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

will be required to self-isolate.

We will continue to have a role in working with Health Protection Teams in the case of a local outbreak.

If there is an outbreak in a setting or if central Government offers the area an enhanced response package, a Director of Public Health may advise a setting to reintroduce some control measures.

In exceptional circumstances, education and childcare settings may be contacted by NHS Test and Trace if deemed necessary by the Local Health Protection Team in response to a local outbreak as currently happens in managing other infectious diseases.

In this scenario, settings may share proportionate and relevant information as requested by NHS Test and Trace without consent as it is enabled by specific legislation, but to support this the existing privacy notices should continue to be in place and easily accessible.

If we have any positive cases within a nursery, we will inform all families attending that setting of this so they are aware and can be alert to their child developing symptoms.

**What if a setting has several positive cases in a 14 day period but haven't been contacted by NHS Test and Trace?**

If you are concerned about several positive cases within a 14 day period you can call the dedicated advice service who will escalate the issue to the local Health Protection Team. (although it is not always necessary to take further action)

The telephone number is: 0800 046 8687 – please select option 1

Settings must not provide any personal information if asked by parents / carers and / or close contacts that would be a breach of GDPR or Data Protection Legislation.

**Face Coverings**

The Government has removed the requirement to wear a face covering in law. As we are seeing a rise in positive cases we are asking parents and staff to continue to wear a face covering for drop off and collection times.

**Control Measures**

- Ensure good hygiene for everyone – enhanced hand washing and use of hand sanitisers
- Maintain appropriate cleaning regimes, including completing daily cleaning disinfectant logs, cleaning schedules and daily fogging of nursery environments
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

### **Use of PPE**

No additional PPE requirements other than what is normally needed for work purposes.

### **When an individual develops Covid-19 symptoms or has a positive test result**

Children, staff, and other adults must not come to the nursery if they have symptoms of Covid 19

- A new and continuous cough
- A high temperature
- Loss of taste and/or smell

If anyone in the setting develops symptoms of Covid 19 they should be sent home and they should follow current public health advice and are advised to take a PCR test.

If a child is awaiting collection, appropriate PPE should be used if close contact is necessary and areas where they have been should be cleaned using normal nursery cleaning procedures.

Staff who have a positive LFT test result should book a PCR test to confirm the result.

While awaiting a PCR test following a positive LFT the individual should continue to self-isolate.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Where a child or staff member has had a positive PCR test, they can return to normal routine and stop self-isolating once the following conditions are met;

1. They have finished their self-isolation period and their symptoms have gone
2. They continue to have only a residual cough or loss of taste and smell (as these symptoms can persist for up to 6 weeks after a positive test result)

They should not attend nursery if they still have a high temperature after 10 days or are otherwise unwell – they are advised to stay at home and seek medical advice.

### **Staff and children should only stay at home for covid reasons if;**

1. They are symptomatic and awaiting a PCR test result
2. They or someone in their household has tested positive with a LFT or PCR test – they may return if a positive LFT result is followed by a subsequent confirmatory negative PCR test which has been taken within 2 days of the positive LFT result.
3. If NOT double vaccinated and contacted by NHS Test and Trace and advised to self-isolate (those who are double vaccinated and contacted by NHS Test and Trace do not need to self-isolate and can continue to work, unless otherwise stated, for example due to a new variant)

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

### **Admitting children into the setting**

Children with symptoms should not attend the nursery. And should not do so until they have received a negative PCR test or self-isolated for the 10 day period if opting not to take a test.

They should be 'advised' to take a PCR test, but this is not mandatory, and children can return to the nursery once they have a negative PCR test, or they have self-isolated for the 10 day period if they opt not to take a test.

Children cannot attend nursery if they have been administered Calpol or similar medications that can lower a temperature (for whatever reason they are taking the medication) as this could potentially 'mask' a temperature that could be a possible symptom of Covid 19. We are not able to administer Calpol or similar medications whilst in the setting unless a child develops a temperature, and a parent / carer has been contacted to collect the child and they are waiting collection.

If a child is sent home with a high temperature, and Calpol has been administered whilst awaiting collection, the child can return after a negative PCR test has been received or when they have self-isolated for 10 days if they opt not to take a test.

### **Side effects of children taking a routine vaccination or teething**

Vaccines may cause a mild fever in children; this is a common and expected reaction. (children should not attend nursery for 2 hours after receiving any vaccination).

Teething can cause some known side effects such as flushed cheeks and sore gums (we can apply and use teething gels/ granules or rings but not Calpol or similar other medications) NHS guidelines on baby teething symptoms state that fever is not a symptom of teething.

Parents and carers should monitor side effects from a vaccination or teething and if they are concerned about the child's health to seek advice from their GP or call NHS on 111.

### **Notifications and OFSTED**

Ofsted must be notified of any confirmed case in the nursery whether this is a child or staff member.

Where there has been a positive confirmed case of Covid 19 within the setting, the Covid checklist must be completed by the most senior member of staff on site at the time and sent to the Operations Director.

### **Visitors to the Nursery**

Visitors are permitted in the nursery as per pre pandemic guidelines. This includes but is not exhaustive of;

Parents/ carers for show arounds

Parents / carers attending for settle sessions

External professionals

Extra-curricular activity groups

Contractors

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

Ofsted / EHO/ LA teams

Apprentice assessors

All of the above will be measured on a setting-by-setting basis dependent on numbers of cases locally and within the nursery and the impact that this may have on the nursery. Where we are implementing further control measures, we will inform those concerned accordingly.

### **Nursery Cleaning – Fogging**

We have supplied each setting with an Edge Protect Fogging Machine and Triguard / Oleonix cleaning solution which is used in each setting for enhanced cleaning.

Edge Protect's fogging decontamination system is lab tested to kill coronavirus / COVID-19, as well as other seasonal virus outbreaks. Edge Protect's Triguard and Oleonix solution enables effective sanitising of the nursery environment.

Triguard and Oleonix are UK manufactured, non-alcoholic sanitising solution, lab proven to kill and protect against 99.99% of bacteria including Coronavirus, MRSA, E-Coli and Norovirus. As a 3 on 1 product, it can be used for: hand sanitising, fogging decontamination and a multi surface cleaner. Triguard is a non-toxic, water-based PH Neutral Solution, making it safe to use on all surfaces including soft furnishings, textiles, wood, metal and plastic.

Fogging decontamination is a fast way of sanitising any room or open space. Generating extremely small droplets, fogging enables the solution to settle on all hard to reach hotspots where regular cleaning can miss.

Benefits:

- A quick and easy to use in-house coronavirus decontamination solution
- Multi use solution
- Significantly reduces the risk of outbreaks and spreads of contamination
- Takes around 10-30 seconds to do each room
- Protection and reassurance for all staff, children and their families
- Works on soiled surfaces
- No specialist training required – staff are required to just watch the training video and read this risk assessment.



<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

- Regular cleaning is to be scheduled in line with the 'Daily Disinfectant Log of High Traffic Areas' form
- A new form [one single control copy per day] is to be produced and completed every day. This should be displayed in a prominent place where the Nursery / Duty Manager has oversight
- The Nursery / Duty Manager is responsible for printing out the 'Daily Disinfectant Log of High Traffic Areas' forms, staff tasked with cleaning duties must initial the form as disinfecting duties are completed, to record that these tasks have been done
- By midday of the following Monday the Nursery / Duty Manager must scan and email the week's forms to the Area Manager, cc the Compliance Manager
- The nursery playrooms are cleaned each day with a fogging machine and cleaning solution.

### **Shared resources between home and setting**

Children are able to bring in items from home where needed, but this should be limited to what is absolutely necessary.

### **New Admissions and Settle sessions**

We have started to reintroduce show arounds during open hours from July 19<sup>th</sup> 2021 – There may be measures implemented as to when these take place to minimise contact, for example during quieter times of the day. Staff conducting the show around, and those adults visiting the nursery are asked to wear a face covering and to observe social distancing throughout.

Parents are able to stay for settle sessions in the nursery as they did prior to the pandemic where this is felt it will benefit the child – unless we are advised otherwise through local or national guidance.

However face coverings must be worn by all adults and social distancing / reducing contact with others is required.

### **External Professionals visits**

External professionals visiting can resume.

### **Messy Play / Sensory Play**

Sensory play can be reintroduced as normal pre pandemic – but handwashing should take place before and after each use.

### **Outings**

Outings can resume – with a full risk assessment in place, our outings policy being implemented fully and good hygiene practice to be maintained on outings – such as the use of hand sanitizers.

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

## **Dual Placements**

Children can once again attend more than one setting but parents must advise us what other setting their child is attending and if they are claiming funding across more than one setting must inform us how many hours of universal and extending funding they are using with the other providers.

## **Drop off and collection procedures**

We are continuing with collecting children from the nursery door and bringing children to the door at the end of their session and currently are not permitting parents into the buildings at these times due to an increase of positive cases and managing any increased risks of contact and mixing to keep all children and staff safe.

## **Updates and changes – 1<sup>st</sup> December 2021**

The Actions for Early Years and Childcare Providers during the COVID 19 pandemic was updated on 29<sup>th</sup> November 2021 and as a result effective of this date – the following apply in our settings:

The Prime Minister announced on 27<sup>th</sup> November 2021 the temporary introduction of new measures as a result of the Omicron variant. This advise remains subject to change as the situation develops.

- All children and staff travelling to England must adhere to travel legislation at the time of entering England – details are set out in the Government Travel Advice which can be found at [www.gov.uk](http://www.gov.uk)
- All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative PCR test result. If the test result is positive, they should continue to self isolate and follow rules on isolation following a positive test. All RED arrivals will enter quarantine. Further details can be found at [www.gov.uk](http://www.gov.uk)
- All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of Covid 19, irrespective of vaccination status and age, will be contacted by NHS Test and Trace or by the Local Health Protection Team and directed to self isolate immediately and will be asked to book a PCR test. Further actions for childcare settings may be advised by a Local Incident Management Team (IMT) investigating a confirmed or suspected case of the Omicron variant of Covid 19.
- For everyone else – self isolation rules are unchanged. Individuals are not required to self isolate if they live in the same household as someone with Covid 19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with Covid 19 who is not a suspected or confirmed case of the Omicron variant and any of the following apply:
  - They are fully vaccinated
  - They are below the age of 18 years and 6 months
  - They have taken part in or are currently part of an approved covid 19 vaccine trial
  - They are not able to get vaccinated for medical reasons
- Staff who do not need to self isolate and children who usually attend the setting and have been identified as a close contact of someone with covid 19 who is not a suspected or confirmed case of Omicron variant should continue to attend the setting as normal.
- In Early Years settings facemasks should be worn when in communal areas – this applies to staff and visitors (this is a temporary measure until further advised by the government) and

<b>Mama Bear's Day Nursery</b>			<b>POLICY No: 05-409a</b>
<b>COVID-19 – System of Controls Policy &amp; Outbreak Management Plan</b> Last updated 01/12/2021			

includes areas such as staff rooms and the nursery office when used by more than 1 person at a time.

- Staff should continue to take part in twice weekly at home testing using LFT tests – this is voluntary but strongly recommended – if the result is positive, they should self-isolate and will need to book a PCR test. While awaiting the PCR test, they should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFT and is negative, it over rides the LFT and they can return to the setting as long as the individual does not have Covid 19 symptoms.

This policy will be reviewed and updated in line with any changes to guidance and legislation.