



Registered Charity No. 1100529

Coronavirus Policy (relating to COVID-19 outbreak)

This policy applies to all employees, parents/carers, children, volunteers, students, and visitors.

This policy and its related Action Plan are dynamic and will be constantly monitored and adapted as required as the current pandemic unfolds. Haltwhistle Little Star are closely monitoring and gathering information from the Government, Northumberland County Council, Public Health England, the NHS, the Department of Health, and the Department for Education in relation to COVID-19.

The health and wellbeing of our staff, children and families is our top priority and we are working hard to do whatever we can to protect everyone at Haltwhistle Little Star from the possible spread of the virus. All updates and guidelines received from the Government, NHS and Department for Education are being strictly followed by the Nursery. In addition to our existing policies we have enforced strict measures to address the risk of Covid-19 and to ensure we provide a safe environment for everyone.

Strict compliance of the government guidelines and the measures detailed below must be followed at all times.

Coronaviruses and COVID-19

The current coronavirus (COVID-19) outbreak poses a significant challenge to the entire world and has been declared a public health emergency of international concern by the World Health Organisation.

Coronaviruses are a family of viruses commonly found across the world in animals and humans, with certain types of coronaviruses causing illness in humans. COVID-19 is a new strain of coronavirus, not previously seen in humans, which was first identified in Wuhan City, China in December 2019. Due to it being a new virus, the lack of immunity in the population, and the absence (as yet) of an effective vaccine, means that COVID-19 has the potential to spread extensively.

The incubation period of COVID-19 is thought to be between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19:

- New/persistent cough
- Fever or high temperature
- Anosmia – loss or change in normal sense of smell
- Difficulty breathing.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions such as diabetes, cancer, and chronic lung disease. There is no evidence at present that children are more affected than other age groups.

The majority of people to date with COVID-19 have recovered without need for specific treatment, with most cases being managed at home.

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 meters) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands, then touching own face).

Preventing the spread of infection

Because there is currently no vaccine for COVID-19, the best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water or use an alcohol-based hand sanitiser that contains at least 60% alcohol if handwashing facilities are not available.
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin (Catch it, Bin it, Kill it) or if no tissue is available then catching your cough or sneeze in the bend of your elbow.
- people who feel unwell should stay at home and should not attend work or any education or childcare setting

- pupils, students, staff, and visitors should wash their hands:
 - o before leaving home
 - o on arrival at nursery and when entering the building (e.g. after being outside)
 - o after using the toilet or having nappy changed
 - o after breaks
 - o before food preparation
 - o before eating any food, including snacks
 - o before leaving nursery
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces.

At present, face masks for children and staff within education settings are not recommended to protect from infection.

All staff have completed "Prevent COVID-19" training as well as further in-depth infection control training in relation to infectious disease.



Charity No. 110529

COVID-19 Site Operating Procedures

These guidelines are intended to assist in implementing precautionary measures to reduce the spread of COVID-19 disease in our setting. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers. The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. The design of our settings for day care on non-domestic premises and further subdivided rooms, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'. These guidelines will be reviewed regularly to keep up to date with current advice. Haltwhistle Little Star has subscribed to Gov.uk e mail alerts to receive new guidance in a timely manner.

Focus	Area of Concern	Action
Testing and Advice		<p>If clinical advice is needed, the setting staff, parent or carer should go online to NHS 111 (or call 111 if they don't have internet access).</p> <p>Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents/carers to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting</p> <p>Where a child, or staff member tests positive, the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the setting on the most appropriate action to take</p>

Children	Attendance	<p>Return to Nursery will be gradual with priority given to Nursery leavers and vulnerable learners</p> <p>Children should only attend nursery if they are symptom free or have completed the required isolation period (this includes everyone in their household)</p> <p>On arrival at the Nursery, it is reasonable to ask if parents/carers, children or any member of the household have any of the symptoms of COVID-19 (high temperature, a persistent cough or anosmia). If the answer is yes, the child should not be allowed into the setting. The child cannot return until a negative test result has been confirmed and agreed return with Nursery or current isolation guidelines have been followed</p> <p>We will be checking temperatures upon arrival. In line with the latest guidelines from the government, if any child develops a temperature, a new continuous cough, or anosmia we advise parents/carers to keep them home for 10 days (exclusion period) as outlined by the government in the new guidelines. If these symptoms appear during the nursery session, parents/carers will be contacted immediately to collect their child.</p> <p>Parents/carers must agree to prompt collection within the new contract, before the child starts back at Nursery. If a parent/carer cannot agree to prompt pick up, then the child cannot return to Nursery. Parents/carers must confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</p>
		<p>If a child becomes ill at home, parents/carers must inform Nursery as soon as possible and follow government guidelines relating to self-isolation</p> <p>Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting</p> <p>Any child who has taken any form of paracetamol or ibuprofen will not be allowed into Nursery for 48hours after symptoms have ended,</p> <p>Any child who displays signs of a cold will not be allowed in Nursery until 48hours after symptoms have ended or a negative test result is recorded.</p>
	Wellbeing and Education	<p>Children will be supported in age/development appropriate ways to understand the steps that are being taken to keep everyone at Nursery safe, including regular hand washing and sneezing/coughing into a tissue or their elbow</p> <p>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time</p> <p>Early Years Foundation Stage curriculum and individualised learning programmes will continue as much as possible, however Early Years Foundation Stage Coronavirus disapplication's can be implemented if / when needed.</p>

		Nursery will always remain in line with staff to child ratios
	Children's health and hygiene	<p>It is important to note that social distancing is virtually impossible with early years children</p> <p>Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.</p> <p>All children will wash hands upon arrival with water and soap for a minimum of 20 seconds. This will be supported by staff to ensure hands are adequately washed</p> <p>All children will wash hands regularly with water and soap for a minimum of 20 seconds. This will be supported by staff to ensure hands are adequately washed. In particular after using the toilet or having nappy changed, after being outside, and before eating any food, including snacks</p> <p>An alcohol-based hand sanitiser that contains at least 60% alcohol may be used if handwashing facilities are not available</p> <p>Staff will regularly clean frequently touched areas and resources</p> <p>Children will not be permitted to bring toys from home into the Nursery unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>Pushchairs, buggies, scooters, car seats etc. will not be permitted to be left at Nursery</p>
		Because it is challenging to reduce contact between young children in early years settings, regular cleaning and disinfection of surfaces, objects and toys, as well as handwashing, are particularly important. The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided. Nursery will suspend the use of resources involving materials which are not easily washable such as malleable materials (sand, playdough etc.).
Staff	Attendance	<p>Staff should only attend Nursery if they are symptom free, have completed the required isolation period, or have achieved a negative test result (this includes everyone in their household).</p> <p>Nursery will complete risk assessments and regular health questionnaires for returning to work</p> <p>Staff must keep management informed of any illness, or suspected illness, of themselves or a member of their household.</p> <p>Nursery will limit the number of staff in the setting at any one time, to only those who are required to care for the expected number of children on any given day (all staff to child ratios will be adhered to)</p> <p>Testing is available to all key workers and their households</p> <p>Staff will receive a copy of policy and action plan documents before returning to Nursery. A copy will be retained at Nursery signed by all staff to say that they have received and read a copy</p> <p>Staff will receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves</p>
	High Staff Absence	If the setting experiences high staff absence due to COVID-19 we will follow these procedures

		<p>Combine groups to maintain ratios Implement alternative hours and sessions to ensure ratios can be maintained Staff working flexible hours to maintain ratios through setting hours Only open to working parents/carers with priority given to those working in “key worker” roles Alternative open and closing times. Endeavour to remain open if safe to do so based on adult to child ratios, parents/carers will be kept informed through Facebook, via text message and through Tapestry.</p>
	Physical distancing	<ul style="list-style-type: none"> • Staff are expected to social distance as much as possible from other staff & parents/carers. • Wherever possible staff should remain with the small group of children, the ‘bubble’ of children, who they are allocated to and not come into contact with other groups. • Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible if necessary. • Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing.
	Training and staff meetings	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. • Online training for infection control and COVID-19 will be completed by all staff before returning to Nursery. Certificates to be presented/emailed before start date. • Where possible, meetings and training sessions should be conducted through virtual conferencing. Where this is not possible, social distancing measures will be in place. • All fundraising events and other workplace gatherings are cancelled until further notice
	Vulnerable Employees	<p>Managers have identified certain vulnerable employees.</p> <ul style="list-style-type: none"> • Vulnerable employees may be required to work from home.
	Symptomatic or exposed employees remaining in Nursery	<p>Employees are advised to follow NHS Guidance.</p> <ul style="list-style-type: none"> • Symptomatic employees will be instructed to go home and are encouraged to get tested for COVID-19. <p>Employees must inform management of the result of their test.</p> <ul style="list-style-type: none"> • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidance. <p>The workplace will be decontaminated following Government guidance</p>

	Self-isolation and wellbeing	<ul style="list-style-type: none"> • NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist. • Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. • Managers & colleagues are advised to keep in regular contact with home workers with regular individual / team calls, or by Group Messenger or Skype/Zoom etc.
	Employees who have contracted COVID-19 outside of work	<ul style="list-style-type: none"> • If NHS 111 determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Nursery policy. • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidelines. • Employees with COVID-19 or suspected COVID-19 will self –isolate as per Government guidelines and are encouraged to get tested for COVID-19. Employees must inform management of the result of their test.
	Clothing/ Uniform	<ul style="list-style-type: none"> • All jewellery will be limited at much as possible. Any jewellery/watches worn below the elbow must be washed regularly, in line with hand washing guidelines. • Hair should be tied up where possible. <p>We are relaxing our uniform rules during this time as clothing has to be washed on a daily basis. Black trousers, jeans or shorts can be worn together with a high necked t-shirt.</p> <ul style="list-style-type: none"> • Uniform should be washed separately in line with NHS laundry guidelines: <ul style="list-style-type: none"> o Wash hands after handling dirty laundry o All clothing should be washed at 60C or at 40C with a bleach-based laundry product to prevent germs from spreading. o Laundry should not be left in the washing machine – any remaining germs can multiply rapidly. • When staff arrive home, dirty laundry should be washed immediately and staff should shower as soon as possible, limiting contact with other members of their household.
	PPE	<p>Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid.</p> <ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained for example, on public transport or in some shops. This does not apply to schools or other

		<p>education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <p>HOWEVER, our staff will wear a mask when collecting children from parent and again when seeing child safely back to parent.</p> <ul style="list-style-type: none"> • The majority of staff in education 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 very small number of cases including: <ul style="list-style-type: none"> o Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way o If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • Disposable gloves, apron and fluid resistant mask will be available to staff to use appropriately. • Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. • When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.
Parents/carers	Physical distancing	<p>Only parents/carers who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</p> <ul style="list-style-type: none"> • Nursery will limit drop off and pick up to 1 parent/carer per family. • Nursery will stagger the timings of drop off and pick up where possible, to limit the number of families at Nursery at any one time. • On arrival at the Nursery, it is reasonable to ask if parents/carers, children or any member of the household have any of the symptoms of COVID-19 (high temperature, a persistent cough, or anosmia). If the answer is yes, the child should not be allowed into the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines have been followed. • Parents/carers will not be permitted to come into Nursery and must stay outside of the building where possible. • When parents/carers are waiting to drop off or collect their child, physical distancing should be maintained in a safe manner.

		<ul style="list-style-type: none"> • Parents/carers to leave the site promptly after dropping off or collecting children whilst maintaining social distancing guidelines. • Parents/carers not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. Further breaches may result in loss of child's place at Nursery.
	Communications	<ul style="list-style-type: none"> • Parents/carers should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves. • Parents/carers must agree to prompt collection if their child becomes ill, within the new contract, before the child starts back a Nursery. If a parent/carer cannot agree to prompt pick up, then the child cannot return to Nursery. • Parents/carers to confirm emergency contact details before child returns, to ensure we have correct telephone numbers. • Updated policy, action plan and updated information consent form to be sent out to each family before return. • All families to return a signed paperwork before return
	Food / mealtimes	<p>Nursery will still provide a healthy snack and drinking water/milk for snack times.</p> <ul style="list-style-type: none"> • Due to staffing constraints, Nursery will not be able to provide dinners. • For children staying over dinner time, parents/carers must provide a packed lunch. • Packed lunches must be in a named packed lunch box/bag. We ask parents/carers to clean the inside and outside of the box as well as all items in the packed lunch. Upon arrival at Nursery, staff will also clean the outside of each packed lunch.
	Fee's / funded hours	<ul style="list-style-type: none"> • If Nursery is forced to close, and a child can therefore not attend, no fees will be charged. • If Nursery is open but does not have space for a child to attend, no fees will be charged. • If a parent/carer chooses for their child to remain off Nursery during the summer term (April – July) 2020, their place will be held until September 2020 and no fees will be charged. • If a child is attending Nursery, usual fees will apply. • Children in receipt of free funded education will not be eligible to bank hours in the summer term (April July) of 2020.
Visits	Visitors	<p>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the Nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual Nursery operational hours where possible.</p> <ul style="list-style-type: none"> • Unannounced visitors not to be admitted. Visitors by appointment only.

		<ul style="list-style-type: none"> • All deliveries are left at front door. • All fundraising events are cancelled until further notice
	Visiting other sites or home visits	<p>Visits to other sites such as training courses have ceased.</p> <ul style="list-style-type: none"> • School transitions will be dealt with on a one to one basis, following UK Government guidelines and the policies of all settings involved. • New family show arrounds should be done virtually or outside of Nursery hours.
Travel	General	<p>Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers.</p> <ul style="list-style-type: none"> • Staff are advised to limit the use of public transport where possible. • Staff are advised to social distance whilst traveling. • Staff are advised not to travel unless necessary
	Travel associated with nursery operations	<p>Wherever possible staff and parents/carers should travel to the Nursery alone, using their own transport.</p> <ul style="list-style-type: none"> • If public transport is necessary, current guidance on the use of public transport must be followed. • Pushchairs, buggies, scooters, car seats etc. will not be permitted to be left at Nursery. • Outings from the setting into the local community will not take place. • Nursery will be unable to offer transport for Nursery children
Hygiene Health and Safety	Hand Washing	<p>All children and staff must wash their hands upon arrival at Nursery with water and soap for a minimum of 20 seconds. Children will be supported by staff to ensure hands are adequately washed.</p> <ul style="list-style-type: none"> • Children and staff members should be encouraged to wash their hands frequently with water and soap for a minimum of 20 seconds. Children will be supported by staff to ensure hands are adequately washed. In particular after using the toilet or having nappy changed, after being outside, and before preparing or eating any food, including snacks.
	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment. • Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly. • A full clean (including disinfecting) of areas used will be done throughout the day and at the end of each day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Method for cleaning: Staff are to wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with cleaning products, wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning • Any cloths used must be disposed of and should be put into waste bags as outlined below.

		<p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, a mask, gloves and apron should be used.</p> <p>Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day</p>
	Waste disposal	<ul style="list-style-type: none"> • Tissues must be immediately disposed of in a bin with a lid if possible. • All waste must be disposed of in a hygienic and safe manner. • Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ul style="list-style-type: none"> o Should be put in a plastic rubbish bag and tied when full. o The plastic bag should then be placed in a second bin bag and tied. o It should be put in a suitable and secure place and marked for storage until the individual's test results are known. • Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. <ul style="list-style-type: none"> o If the individual tests negative, this can be put in with the normal waste o If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.
	Laundry	<p>All items within the setting requiring laundering, including staff uniforms, must be washed in line with NHS laundry guidelines:</p> <ul style="list-style-type: none"> o Wash hands after handling dirty laundry. o All laundry should be washed at 60C or at 40C with a bleach-based laundry product to prevent germs from spreading. o Laundry should not be left in the washing machine – any remaining germs can multiply rapidly. • Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. • Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. • Items such as towels, flannels and bedding must not be shared by children.
	Risk assessment	<p>All activity should be risk assessed and due consideration given to any adaptations to usual practice. This includes, but is not limited to, the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.</p>

	PPE	<p>Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid.</p> <ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained for example, on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. HOWEVER, our staff will wear and mask and apron when collecting children from parent and again when seeing child safely back to parent. • The majority of staff in education 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 very small number of cases including: <ul style="list-style-type: none"> o Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way o If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron, safety glasses and a face mask should be worn by the supervising adult.
	Resources/Building	<p>Nursery resources will be limited to those that can be easily cleaned. Nursery will suspend the use of resources involving materials which are not easily washable such as malleable materials (sand, playdough etc.).</p> <ul style="list-style-type: none"> • All resources required for play and the learning experiences of children should be regularly washed and/or sterilised. <p>Windows will remain open throughout Nursery where it is safe to do so to maintain a good flow of air and ventilation.</p> <ul style="list-style-type: none"> • Children’s learning will take part outside in the garden space where possible
Premises	Building	<p>Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns, appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.</p>

		<p>Use of specific Nursery areas will be limited to reduce contamination e.g.. Office to be accessed by staff only (no visitors or parents/carers).</p> <ul style="list-style-type: none"> • Information posters are present across the site on hygiene and hand washing. • Children’s learning will take part outside in the garden space where possible
	Resources	<ul style="list-style-type: none"> • Children will not be permitted to bring toys from home into the Nursery unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. • Because it is challenging to reduce contact between young children in early years settings, regular cleaning and disinfection of surfaces, objects and toys, as well as handwashing, are particularly important. The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided. Nursery will suspend the use of resources involving materials which are not easily washable such as malleable materials (sand, playdough etc.). • Nursery resources will be limited to those that can be easily cleaned. Nursery will suspend the use of resources involving materials which are not easily washable such as malleable materials (sand, playdough etc.). • All resources required for play and the learning experiences of children should be regularly washed and/or sterilised. • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly
Supplies	Procurement & monitoring	<p>Nursery will ensure an adequate supply of essential supplies and will put contingency plans in place to minimise the impact of any shortages of supplies. Nursery will not be able to operate without essential supplies required for ensuring infection control.</p> <ul style="list-style-type: none"> • A monitoring system for the usage of PPE is in place to ensure that a supply of stock is available to all who require it as and when required, to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other Nursery washing. • In case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.
Responding to a suspected Case	Someone becomes ill in the workplace	<ul style="list-style-type: none"> • Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines. • If clinical advice is needed, the setting staff, parent or carer should go online to NHS 111 (or call 111 if they don’t have internet access). • • If the person affected is a visitor their organisation will be informed if possible.

		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending Nursery, parents/carers will be contacted immediately to collect their child as soon as possible and isolate at home in line with the NHS guidance. <ul style="list-style-type: none"> o Whilst waiting for the child to be collected, they should be isolated from others in a separate room or area. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. If possible, a window should be opened for ventilation. o If the child needs to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. o The staff member responsible for the child during this time should be a staff member from their 'bubble'. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. o In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. o The area should be thoroughly cleaned immediately, and the person responsible for cleaning the area should wear appropriate PPE. o If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p>Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents/carers to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.</p> <ul style="list-style-type: none"> • In the event of a staff member developing suspected coronavirus symptoms whilst at Nursery, they should return home immediately and isolate at home in line with the NHS guidance. <ul style="list-style-type: none"> o The employee will be encouraged to get tested for COVID-19. If a negative test is recorded, the employee may return to work o The employee must inform management of the result of their test o Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidance • <p>Nursery to inform parents/carers of a suspected case</p>
Confirmed Case	Contaminated Workplace	<ul style="list-style-type: none"> • Action will be taken as above in 'suspected case'. • As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the setting on the most appropriate action to take. • All families to be contacted & informed of confirmed case.

		<ul style="list-style-type: none"> • Workplace will be decontaminated following UK Government guidelines. <ul style="list-style-type: none"> • Where the child, or staff member tests positive, the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms.
Closure of nursery		<ul style="list-style-type: none"> • If we are advised by an outside agency (including the UK government or Northumberland County Council) to close our setting due to COVID-19 then we have no option but to do so. • Other times we may be required to close are: <ul style="list-style-type: none"> o If the setting experiences high staff absence due to COVID-19, and staff to child ratios cannot be safely met, despite following our procedures (combine groups, implement alternative hours and sessions, staff working flexible hours, only opening to working parents/carers with priority given to those working in “key worker” roles, alternative open and closing times). o If there is a confirmed case of COVID-19 and we must close in order to thoroughly decontaminate the setting. • Upon reopening Nursery, it may be necessary to combine groups, implement alternative hours and sessions, have staff working flexible hours, only open to working parents/carers with priority given to those working in “key worker” roles, provide alternative open and closing times.

This Action plan is affective from Wednesday 27th May 2020 and will be reviewed on a regular basis and updated in accordance with government guidelines.

Changed 30 July 2020 to reflect 10 day self isolation.

Samantha Roberts Manager Haltwhistle Little Star

Denise Roberts Secretary Haltwhistle Little Star.