**COVID-19 Policy**

In the interest of all who attend the setting, and the wider community, this policy lays out the procedures that nursery will follow while COVID-19 is present.

**Symptoms**

COVID-19 is a new strain of coronavirus with an incubation period of between 2 and 14 days. The following symptoms may develop in the 14 days after exposure to someone who has the COVID-19 infection:

* Continuous cough
* Loss of or change of taste or smell
* Temperature over 37.8

There is no evidence that children are more affected than other age groups.

**Preventing spread of infection**

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

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

* Washing hands often and for at least 20 seconds – with soap and water or use alcohol sanitiser (containing at least 60% alcohol)
* Covering your cough or sneeze with a tissue, then throwing the tissue in a bin – Catch it, Bin it, Kill it.
* People who feel unwell should stay at home and not attend work or any education or childcare setting.
* Children, parents, staff and visitors should wash their hands or apply alcohol gel:
* Before leaving home
* On arrival to nursery
* After using the toilet
* After coming in from outside
* Before food preparation
* Before eating any food, including snack times
* Before leaving school
* 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
* Check Public Health England (PHE) and the NHS UK website regularly for updates to advice.

Face masks for children or staff are not recommended within setting.

**Procedures**

***Regular Routines as at 01 September 2020***

* Any child who is unwell should not be brought to nursery.
* **Any child who shows NEW and/or RECENT onset of a continuous cough and/or high temperature or loss/change in taste or smell**

**should not be brough to nursery and should be kept at home for 10 days from onset of symptoms or until a negative test result has been recieved.**

* + - **Nursery should be informed via email, text, Facebook, WhatsApp or phone call as normal routines for absence reporting.**
* **Children will be temperature checked if they appear warm and any child with a temperature above 37.8 with a high temperature will be sent home for 10 days or until a negative test result has been recieved. Date of exclusion and return will be logged.**
* **Children are not to be provided with painkilling medication to reduce temperatures prior to being sent to Nursery.**
* Nursery reserves the right to refuse admittance to any child we feel is not well enough to attend the setting or may pose a risk of infection to others.
* Daily hygiene and cleaning routines will be followed as per our policy

**In the following situations it is also appropriate to read our sickness policy**

***Suspected Case of COVID-19 (child or staff)***

* If anyone has been in contact with someone who is now self-isolating, no restrictions or special control measures are required unless symptomatic
* Nursery will not need to close or send children or staff home
* Once the results arrive, those who test negative for COVID-19 will be advised individually about return to nursery.

**Suspected Case of COVID-19 (parent/carer)**

* If you believe you have been in contact with a suspected case of COVID-19, please advise us as a precautionary measure.
* Once test results are returned or self-isolation period is over, please update us on the situation.

**Confirmed Case of COVID-19 (child, parent/carer or staff)**

* Nursery will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that need to be taken. We will partake in test and trace.
* An assessment of the nursery will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment.
* The Health Protection Team will also contact the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice.
* Advice on cleaning of nursery will be given by the Health Protection Team.
* We will undertake a risk assessment with advice from the local Health Protection Team. In most cases, closure of the nursery will be unnecessary, but this decision will be based on the risk assessment and advice from the local Health Protection Team.

**If a staff member must Self-Isolate**

* As you are aware, we are a small staff team so staff absence can seriously impact our ability to care for your children as per ratio guidelines.
* If a staff member has to self-isolate as per guidelines and we cannot meet statutory ratio requirements we will need to reduce child attendance.
* If child attendance needs to be reduced, we will try to spread this out evenly between all parents prioritising spaces for vulnerable or key worker children.
* Any paid for sessions will be refunded.
* We will seek guidance from the Local Authority regarding funding sessions.

**If Jenny or a member of her family must self-isolate**

* If Jenny or a member of her family must self-isolate, then the setting will close completely as per current guidelines.
* There is the chance that any infection will spread through Jenny’s family due to close contact, if this happens self-isolation may be in place for longer especially if a positive result is received.
* Any paid for sessions will be refunded.
* We will seek guidance from the Local Authority regarding funding sessions

**This Policy is subject to change due to the nature of the emerging situation of COVID-19.**

**Policy changes will be made every time advice changes in line with the advice from Government, Public Health England, Department for Education and Norfolk County Council be amended, updated and released.**