



## **CoronaVirus (Covid-19) – Safe Working Policy**

### **Purpose**

The purpose of this policy is to set out how the setting will operate in the safest way possible for staff, children and their families including the wider community whilst re-opening the preschool during the Coronavirus (Covid-19) pandemic.

This policy is to be considered alongside the full set of working procedures, the parents re-opening guidelines and risk assessment.

Staff should consider the attached set of guidance.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

### **Process**

The preschool aims to minimise the risk of infection of Covid-19 by following the guidance provided by the DFE, ECC and the Early Years advisors team.

The preschool aims to provide a clean and safe environment for all children, families and staff.

The preschool aims to use various system of controls such as the “catch it, bin it, kill it” approach.

The preschool expects the families and staff to adhere to the guidelines set down by the detailed risk assessment and listed out in the attached working procedures document.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### **Prevention:**

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend pre-school as per the recommended guidelines.

- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.  
Number 6 applies in specific circumstances.

### **Response to any infection:**

- 7) engage with the NHS Test and Trace process

Settings must ensure they understand the NHS Test and Trace process and how to contact their local [PHE health protection team](#). Settings must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit.
- Always try the national testing process first by using the [employer portal](#) or booking as an [individual online](#) or phoning 119
- **Staff members can book a test for themselves or a symptomatic household member only at a drive-through centre in Mid or South Essex online.**
  - Using this link <https://covid.shiftpartner.com> staff will be taken through to the NHS Mid and South Essex priority worker portal for NHS staff, and as a result of our negotiations, now Mid and South Essex education staff and their household.
  - Staff will need to register their personal details, including NHS number. NHS Number can be found on any letter or document received from the NHS, including prescriptions, test results, and hospital referral or appointment letters. If the individual cannot find their NHS Number at home, they can ask their GP practice.
  - Following the test, results should be emailed within 48 hours
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have [priority access to testing](#).

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and we will work with early years settings, so they understand the easiest route to get a test.

Settings should ask parents, carers and staff to inform them immediately of the results of the test:

- if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
  - if someone tests positive, they should follow [COVID-19: guidance for households with possible coronavirus infection](#) and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
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- Symptoms include :
    - A continuous cough
    - A high temperature
    - Shortness of breath
    - These symptoms are similar to a cold or flu

8) manage confirmed cases of coronavirus (COVID-19) amongst the preschool community

9) contain any outbreak by following local health protection team advice Numbers 7 to 9 must be followed in every case where they are relevant.

- Contact the following if there is confirmed positive case in the setting:
  - D of E Coronavirus Helpline: 0800 046 8687

In addition settings should also inform Ofsted and their local authority on [earlyyears@essex.gov.uk](mailto:earlyyears@essex.gov.uk).

This policy was adopted at a meeting of .The Hullbridge Preschool.....  
(name of setting)

Held on ..... (date)

Date to be reviewed ..... date

Signed by .....

Name of Signatory .....

Role of Signatory (ie manager) .....