

## RE: **COVID-19** Policy and Procedures for Parents and Carers

Dear Parents,

We would like to say again a big 'THANK YOU' to all of you, for working in partnership with the nursery to ensure we keep our children and our staff members safe. We are still living unprecedented times, with a lot of uncertainty but as the number of children returning to nursery in September is increasing significantly we thought it is a good time to review our policy and to ensure all of our parents are aware of what measures we have in place, in order to minimise the risk of spread.

We opened our doors on the 1<sup>st</sup> June 2020 after we came across a pandemic, something none of us have seen before, stepping into a whole new way of operating our nursery. All was new for you, and so was for us, and today, 2 months later, we are happy to confirm no case of **COVID-19** has been confirmed in our setting. We continue to follow the government's advice and we work together to minimize the risk of spread. As September will get busy, with more children returning we need to ensure everyone is doing their part in keeping themselves and others safe.

### **NURSERY:**

- Cleaning/sterilization rota in place. The nursery resources are cleaned twice a day and after each activity has finished. The nursery resources are not shared between room.
- Washing hands frequently with antibacterial soap, for at least 20 seconds.
- Catch it. Bin it. Kill it.
- Sanitisers in place in all the rooms and outside the nursery.
- Nursery is cleaned at the end of the day; the floors are moped by our cleaner.
- Wearing PPE when changing nappies or handling any suspected cases.
- Highly touched surfaces inside and outside the setting e.g. doorknobs, handles, intercom, buzzers, release buttons, are disinfected frequently throughout the day.
- Parents are not allowed to enter the rooms.
- No visitors/show rounds allowed in the rooms.
- The parents of those children who have been absent from nursery for a long time will have to fill out a health questionnaire on their return. If the child is absent from nursery for more than 5 days in a row, for any reason, the parents will have to fill out the questionnaire again.
- Contact tracing in place.
- Absence is monitored by nursery management and we will contact you if your child does not attend the nursery when he/she is meant to be in.
- Any child displaying one of the following symptoms: **a high temperature of 37.8C or above, a new continuous cough or a loss or change to their sense of smell or taste, will be treated as a suspected COVID-19 case. This means the child will be taken by a staff member to a separate room where they will be waiting to be collected. The parents will be asked to collect the child straight away. The parents will be asked to book a COVID-19 test for themselves and their child. If the test is negative, upon providing proof of a negative result, the child can return to nursery. THE CHILD CANNOT ATTEND NURSERY UNTIL A NEGATIVE TEST RESULT IS BEING PROVIDED TO THE NURSERY MANAGEMENT TEAM.**

## PARENTS:

- Please wash your hands frequently throughout the day and encourage your child to do the same.
- If you, your child or someone you live with displays the following symptoms: **a high temperature of 37.8C or above, a new continuous cough or a loss or change to your sense of smell or taste, please do not bring your child to the nursery. Please do not put others at risk! Protect yourself and protect others. This is the only way we can all stay safe.**
- Please maintain your 1 meter plus distance when you drop off or collect your child.
- Children should not bring items from home into the setting, unless absolutely essential for their wellbeing.
- Parents must not gather at any of the entrances. Parents must adhere to social distancing when dropping and collecting children.
- Parents will continue to use separate entrances as of the 1<sup>st</sup> September 2020:
  - 2-3's room – use gate entrance
  - Baby room – via reception
  - Preschool room – via Stafford road entrance
- Arrival and departure time for funded children only:

**morning sessions:** 8:45-11.45

**afternoon sessions:** 12:45 -15:35

- All nursery events and outings are cancelled until further notice.
- Please ensure your child has 3 sets of spare clothes at nursery, in case we need to change their clothing. We no longer provide nursery spare clothes.
- If you or your child are part of those at higher risk from coronavirus you should consult your GP before returning to nursery. In some cases, the nursery will request a letter from the GP confirming it is safe for the child to resume attendance.
- Ensure you check the travel corridors for updates regularly and if you leave the country for any reason, please ensure you follow the government's self-isolation requirement.