

Policy for dealing with COVID-19
Greenshoots Preschool
Effective from September 7th 2020

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It is important to note that this policy is subject to change depending on guidance from the government and the local authority. Any updates or changes will amend this policy immediately and may change the way we operate. We will endeavour to communicate these changes with you as soon as possible.



Public Health
England

Staff or children with suspected or confirmed COVID-19?

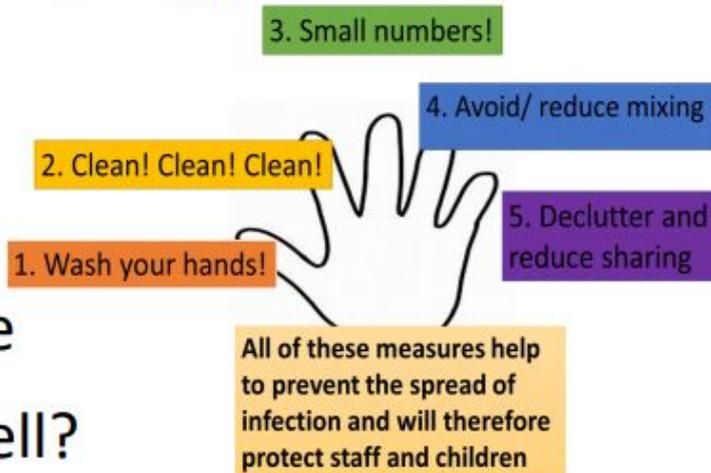
A new continuous cough?

OR

Fever?

OR

Loss or change
in taste or smell?



Isolate and test!

Call 119 or use NHS online portal

**FOR A
SUSPECTED OR CONFIRMED CASE**
Contact your local
Health Protection Team (PHE) on
0300 303 8162 or swhpt@phe.gov.uk

1. Information regarding COVID-19

1.1 What is the virus?

The coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is 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 infection:

- cough
- difficulty in breathing
- fever (37.8 degrees or above)
- Loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than any other age group, as very few cases have been reported in children.

1.2 How is COVID-19 spread?

From what is known about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) 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 one could become infected:

- Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- One may also become infected by touching a surface or object that has been contaminated with respiratory secretions and then proceeding to touch their own mouth, nose or eyes. This can be as easily transmitted through touching door handles or shaking someone else's hand and then touching one's own face.

2. Preventing the 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 help prevent the spread of respiratory viruses, including:

- Frequently washing your hands, for 20 seconds or longer, with soap and water or using alcohol sanitiser if handwashing facilities are not available. This is particularly important after using public transport.
- Covering your cough or sneeze with a tissue, then throwing the tissue straight into a bin. See 'Catch it, Bin it, Kill it'.
<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>
- Individuals who feel unwell should stay at home and should not attend work or any education or childcare setting (also see: Guidance on dealing with suspected or confirmed cases of COVID-19 at Greenshoots Preschool)
- Children and staff should wash their hands:
 - ❖ Before leaving home
 - ❖ On arrival at Greenshoots Preschool
 - ❖ After using the toilet
 - ❖ After outdoor play/walks
 - ❖ Before food preparation
 - ❖ Before eating any food, including snacks
 - ❖ Before leaving nursery
 - ❖ Before and after delivering intimate care
- If soap and water are not available, then a suitable alcohol hand sanitiser must be used and should contain at least 60% alcohol in order to be effective.
- Avoid touching eyes, nose and mouth at all times, but particularly with unwashed hands
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- When supporting a child or colleague that you feel is symptomatic of COVID-19, PPE must be worn. The child must be collected immediately by their parent/carer or the staff member sent home and advised to contact their GP or to call 111 and seek further guidance or to arrange a test
- For further information please see Public Health England or visit <https://www.nhs.uk/>

2.1 Cleaning routines

At Greenshoots we strive to maintain high standards of good hygiene and because of this daily cleaning routines will largely remain the same. However, in areas where there are surfaces or objects that would be less likely to cause hygiene concerns and would be infrequently cleaned, we will put the following measures into place:

- **ALL** frequently used hard surfaces will be cleaned with suitable cleaning and sanitising products each day, more than once a day. This includes, but is not exclusive to; door handles, key fob pads, door release buttons, light switches, computer keyboards, laptops, printers, mouse, telephones, desks, safe, banisters, children's chairs.

- The use of disposable cloths, such as blue roll, will be used for cleaning to reduce the spread of potential viral transmission and we will use disposable mop heads.
- Toys will be sterilised between uses to prevent cross contamination and we will look at toy rotations to allow this to happen more effectively between children who attend on different days.
- Toys that are incredibly difficult to clean at this time will not be available at this time.
- Forms of malleable play, not restricted to sand, water and playdough will also be largely removed at this time to prevent the possible spread of infection, although we can introduce individual trays of small amounts of sensory play, that will be immediately disposed of after use. .
- Extra time is provided for adequate cleaning to take place on a daily basis.

2.2 Hand washing routines

To ensure staff, children are washing their hands in line with the current guidelines, the following will be put into place:

- On arrival to Greenshoots **ALL** adults will sanitise their hands in the entrance, before progressing on to discard essential personal belongings and washing their hands thoroughly before commencing work.
- Children will be collected by the staff from the bottom gate, restricting the access to parents, thus reducing the risk of transmission. Upon arriving at Greenshoots, children will be shown to the handwashing stations to wash their hands.
- There are hand sanitising stations around the setting for maintaining on the spot personal hygiene measures.
- Staff will be aware of washing their hands before supporting individual children and the use of gloves will be available to staff should they feel they need to use them.
- There will be times during the day where staff and children will wash their hands, such as delivering intimate care, comfort, going to the toilet, before meals or snacks and when transitioning from one area to another or from being outside. Other times to wash hands will be based on the judgement of the practitioners and based on the touching of faces, other surfaces or the activity undertaken.
- Staff should wash their hands before donning any PPE.
- Greenshoots will introduce a 'Hand Washing Song', to encourage the children to wash their hands with soap and water for at least 20 seconds as well as provide education surrounding the current pandemic and germ care.
- Children's signage for hand washing will be displayed in the bathroom as well as around rooms.
- Disposable wipes, suitable for sensitive skin, will be used to wipe faces at meal times and will be used and followed by adequate handwashing.
- Any washable objects, such as tea towels, will be bagged up and washed after each day on a 60 degree wash.

2.3 Our toothbrushing campaign

Poor oral health in childhood has a significant impact on children and families, with tooth decay being the most common reason for 6 to 10 year olds being admitted to hospital to have teeth removed. In 2016 Public Health England published guidance to [support the commissioning and delivery of supervised toothbrushing programmes](#) to ensure they are evidence informed, safe and had clear accountability and reporting arrangements. This guidance also included infection prevention and control advice.

Following the wider outbreak of COVID-19 and closures of many settings, Greenshoots, following suit, also ceased the campaign temporarily in a bid to contain the virus and reduce the risk of the spread of infection. Guidance has now been issued that recognises the importance of continuing this kind of campaign. As a result, Greenshoots are now able to continue with teeth brushing in the setting.

Greenshoots works to the dry tooth brushing model. The wet brushing model is no longer recommended during the COVID-19 recovery phase as it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral health over dry brushing. The recommended routine for the dry brush model is well embedded at Greenshoots, although we will be increasing the hygiene practices surrounding our brushing sessions, as an extra precaution and will ensure the tissues into which the children spit are disposed of immediately. Children will continue to be supported to brush, although they are encouraged to be as independent as possible.

In the event of a confirmed case of COVID-19 Greenshoots will follow the advice of the local health protection team and ask for advice regarding the supervised toothbrushing programme, this will ensure advice provided is consistent and up to date.

2.4 Personal Protective Equipment (PPE)

In the event of a child or staff member showing symptoms of COVID-19, the individual will be supported by another staff member wearing the appropriate PPE. This will be from a box where they will find a disposable apron to wear, disposable gloves, disposable face mask and a face shield. (Also see; How to isolate an adult or child at Greenshoots)

Greenshoots staff will wear aprons and gloves as normal practice. Face masks will be used when delivering intimate care in enclosed space (The bathroom), however, the use of PPE is not a requirement by the Government.

At Greenshoots, we will ensure adequate stocks of PPE are in place for staff to use as and when they feel necessary or to help alleviate any uncertainty in dealing with situations that could potentially increase risk.

PPE will be doffed as per instruction and disposed of in a designated bin.

Staff are required to watch a video as part of their briefing regarding their return to work, where they will then understand the importance of PPE and the correct way to use it, as well as safely being able to don and doff the equipment.

2.5 Social distancing and further measures to protect from infection

2.5 (1) Managing drop off and collection times

- Parents will be given times to drop off and pick up their children. Our timings will not coincide with the parents of the adjoining school dropping off and picking up their own children. The times staff are able to operate the gate for collection and drop off will be 8:45am, 11:45am, 12:15pm, 2:45pm and 3:15pm. You will have already had your times clarified by a member of management, depending on the sessions your child attends. Planned timings will avoid congestion around the gates and help Greenshoots to maintain the 2 metre distancing as much as possible. Staff of the school are aware of our timings and will endeavour to support our transitions as much as possible, particularly around mid-morning and mid-afternoon sessions when children of the school may well be on the playground.
- There must be only 1 adult per child to attend drop off and collection each day. Parents are **not permitted** to enter the setting or the school site. Procedures for those parents of children in the main school will be given by the school as to where they should drop off and collect their other children. This is not the responsibility of Greenshoots staff and we must adhere to the rules all round to maintain safety. Should you have any questions pertaining to access for school children, you must contact Laura Green Primary School itself.
- Parents are to take their child to the bottom main gate to drop their child off each day. The team will be there to greet families and take a child in through the gates. Parents/carers must leave as soon as we ensure a safe handover to maintain social distancing.
- Parents/carers are to ensure they maintain the 2 metre social distancing rule when waiting by the gate to bring their child to Greenshoots. The 2 metre distance will be marked to ensure this is adhered to.
- Parents/carers who cannot adhere to the rules we have implemented to maintain the safety of children and staff, will be asked to leave immediately.
- At the end of the day, parents are asked to wait outside the main gate, as per drop off, adhering to the social distancing rule of 2 metres. Children will be safely handed over to the parent/carer. Parents/carers are requested to leave immediately, maintaining distancing rules, and allowing us to proceed with dismissing the rest of the children.
- Should parents/carers wish to discuss anything with staff it is advised to arrange an appointment through phone or by email. Staff will not be able to hold conversations at the gate.
- Children are no longer expected to remain in small bubbles. Greenshoots children will now have the opportunity to attend their sessions following our free flow system. Each session is currently capped at 16 children and we will continue to monitor the intake based on how each session is best managed and following guidance from the government and the local authority.
- Should we need to alter any timings or anything else pertaining to sessions, you will be contacted in fair time to allow for these changes to take place.

2.5(2). Regulating movements within Greenshoots

There will be signage around the setting. This will state that currently due to the pandemic, no one who may be displaying signs or symptoms of COVID-19 are to enter the setting.

We will also enforce:

- Minimal visitors into the setting. This will allow us to continue supporting 1 student. Should a professional have need to see a child in the setting, in terms of SEND professionals and social workers, we will operate very stringent procedures following a copy of their safety procedures being sent to Greenshoots and the professional in question having access to this policy and our safety procedures. This would only be in exceptional circumstances and would need to be adequately planned for.
- Minimising use of space for areas that will be used for eating or care.
- No more than 2 members of staff at a time in the office.
- Office 'shifts' between the managers and the Business Manager. Also taking staff lunches into account.
- Lunches can now again be provided by the school kitchen. Greenshoots will use a trolley to collect the food and transport plates, etc, back to the kitchen. This minimises people coming in and out of the setting. The trolley will also be regularly cleaned. Cleaning is paramount before food is collected and after to minimise the risk of cross contamination and to reduce potential spread of germs.
- There will be no tours of the setting booked at this time, however there is a video available to watch on our website and all questions can be answered by our staff.
- For anyone needing to enter the setting. Eg, maintenance work, this will be discussed with the Manager of the setting so suitable arrangements can be made.
- Any visitor who needs to come from the school will make arrangements with us in the first instance to arrange a suitable time. For example any maintenance work that needs to be completed. Arrangements will be made through walkie talkie or phone.
- Bank staff may be used to support the staffing structure of the pre-school. If bank staff is needed we will arrange this in advance. It may be possible to use bank staff in an emergency however each situation will be assessed individually.

2.5(3). Other measures

- All areas, including outside will be cleaned each day.
- Staff will deliver first aid and comfort as and when needed. Emergency first aid will be delivered if needed and should CPR need to be delivered, a mouth guard will be worn. Should an ambulance need to be called, preparations will be made for their quick entrance to the setting.
- Children will be encouraged to be as independent as possible, but staff will be on hand to help with accidents and deliver intimate care using appropriate PPE.
- When delivering intimate care, such as nappy changing, staff will wear face shields. This is to enable the child to see the whole face and good displays of emotion and speech. At Greenshoots, we believe nappy chatter does matter and we wish to maintain the bond this creates by having the whole face visible when communicating at a close level.

- When administering medication, staff will don the appropriate PPE. Parents/carers are to ensure all medical forms are up to date and children have in date medications in the setting, such as inhalers, for example.
- There will be no storage available for buggies, bikes or scooters.
- Children will not be allowed to bring toys and objects from home into the setting. This includes comforters.
- A spare bag of clothes must be brought into the setting when children come in. This bag will then stay on the child's peg, until it is needed, such as following an accident, such as soiling. The bag will then be sent home for the clothes to be cleaned and changed. A fresh named bag of clothes will then be needed to remain in Greenshoots until it is needed.
- Children bringing a home prepared lunch into Greenshoots must do so by bringing all food items in a clear plastic box that can be wiped down upon arrival in the setting and is easily cleaned after lunch. Snack will still be provided by Greenshoots, limiting contact and handling as much as possible.
- Drinks will be available during the day for children. Children can bring a named drinks bottle that will stay in the setting and it will be filled with fresh water for each session.
- SEND children will continue to get the extra support that they need with 1-1 requests being made to LA if needed. 1-1 will be discussed with parents and how best this will be delivered. Contact with parents about their child's needs will be made through phone call, email or video call.
- Any EHCP process will continue to be discussed with other professionals involved and a plan will be made to support the process.
- Carpet tiles will be used for adult-led activities or stories to maintain adequate distancing.
- For equipment, such as laptops, being used by staff, they will be cleaned before use and after. Should ICT support be required, again, the work space will be cleaned before the support commences and will be cleaned again afterwards.
- Pedal bins have been purchased to avoid touching of bin lids
- Hand sanitiser dispensers have been purchased to display in the pre-school

2.5(4) Wraparound care services

As of September 2020 Greenshoots will commence their wraparound provision (WAC). This includes before school club (BSC) and after school club (ASC).

WAC will run at the same times it previously did, with breakfast club starting from 8am and after school club operating immediately after school, up until 6pm.

Should any parents/carers require further information regarding the wraparound provision Greenshoots provides, then they should arrange to speak to staff at the next possible convenience. It has already been agreed with the school that children will be collected by staff from their year group bubble from BSC each morning to commence their school day and the staff will also be dropping the children from the year group bubble to Greenshoots for ASC each day.

- WAC will be delivered in the conservatory area of the setting. This aids good hygiene and cleaning practice and allows the best possible access to the outdoors area.
- The bathroom area will be cleaned prior to commencing WAC and before the ASC children begin their session.

- Children of the school will remain in their year group bubbles, as they are in their school environment as much as practicable. Greenshoots staff will support this by adding this into their planning.
- BSC children will enter the conservatory through the outside area, next to the main entrance. Children will be collected by a member of school staff from their year group.
- ASC children will enter the conservatory through the back door. As they are in year group bubbles at school, the children must be brought to the door by a staff member from their year group. This minimises contact with anyone outside of this grouping and reduces the potential spread of infection.
- Any parents utilising the WAC service will adhere to the policy of no parents on the playground. Greenshoots will ensure a safe handover for all, after this the children remain the responsibility of the adults they have been handed over to.
- For filing in forms, such as accident forms, parents will be safely handed a clipboard from a safe distance to sign. With regards to payments, all payments for services rendered must be made online.
- Children for WAC will be encouraged to wash and sanitise hands frequently, following our usual procedures for Greenshoots.
- Children will have access to outside equipment, which will be cleaned before and after use.
- Children's bags and coats will remain with them in the conservatory.
- Parents must sign a parent declaration form before commencing with WAC.
- We will continue to liaise with the school about how children access the WAC provision and the grouping of children.
- The same policy for displaying COVID symptoms is the same for WAC children. Any individual displaying symptoms must be isolated in the setting and have their parents/carers called to collect them *immediately*. Please see below for our procedure, which must be adhered to at all times.
- WAC list of children will be emailed to the school

2.6 Putting children at the centre of all we do

It is important to note during this time of uncertainty Greenshoots will continue to adhere to the safeguarding and child protection policies and procedures we have in place to maintain the wellbeing and safety of children in our care. If deemed necessary, we will continue to raise concerns in the same manner we have always done, following procedures laid out by the local authority and in line with the above policies, referring also to the Greenshoots data protection policies and procedures and ensuring information is shared in accordance with the data protection act.

2.6 (1) Behaviour

We understand the pandemic and the lockdown we previously experienced as a nation was as hard on our children as it was on us as adults. We acknowledge the difficulties many children may have experienced as a result of this and how this may have led children to express their confusion in a way that may be difficult to process. At Greenshoots, we will focus on the personal, social and emotional development (PSED), as a way of teaching the children about the ways they may be feeling and supporting their mental health and wellbeing, building their emotional literacy and building their confidence. We have a stringent behaviour policy in place to support our families and staff and will review this should we see patterns developing in line with supporting the needs of the children.

2.6 (2) Mental health and wellbeing

Mental health and the wellbeing of all who enter Greenshoots is something that is very important to us all.

Understanding our feelings and emotions is taught at Greenshoots from the beginning. We have provided some links here, as recommended in government guidance to support our families as much as we are able.

<https://www.minded.org.uk/> is a free educational resource for supporting children and young people's mental health.

<https://www.nhs.uk/oneyou/every-mind-matters/> aims to empower people in taking care of their mental health and is backed by the NHS.

The Children's Commissioner has also published a back to school guide, that you can read here <https://www.childrenscommissioner.gov.uk/report/going-back-to-school-guide/> as well as information relating to the increased use of online learning, where children's wellbeing and remaining safe online are of particular prevalence

<https://www.childrenscommissioner.gov.uk/coronavirus/digital-safety-and-wellbeing-kit/>

If you wish to talk to us about other services we may be able to signpost you to, please do not hesitate to call for a chat or arrange an appointment if you are concerned about the wellbeing and mental health of a child or a family.

2.7 Management of team and organisation of groups of children to prevent cross contamination within Greenshoots.

The staff will be able to move more freely around the setting to support the free flow system implemented at Greenshoots. Staff will still be required to observe the 2 metre social distancing where possible and will have access to PPE, should they feel it is needed in line with maintaining hygiene and safety.

Children will have access to a range of resources that are easy to clean at the end of the session. Sensory activities and malleable play may continue to be restricted for now. Staff will work on accessing single use activities or those that can be contained with limited opportunity to be accessed by children en masse. Resources and toys will be rotated and, where appropriate, left for 72 hours.

Children will continue to use the bathroom one at a time. Facilities will then be cleaned between uses.

Group sessions are capped at 16 for now, as per guidance. Where demand for a day or time may not allow for this to be met, parents are required to be flexible with the sessions they are offered, although Greenshoots will do as much as they can to accommodate where necessary and will adhere to government guidance to review this where we can.

Staff will adhere to the COVID-19 policy and risk assessment and be informed of developments as they arise.

During this time there will be no tours for new children, given the limited space we will operate in and we will review how acquiring new children will look as guidance changes and updates. If one requires to look around the setting, we do have a video tour on our website that we invite you to look at.

3. Guidance on dealing with suspected or confirmed cases of COVID-19 at Greenshoots

3.1 What to do if a child or adult becomes unwell with symptoms of COVID-19

- The child will be moved to the seating area by the main access door to Greenshoots, as this space has limited access to other individuals and is easier to manage.
- One member of staff will access the COVID-19 emergency box, while donning the required PPE, as per training and guidance video.
- There will be a contactless thermometer available to take the child's temperature, at the discretion of the adult, considering the previous physical activity of the child.
- As this is occurring, another member of staff will call the child's parents to request they collect their child **immediately**. It is requested that the parents take no longer than 30 minutes to reach Greenshoots, taking potential travel by working parents into account.
- If a staff member becomes symptomatic, they must return home immediately and begin the isolation process, as per the government guidance laid out at the time.
- People who become unwell should be advised not to go to their GP, pharmacy or urgent care centre or hospital.
- Staff can call 111 on the behalf of the individual if needed, or 999 if they become seriously ill, injured or their life is at risk)
- If they need to use the bathroom while they are waiting to leave or be collected, they should access a separate bathroom.
- Education will be provided to children so they understand how they are feeling and are able to tell a staff member as much as they are able that they feel unwell.

3.2 How we will isolate an adult or child at Greenshoots

If an adult becomes unwell with symptoms of COVID-19

If they become unwell in the workplace, the person should be removed to an area which is at least 2 metres away from other people. If possible, find another room or area where they can isolate behind a closed door. In the case of Greenshoots this will be the seating area by the main door. If possible windows should be open for ventilation.

If the person is well enough they should leave Greenshoots and immediately return home to begin the isolation period.

The individual who is unwell should call 111 on their mobile phone, or someone else should call 999 in the event of an emergency, outlining their current symptoms. If the individual is able they should make the calls themselves, otherwise a member of staff should make the call for them.

If the individual cannot leave immediately and must wait for advice from 111 or an ambulance to arrive, they should remain at a 2 metre distance from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth with a tissue when they cough or sneeze. This should then go in a bag to be disposed of safely. If there is no tissue to hand, they may cough or sneeze into the crook of their elbow and they may also be given a face mask.

If a child becomes unwell with symptoms of COVID-19

The child must be isolated in the same manner as the adult, however the adult who has had contact with them, should remain with them, but ensure they maintain a distance of 2 metres.

The adult must wear appropriate PPE. This is found in the PPE emergency box and staff will have been briefed on donning and doffing of the equipment in a safe and timely manner.

The child is to remain sitting down in order to maintain a suitable distance. If this becomes an issue for the child, they may be provided with something wipeable, like an iPad, to ensure they are seated and still until their adult arrives.

The child's parent will be called to collect them immediately. 111 will also be called for advice and if required, an ambulance will be called.

The child should be off the premises within 30 minutes of becoming ill.

After the child or adult has left the isolation area, the area will be deeply cleaned, including any and all objects that may have been touched or have been in the room.

As per guidance from the Local Authority and Health Protection Teams (HPT) guidance, if a child attending the setting displays symptoms and has been in the setting longer than 15 minutes that child should be isolated and sent home. The rest of the children and staff can remain in the setting until the child has a positive result. The parents of children within the setting do not do not need to be informed until a positive test result has been confirmed. If it has not been possible to socially isolate the children and staff from the child with the symptoms, we may make the decision to send the whole bubble home until we have received a negative test result, upon which, the bubble may return to their previous sessions within their bubble.

3.3 Getting tested

The parent of the child or the staff member who has symptoms must contact 111 or apply online to request a test **immediately**.

Tests are available to all team members and their families, children attending Greenshoots and their families.

With the adoption of Track and Trace now in place, we would expect parents or staff to contact us immediately to inform us of contact as well as the need to isolate. This is so we can support others and ensure we remain as safe as possible.

If any adult or child's household shows signs of COVID-19, the household must be tested immediately. They will not be able to attend Greenshoots whilst they await results and the entire household **must** isolate.

Greenshoots must be kept informed of the result as soon as possible to enable appropriate action to be put in place if required.

If the child or staff member receives a negative test result, they are welcome to return to Greenshoots the next day or as soon as practicable.

3.4 Actions if a case of COVID-19 is suspected in Greenshoots.

If anyone has been in contact with a suspected case in the nursery, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other children or adults home.

Once the results arrive, those who have tested negative for COVID-19 will be advised individually about their return to Greenshoots.

3.5 What to do if a case of COVID-19 is confirmed in Greenshoots

Greenshoots will need to contact 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 should be taken. An assessment of each childcare or education setting 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 be in contact with 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 communal areas such as playrooms and toilets will be given by the Health Protection Team. If there is a confirmed case, a risk assessment will be undertaken by Greenshoots with advice from the local Health Protection Team.

The room that has been affected will be required to close, all staff and children within this group will be required to self-isolate for 14 days along with the other members of their household.

In most cases, closure of the whole setting will be unnecessary.

3.6 What to do if children or staff in Greenshoots are contacts of a confirmed case of COVID-19 who was symptomatic

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:
 - they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
 - they will be actively followed up by the Health Protection Team
 - if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
 - if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19 Policy for dealing with COVID-19 within Greenshoots Childcare COVID 19 POLICY | 1.6.2020
 - if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
 - if they are unwell at any time within their 14 day observation period and they test positive for COVID-19, they will become a confirmed case and will be treated for the infection.

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the nursery the local Health Protection Team will provide advice and will work with the management team.

Outside those that are defined as close contacts, the rest of the nursery does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the group.

The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the nursery and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

As we are on site of primary school, any cases suspected or confirmed will require the manager of Greenshoots to contact the school sharing this information. It is important not to share names and details of individuals, other than the suspected or confirmed results of tests, but some of the children attending Greenshoots have siblings that attend the school, and it may be important to share this information to protect others.

4. What to do if children or staff return from travel anywhere else in the world within the last 14 days

Staff or children returning from abroad are required to self-isolate depending on the country or territory from which they have travelled. You will need to self-isolate if you visited or made a transit stop in a country or territory that is not on the travel corridor list in the 14 days before you arrive in England. This applies to all travel to England, by train, ferry, coach, air or any other route.

Government guidance regarding travel and isolation can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

5. Guidance for cleaning Greenshoots after a case of COVID-19 (suspected or confirmed)

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones
-

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

5.1 Disposing of waste in Greenshoots including tissues, if children had staff become unwell with suspected COVID-19

All waste that has been in contact with individuals, including used tissues and PPE, should be put in a yellow plastic waste bag and tied when full. This should be double bagged.

A yellow hazardous waste bag will line a pedal bin for the safe disposal of PPE and tissues. These full bags must then be placed in another bag and again tied. It should be put in the onsite hazardous waste bin, ensuring access to bins allows adults to adhere to social distancing. Staff will wear PPE while disposing of waste and may need to wipe down bin handles before/after use. For the most part and while there are no confirmed or suspected cases, waste can be disposed of in the usual manner undertaken at Greenshoots. However, it is recommended that tissues are disposed of in the hazardous waste bin to prevent potential spread of infection.

If the individual tests positive, Greenshoots will be instructed what to do with the waste.

6. Local lockdown

Greenshoots will remain up to date regarding the position of Plymouth in regards to this unprecedented situation. Should the local authority administer guidance to be followed in line with the need for a local lockdown, we will proceed as instructed and in the safest way possible for our community. Please find here a link to guidance as to how local lockdown procedures are managed. Our policies and procedures will be updated to reflect the current position of the South West as well as adhere to guidance provided by the government and the local authority.

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>

7. Guidance to assist professionals

As COVID-19 is still being investigated and studied, guidance to support professionals is regularly being updated or published. Up-to-date advice can be found through the following links

Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings <https://www.gov.uk/coronavirus/education-and-childcare>

Guidance for parents

<https://www.gov.uk/government/publications/closure-of-educational-settingsinformation-for-parents-and-carers>

Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businessesabout-covid-19>

<https://www.acas.org.uk/coronavirus>

Call NHS 111

PHE South London Health Protection Team
Floor 3C Skipton House,
80 London Road
London
SE1 6LH

phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk
Phone: 0344 326 2052
Fax: 0344 326 7255

This policy was reviewed on: 29.8.2020

Signed:

Lisa Bickford (Chair of Laira Green Trust)

Signed:

Natalie Landricombe (Manager of Greenshoots Preschool)

Date for next review (unless Government Guidance requires updates in the interim):

23.10.2020
