

## **The Lime Trees COVID-19 Policy.**

### **What is COVID-19**

Coronaviruses are a family of viruses that cause disease in animals. Seven, including the new virus, have made the jump to humans, but most just cause cold-like symptoms.

Covid-19 is closely related to severe acute respiratory syndrome (SARS) which swept around the world in 2002 to 2003. That virus infected around 8,000 people and killed about 800 but it soon ran itself out, largely because most of those infected were seriously ill so it was easier to control. Gareth Degenhart and the area manager will be responsible for checking government guidance daily. COVID-19 guidance update is available daily at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus). Staff will need to be prepared for updates before their sessions starts, to ensure the safety and well-being of all staff being and children. The head office will ensure all communications to parents are done within the same day.

### **Signs of COVID-19 and Isolation.**

#### **Signs**

A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

A loss or change to your sense of taste or smell

These are the main signs of coronavirus.

Other signs could include:

- Headaches
- Sore throat
- Tiredness
- Difficulty breathing/pneumonia

### **What to do if you have any signs.**

If anyone in your setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#). For more information, see the section below on [what happens if there is a confirmed case of coronavirus \(COVID-19\) in a setting](#).

If members of staff or children show any signs of COVID-19 they should

- Stay at home and self-isolate for 10 – 14 days

If a child shows any signs while in the setting you should

- Call the parent and ask them to collect their child immediately
- While waiting for the child to be collected, we take the child to the designated isolation area.
- Advise the parent to keep the child at home for 10 days and the family should self-isolate for 14 days – See PPE section of the policy

Contact 111 or 999 if the symptoms are severe.

### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in your setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#). For more information, see the section below on [what happens if there is a confirmed case of coronavirus \(COVID-19\) in a setting](#).

If a child is awaiting collection, they should be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products and following the [COVID-19: cleaning of non-healthcare settings guidance](#) before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

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.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area of the setting with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

When a child, young person or staff member develops COVID-19 symptoms, they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have coronavirus COVID-19. They can do this by visiting [NHS.UK](#) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate if the case is confirmed.

Where the child, young person or staff member tests negative, they can return to the setting.

If the child, young person or staff member tests negative but is unwell, they should not return to that setting until they are recovered.

Where the child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days.

As part of the national test and trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number

of other children and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, group or site. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. (Public health team – 0344 2254 524)

### **Test and trace**

The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so. The service:

- provides testing for anyone who has symptoms of coronavirus (COVID-19) to find out if they have the virus
- gets in touch with anyone who has had a positive test result to gather information about any close recent contacts they have had
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus

It is vital that OOSS providers play their part by:

- making their settings as safe as possible for staff, children and parents
- promoting the need to get tested if anyone is symptomatic
- encouraging staff to heed any notifications to self-isolate and supporting them when in isolation.

More information on NHS Test and Trace for workplaces can be found here: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>.

If anyone in your setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#). For more information, see the section below on [what happens if there is a confirmed case of coronavirus \(COVID-19\) in a setting](#).

### **Cleaning of the setting after a suspected case of COVID-19**

Disinfectant will be used in the setting to ensure a thorough clean.

Staff cleaning will wear full PPE including a face covering, face shield, apron and gloves. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished

using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles

if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron

wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

**Principles of cleaning after the case has left the setting are:**

**Personal protective equipment (PPE)**

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present, for example, where unwell individuals have slept and there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

**Cleaning and disinfection**

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

objects which are visibly contaminated with body fluids

all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Staff should consider:

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

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.

**Laundry**

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

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.

### **Waste**

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- 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.
- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

### **Protecting vulnerable groups.**

This guidance is for people who are fit and well. There is separate, specific guidance on isolation for households with a possible coronavirus infection. Some people, including those aged 70 and over, those with specific chronic pre-existing conditions and pregnant women, are clinically vulnerable, meaning they are at higher risk of severe illness from coronavirus'. As restrictions begin to ease, this group who are clinically vulnerable should continue to take particular care to minimise contact with others outside their household.

There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions. They are advised to continue shielding measures to keep themselves safe by staying at home and avoiding all contact with others, except for essential medical treatment or support.

### **Clinically vulnerable people**

If you have any of the following health conditions, you may be clinically vulnerable, meaning you could be at higher risk of severe illness from coronavirus. Although you can meet people outdoors and, from 4 July, indoors, you should be especially careful and be diligent about social distancing and hand hygiene.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)

- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

As above, there is a further category of people with serious underlying health conditions who are clinically extremely vulnerable, meaning they are at very high risk of severe illness from coronavirus. You, your family and carers should be aware of the guidance on shielding which provides information on how to protect yourself still further should you wish to. [Link Here](#)

#### **Who is 'clinically extremely vulnerable'?**

Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19. Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.

- Solid organ transplant recipients.
- People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

People in this group should have been contacted to tell them they are clinically extremely vulnerable. If you're still concerned, you should discuss your concerns with your GP or hospital clinician.

From 1 August, you'll be advised you could go out to more places and see more people, for example, the advice is:

- You can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can
- Children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back)
- You can go outside to buy food, to places of worship and for exercise – keeping 2 metres away wherever possible

This guidance was updated with these changes on 1 August.

### **Shielded and clinically vulnerable children and young people**

For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending the setting and they should continue to be supported at home as much as possible. This Guidance has changed from 1<sup>st</sup> August. However, for The Lime Trees to enable CEV children to return to our setting we MUST be able to ensure they can social distance.

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category. If CV children are to attend The Lime Trees a risk individual risk assessment along with an individual health care plan must be in place.

### **Shielded and clinically vulnerable adults**

Clinically extremely vulnerable individuals are advised only to work in Covid-secure workplaces but continue to work from home where possible. It is strongly advised that staff who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously promote positive hygiene measures in order to keep themselves safe. Staff in this position are advised to return to work if they can follow social distancing guidelines and have completed a CEV Acknowledgement form. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. [Link Here](#)

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. If clinically vulnerable (but not clinically extremely vulnerable) individuals can work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

### **Living with a shielded or clinically vulnerable person**

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance: they can also attend the settings but require a risk assessment to be completed before returning.

### **Spending time with people you live with**

You are no longer advised you need to observe social distancing with other members of your household as long as they are well. Everyone in your household should regularly follow the advice on hand washing and respiratory hygiene, including regularly washing hands with soap and water for at least 20 seconds, avoiding touching their face and cleaning thoroughly frequently-touched surfaces.

All of the above groups, The Lime Trees will endeavour to audit the children and staff in the following way:

1. All staff will fill in a COVID-19 declaration
2. All children must have a consent form disclosing any of the above groups (none of the above groups for children permit them from attending the setting currently as we can not guarantee 2 metre setting).

### **Sickness policy**

All staff are to be briefed on the symptoms of COVID-19 and the isolation procedure. All staff are to call their line manager by 6.30am to inform them of their absence in order for them to arrange cover. If the member of staff has symptoms they must be tested and ensure they use the Track and Trace. Staff must isolate (10 or 14 days). Staff will go on to SSP and will return to work after the isolation period. The Line manager must take into consideration staff qualifications and training when arranging cover for the member of staff. Manager to contact a member of staff suitable to cover, contact MR if there are any problems. If the member of staff does have symptoms, then the Risk Assessment will be followed to ensure the safety of staff and children.

### **What protective measures are The Lime Trees going to put in place.**

#### **Risk assessment**

The Lime Trees carry out or refresh your existing risk assessment in line with the [HSE guidance](#), identifying protective measures (such as those listed in the guidance on [Working safely during coronavirus \(COVID-19\)](#)).

In all cases, risk assessments and preparation for reopening of The Lime Trees should be carried out by a senior member of staff. However, you should also work with other relevant parties when carrying out your risk assessment, such as your staff members, the Head Teachers of the premises where your provision is being held (for example, if renting a school hall or community hall, the owners or voluntary management committee) and/or your local authority, to identify the risks, to determine protective measures to put in place and to establish who is responsible for implementing each protective measure.

There are numerous risk assessments in place that run alongside each other to provide the safest provisions possible.

- One to be used across all settings – Specific Risk assessment
- Daily Risk Assessment
- A cleaning/hygiene risk assessment
- Individual staff Risk Assessment

The Lime Trees will follow the guidance set out in 'managing school premises during the coronavirus outbreak' to ensure that all settings and sites are safe to open. Please refer to The Lime Trees Risk Assessment.

### **Staff Training.**

All staff will complete online training on COVID-19 through virtual college. All members of staff will have been shown how to safely put on and remove PPE. Virtual meetings are held to discuss returning to work, policies and procedures and risk assessments and further training and discussions on the opening of the setting. New sickness policy training will take place. Refresher training will be completed on Safeguarding.

### **'Bubbles' of staff and children.**

The Lime Trees know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. The Lime Trees have to ensure they have in place all of the protective methods to ensure the environment is as safe as possible. The Lime Trees will do their best to encourage the 2 metre social distance.

The below is in place to help control and prevent the spread of the virus:

Breakfast and Afterschool club

- **Follow the planned bubbles as specified in the settings individual risk assessments and operational plans.**
- No more than 15 children in at any one time per bubble
- The same members of staff at each session, one member of staff per bubble (taking into account EYFS children, SEN, ages and behaviour)

Nursery -- No bubbles required from 20<sup>th</sup> July

- The Lime trees will follow all relevant guidance

Holiday Club 2020:

- Limit number- 15 children or 24 children
- Bubbles work on a weekly basis enabling a deep clean on a Friday and 63 hours window to reduce the risk of transmission. This enables new bubbles the week after.
- Where the same children attend the following week keep within the same bubble.
- Bubbles determine on age, EYFS, SEN, sibling and behaviour.
- All siblings stay within the same bubbles unless reasonable reason for them to be in separate bubbles
- Managers to ensure ad hoc additional bookings don't jeopardise the bubbles set out above.
- Same consistent staff per week for one bubble

The Lime Trees will ensure that the following is in place as set out by the government.

- children under 2 years need 3.5 metres squared per child
- 2 year olds need 2.5 metres squared per child
- children aged 3 to 5 years need 2.3 metres squared per child

During each session the settings will create 2 different 'bubbles'. These bubbles will remain the same during each session, the same staff and same children and will not mix at any time.

The Lime Trees will keep the group sizing to a maximum of 15 children and continue to adhere to EYFS ratios. There will be no more than 15 children in at a setting at any one time

Each setting has a 'map' this outlines the areas for bubble 1 and bubble 2. The two groups have designated areas inside and outside. The environment will be split into two in the best possible way. The two groups must either be all inside or outside in their 'bubbles'. If a member of staff has to use the toilet, change a child or deal with an accident or incident the other member of staff must supervise all of the children but continuing to stay within their 'bubble'. The member of staff will be able to hear all of the children or be in sight of the children (as defined in the welfare requirements). The two bubbles will have their own designated toilets and sinks. These will be labelled and will be monitored by the staff. Only one child to go onto the bathroom at a time.

#### **Lunchtime and snacks:**

During the holiday clubs all staff and children are to stay in their bubbles at lunchtime and for snack time. No food will be provided by The Lime Trees. The children are to bring in a packed lunch and snacks for the day. Staff are to have their lunch with the children in their bubbles. (Providing the staff agree to this).

During Breakfast and After School Clubs steps have been taken to ensure all guidance is adhered to whilst allowing for the delivery of breakfast and afternoon snack. Supporting information can be found with each setting's individual risk assessments. All food items will be risk assessed before being provided to the children. Increased hygiene routines will be followed, and all children and staff will wash their hands for 20 seconds before and after the consumption of any food.

The Lime Trees will ensure that all welfare requirements are adhered too.

#### **Children that may have a sleep during the day.**

There is a designated sleeping area within each bubble's environment (where needed). Each child that has a sleep has their own blanket, sheet, and bed. Where there is more than one child sleeping, their beds will be 2 metres apart.

#### **Nappy changing.**

The normal PPE is to be worn while changing nappies. Changing areas may be shared by the two different bubbles where is this is necessary. The member of staff changing a child must ensure the area is disinfected after use ready for the next child.

#### **Fire drills.**

The fire procedures for all settings have been amended please refer to The Lime Trees COVID-19 health and safety risk assessments. All staff to ensure they are fully aware of the procedure before starting at the setting. Managers to ensure The Lime Trees COVID-19 risk assessment reflects the

procedure. Fire evacuations to take place and be reviewed by the Operations Manager within the first week a setting is running their provision.

### **Drop-offs and collections.**

No parent or carer is to enter any of The Lime Trees settings. The parents will drop the children off at the gate and where possible, different entrances are used for the different groups. Only one parent or carer per child to drop off and collect. While waiting at the gate, tape is set out on the floor to ensure 2 metre distance is adhered to along with signs displayed encouraging social distance while waiting. The manager of the setting will sign the children in and out as the child is dropped off and collected. At some settings an area has been sectioned off near to the gate and outside. This area is for children that are finding it hard to separate from their parents or carers. This area can be used for the child and parent to enter safely to get the child engaged and settled before the parent leaves. Only one parent and one child in at a time. Information will be communicated to parents ahead of time and all staff will be aware of the collection and drop of procedures.

### **Transfer of items from home to setting or setting to home.**

The Lime Trees have asked for children to NOT bring in items/toys from home. The children are to bring a small bag with spare clothes, (nappies if needed), lunch box and coat/jacket. This includes our home learning resources we will be using Tapestry for this. All information and correspondence will be through email, phone calls and Tapestry.

### **Visits to the setting.**

New families and parents:

- The manager to contact the parent to arrange a virtual visit where possible.
- The manager to ensure that no children are present during any virtual visit.
- All paperwork is to be sent out by email and returned to the setting manager.
- The manager to arrange a virtual meeting with the parent to go through all paperwork and complete any other paperwork needed.
- If any visits to the setting are approved, the parent will need to wear a face covering and adhere to all hygiene procedures. Other children cannot be present within the setting at this point.
- The manager to arrange visits for the child with the parent, ensuring that the manager informs the parent of this policy and all measures set out are adhered to.

Professionals/outside agencies:

- Limited visits to the settings by any professionals.
- All communication to be completed by email, over the phone or via virtual meetings.

All enquiries regarding visits must be passed onto MR or GD to be discussed.

### **Effective infection protection and control**

While at The Lime Trees settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system of control, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend The Lime Trees settings or school
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, withing the environment and the routine.
- Nursery children cannot attend 2 different settings for example, The lime Trees and a Childminder.

### **How The Lime Trees are implementing protective measures in our settings.**

- Create an action plan
- Create a COVID-19 policy
- Creating new risk assessments
- All settings to have relevant health and safety checks before re opening e.g. legionnaires testing and fire alarms.
- Creating 'bubble' groups of children
- BC and ASC children to be in separate 'bubble' that contains no more than 15 children
- Organise learning environment, limit the resources and equipment
- Risk assessments carries out for all activities
- To split outdoor play
- Do not use large outdoor equipment
- Parents'/carers not to enter the settings when dropping off and collecting their children
- 2-meter social distance lines on the floor outside
- Manager of the setting to greet and release the children to the parent, manager to sign in and out
- Any setting visits to be controlled and monitored by the setting manager with hygiene routines being followed.
- Any snack of food to be provided during breakfast or after school club will follow the correct risk assessments and will have been signed off by the Operations Manager
- All children to be supervised when washing their hand and staff to model and encourage effective hand washing.

The Lime trees will also:

- Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
- Remove unnecessary items from the environments where there is space to store it elsewhere
- Remove soft furnishings, soft toys and toys that are hard to clean after use (such as those with intricate parts) These are to be isolated for over 72 hours before use by a different bubble group.

- The Lime Trees will ensure that the children and staff spend as much time as possible in the outside environment.
- Ensure all members wear clean uniform to work.
- All members of staff to have their hair tied up.

### **Safeguarding.**

All other aspects of the safeguarding and welfare section of the EYFS framework still apply, including requirements relating to child protection arrangements.

The Lime Trees will continue to have a practitioner designated to take lead responsibility for safeguarding. It is acceptable for the safeguarding lead to not be based on-site if this is not practical, for example they may be working from home, or be based at another setting, as long as they are still available to provide support, advice and guidance to staff.

### **Cleaning and hygiene:**

- Cleaning risk assessment in place
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments
- Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- All tissues used for coughing/sneezing to be put straight into a bin
- All bins within the setting to have lids on them
- Nappy bins will be continued to be collected from site (from outside at 2 metre distance)

Ensure that all adults and children:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
- Are encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Ensure that help is available for children and young people who have trouble cleaning their hands independently
- Consider how to encourage young children to learn and practise these habits through games, songs and repetition
- Ensure that bins for tissues are emptied throughout the day
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting
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### **PPE.**

Wearing a face covering or face mask in nurseries 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. The Lime Trees therefore do not require staff, children, and parents to wear face coverings.

There is a small number of cases where PPE would be advised to be worn. If a child, young person or member of staff become unwell with symptoms of coronavirus while in the settings and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if the 2 metre distance cannot be maintained. If contact is necessary then gloves, apron, face shield and mask should be worn. An apron and gloves should be worn when preparing or handling any food.

### **Attendance**

All nursery children will need to have their attendance monitored using The Lime Trees existing attendance record monitoring tools for our own record.

### **Registration forms.**

Registration forms will be updated to ensure that they do not include any vulnerable people on the emergency contact list in the event of the child needing to be collected. An additional Covid checklist will need to be completed by the parents.

### **Curriculum**

The EYFS sets the standards of which The Lime Trees must meet for the Learning, Development and Care for the children from Birth-5years old. Early years settings are to use reasonable endeavours to deliver the learning and development requirements as far as possible during the current circumstances. The expectations for The Lime Trees nurseries and BC and ASC are:

Nursery:

- Observations
- Next steps
- Planning
- Cohorts
- Pupil Premium
- Assessments
- Individual learning plans
- SEND documents

Breakfast/Afterschool club and Holiday Club:

- Planning
- EYFS key person assigned- relevant documents
- Next Steps
- SEND documents

All activities being carried out and that have been planned during the coronavirus will be risk assessment. A specific risk assessment will be completed to outline the activity, the risks identified and what we are going to do to help prevent the risk of infection. The risk assessments will be updated and amended regularly.

### **Parent communication.**

The Lime Trees will ensure that discussions and handovers can still be carried out effectively with the parents. With parents not being able to come into the setting and strict guidance in place this means that handovers and conversations are going to be limited with the parents and carers. The settings will use Tapestry to communicate and provide a handover to the parents. Staff in the setting will update the parents of the child that are in their group. This is going to be carried out daily for each child. Where Tapestry cannot be used emails will be sent.

Social media will also be used more to promote activities within the setting.

Video newsletters will be utilised for effective communications to parents and children.

### **Supporting children with SEN.**

A SEND co-ordinator for The Lime Trees will always be available. Members of staff working with SEND children and where it is even more challenging to social distance, staff should take extra measures to protect themselves and the children.

Members of staff should

- Keep long hair tied back
- Consider arriving to setting and changing into uniform and changing back before you leave
- Wear PPE where it is absolutely necessary for example, a child spitting and biting.

The bubbles of adults and children within the setting will help to reduce the risk of infection. All precautions set out in the policy will help to prevent the risk of transmission and infection.

### **Applying sun cream.**

All parents have been asked to provide their child with sun cream when they attend the setting. All children will be encouraged to put on their own sun cream. A member of staff will put on a pair of gloves and support a child if needed to ensure they are fully protected and to allow them to access outside.

### **Transport.**

All staff, parents and children have been advised to only use public Transport if absolutely necessary. Try to walk or bike into work, school, or nursery. If you have to use public transport, please take extra precautions.

### **Staff rooms.**

Where possible the staff can split between the nursery staff room/office and kitchen in their 'bubble'. If two separate spaces are not available, the staff are to stay in their own 'bubble/zone'. For Breakfast and After School Clubs, there will be no use of the school's staff rooms permitted.