**Wroughton Preschool Covid-19 procedures January 2021**

* Staff members and Parents are required to notify the setting as soon as possible if they or members of their household show any symptoms (see below) related to Covid-19.
* Symptoms include:
* **high temperature** – this means you feel hot to touch such as on your chest or back. A temperature of 38\*C or 100.4\*F.
* **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)
* **loss or change to your sense of smell or taste** – you cannot smell or taste anything, or things smell or taste different to normal

*If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.*

*If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 10 days.*

* Isolation procedures are expected and encouraged as well as following the ‘Test and Trace’ procedures as explained in the Government guidance.
* Staff and children are required to wear clean/washed clothes daily- not wearing clothes from the previous day.
* A child living with someone ‘clinically extremely vulnerable’, including those pregnant, may still attend the setting.
* If your child has required Calpol/Nurofen at home, they should not attend for 48 hours. (Note: General childhood vaccinations may cause a low-grade fever, but teething should not be considered a cause of fever. Children should not therefore attend in this instance.)

**Arriving at preschool, during the session and departing from the setting:**

* The side door (to the right of the main door) will be used as the Preschool entry and exit door. Parents are asked to maintain a distance of at least 2 metres (behind line marking) from the Preschool door and Staff. Staff members will welcome children at the door. Staff will also send children to their Parents in this manner at the end of each session.
* No Parents/ Carers or other children will be allowed in the setting.
* We kindly ask that Parents/ Carers do not congregate at the setting’s entrances and gates, leaving immediately after collection/ drop-off. This is to allow everyone safe access to the Preschool. Please maintain social distancing at 2 metres, as per Government guidance, to help protect the children, staff and other families who attend our Preschool.
* No toys from home will be allowed within the setting.
* Children to bring a set of spare clothes, a hat, coat and nappies/wipes etc. (if applicable) with them from their first session. These must be brought in a named bag/backpack.
* Staff and children are required to wash their hands as per the guidance, upon arrival at the setting (children will be supported by staff) and before leaving at the end of the session.
* Alcohol based hand gel will also be available at Preschools entrance door, as well as in all rooms within the setting (out of children’s reach.)
* No hand towels will be used. Paper towel will be available to dry hands.
* Toys; books; mark making tools; outdoor play equipment; tables and other hard surfaces; chairs; door handles; light switches; floors and any other used or frequently touched surfaces will be cleaned with detergent and then disinfected daily and during sessions.
* Children and staff will maintain washing hands frequently throughout the day with warm soapy water, including before and after lunch and snack; after toileting and before moving indoors/outdoors.
* Wroughton Preschool encourage ‘Catch it/ Bin it/ Kill it’ and washing hands for at least 20 seconds after disposing of tissues.
* One child in each toileting cubicle with one member of staff at a time.
* Staff will spray the outer covering of children’s lunchboxes with disinfectant upon arrival and store them away to dry before lunch. Please ensure children can open their lunchboxes and lunch items themselves.
* Children’s snack time drinking cups and utensils will be sterilised after each snack session.
* Children must bring in their own named Preschool water bottles. These will be stored out of reach to help limit any cross contamination. Frequent water breaks will be taken throughout the session and the bottles will be available upon request by the children. Please ensure all water bottles; clothes and bags are clearly labelled.
* Outdoor play: a 2-metre separation space between the playground wall and the outdoor play area will be implemented. This is to ensure children are not able to run up to the wall if a familiar person or others walk past. This is to help limit the risk of exposure to the children and staff from anyone outside of the setting. Please ensure family members and friends are aware of our safety procedures and do not approach the wall to speak to the children.

**What is the procedure if a child or a Staff member become unwell at the setting?**

* A child or adult with all or any one of the symptoms above will be sent home. Parents of the symptomatic child will be advised to follow the ‘Governments guidance for household isolation and ‘Test and Trace.’
* The supervising adult will use full PPE provided in our ‘Covid-19 box.’
* The child will be isolated in a separate room with a supervising adult.
* A second member of staff will call the child’s parents and instruct them to collect their child as soon as possible, but within a 30-minute timeframe, from the same door (side door) as drop-off and collection.
* The other children in the setting will be moved to the garden to play if possible or stay in the main room.
* Full cleaning and disinfection procedures will be carried out immediately after.
* If the child becomes seriously ill/injured whilst waiting to be collected, staff will call Emergency services immediately.
* If a staff member becomes unwell, they will leave the setting immediately and follow the Government guidance of isolating at home and ‘Test and Trace’ guidance.
* If the Covid-19 test result is negative and the Staff member/child feel well enough; if anyone with symptoms in their household also tests negative, then they may return to the setting.
* If the Covid-19 test result is positive, they are to remain in isolation with their household for the isolation times below:

\*10 days for the person testing positive (or longer if symptoms persist.)

\*14 days for the remainder of the household.

* A child is to remain at home with their household for the full 14 days.
* If we receive a positive test result at the setting, the rest of the group within the setting are to be sent home to self-isolate for 14 days.
* Parents will be notified of any suspected and/or confirmed cases of Covid-19 at the setting.

**\*For further information on the new ‘Test and Trace’ guidelines, visit:**

https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works