

## Working during the Coronavirus Pandemic

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Following Government guidance, Kemerton Early Years & Forest School C.I.C remains open for children of key worker families or those we have assessed as vulnerable. Please see our 'COVID-19 pre-school setting arrangements and Safeguarding and Child Protection' policy for how we determine this. In addition, from June 1<sup>st</sup> 2020, with government approval, we will extend our opening further to more families in need of early years provision.

Our priority as an employer is to ensure we adhere to the strictest of procedures to protect the workforce, our children, and families in these unprecedented times. This policy has been written in addition to the setting's standard policies and procedures. Any person working in the setting throughout the pandemic must read, understand and commit to the procedures identified below in order for us to protect lives. They should also read the following documents;

1. Extending Kemerton Early Years & Forest School C.I.C (KEYFS) opening for more families:  
Risk Assessment
2. Parental Agreement: Covid-19

### **Staffing**

Due to government guidance on social distancing, we will work with a level of staffing which allows us to work safely, whilst ensuring children receive a good level of care.

This must include the manager and a named deputy manager of the early years setting as per the Statutory Framework for the Early Years Foundation Stage 2017;

**3.23** The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

We will use two principles to identify the additional staffing of the setting:

*Dependants:* We are committed to protecting our staff and their families. We will therefore not ask employees to work in the setting if they have younger dependents relying solely on them for care. If employees have children over the age of 12, who they deem are mature enough to be left at home alone, we will consider these employees for working in the setting.

*Qualifications:* We will only ask employees to work in the setting if they have a suitable childcare qualification, minimum level 2. We will ensure we always have a staff member on site during opening times with a relevant paediatric first aid qualification. There will also be a DSL available at least by phone at all times.

We are very aware of how this pandemic is affecting the health and well-being of all our team. We have an open-door policy to discuss any concerns and remind staff that this is a challenging situation for all involved. Staff members are requested to email for a designated time in which senior leaders can contact them for support over the telephone if needed. Staff members are also invited to complete the MIND online learning course, 'Mental health for small workplaces.'

<https://smallworkplaces.mind.org.uk/>

## Hygiene

Hygiene is absolutely crucial to providing safe care for children and families. The following procedures **MUST** be followed at all times.

<b>On arrival</b>	When arriving at the setting you must wash your hands immediately. Coats and bags must be kept in the back store area behind the kitchen/office area.
<b>Setting up</b>	Toys and resources that you set out must be wiped over first with anti-bacterial wipes / Milton spray. Where possible the outdoor area should be used and resources chosen which are easy to sanitise. Please see the document 'Extending KEYFS opening for more families - Risk Assessment' for more specific detail.
<b>Arrivals and departures</b>	<ul style="list-style-type: none"> <li>• Parents must not enter the building and will be asked to drop off and collect from the outdoor gated play area.</li> <li>• Staff must sign them in and out and note any parent requests around variations in collection time or persons collecting.</li> <li>• Staff must stay 2 metres away from parents at all times.</li> <li>• In exceptional circumstances where parents need to come into the setting i.e. a distressed child where it may be detrimental to the child's emotional health for parents to leave them at the door, parents may come in but <b>MUST</b> wash their hands and remain 2 metres away from staff.</li> </ul>

	<ul style="list-style-type: none"> <li>When they leave the staff member must wipe down any surfaces touched by the parent with anti-bacterial wipes / Milton spray.</li> </ul>
<b>Snack and Meals</b>	<ul style="list-style-type: none"> <li>Snacks and mealtimes must be eaten in an area where there is room to spread out including outside. Adults must sit with the children, however should try to sit 2 metres apart from other adults.</li> </ul>
<b>Washing hands</b>	<ul style="list-style-type: none"> <li>Hands should be washed regularly throughout the day and before preparing food, eating, changing nappies, after blowing noses, after using the toilet etc.</li> <li>Children will be requested to wash hands on arrival and regular intervals throughout the day.</li> <li>The adult's role is to teach the children the importance of hand washing and ensure they wash hands effectively.</li> <li>Hand sanitiser can be used in addition but please remember it is handwashing that is crucial to combating this virus.</li> </ul>
<b>Social distancing with Children</b>	<ul style="list-style-type: none"> <li>This is extremely difficult as children require physical comfort during these difficult times. We request staff to be sensible when working in such close proximity to children, only pick them up if you really need to. Make sensible choices, if a child wants to sit on your lap, ensure they face away from you.</li> <li>It is possible for the virus to be spread through the eyes so if you wear glasses it would be advisable to wear these in the setting as protection.</li> </ul> <p>Please see the document 'Extending Kemerton Early Years &amp; Forest School C.I.C(KEYFS) opening for more families: Risk Assessment' for more specific detail.</p>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>A thorough clean should be completed of the setting once the children have left. This involves wiping down doors, surfaces, floors, toys and resources with anti-bacterial wipes/ Milton spray, in addition to normal cleaning routines.</li> </ul>

	<ul style="list-style-type: none"> <li>• The office equipment should also be wiped down thoroughly. When using the telephone this needs to be cleaned with anti-bacterial wipes in-between use.</li> <li>• Do not pass the phone to another member of staff if you have answered a call, instead ask them to call back so the person required can ensure the phone is clean for them to use.</li> </ul>
<p><b>Returning home</b></p>	<p>It is vital that we limit the risk of cross contamination between employees' home and the workplace. Employees should try to follow suggestions below to keep themselves and their family safe;</p> <ol style="list-style-type: none"> <li>1. If you've driven home, before you leave the car, wipe down your steering wheel, door handles and controls with anti-bacterial wipes.</li> <li>2. Take a moment to yourself, either in the car or outside your front door. Take time to breathe and re-focus before you go in.</li> <li>3. Once at the door, knock so you don't touch the door handle but allow the door to be opened from the inside when possible.</li> <li>4. Don't touch anyone or anything before you've washed your hands. Resist touching light switches, door surrounds or children wanting a cuddle until you've washed. If possible, take a shower when you get in, concentrating on arms, hands, face and hair.</li> <li>5. Have a plastic wipeable box at the door for your work bag, shoes, pens, coat etc. Place these items in the box as soon as you get home and remember to wipe the box down daily.</li> <li>6. Try to keep your food boxes sealed in a plastic bag when not in use, and wash these regularly in a dishwasher or in hot soapy water.</li> <li>7. Keep your phone in your bag during the day.</li> <li>8. Consider taking a pillowcase and change of clothes to work with you. Worn clothes can be placed straight into the washing machine when you get home.</li> </ol>
<p><b>Guidance for washing hands: Early Years</b></p>	

# Let's Wash Our Hands!

Whooshy washy!  
Wet our hands  
Under running water

Add some soap and  
Rub them hard  
Don't miss any part!

Between our fingers  
Under the nails  
Rid germs without fail

Front and back  
And round the wrist  
No germs will be missed!

They may hide  
But we shall seek  
So we will not fall sick!

Splishy splashy  
Bye bye germs  
Down the drain they squirm

With clean towels  
We dry our hands  
Now let's show our friends!

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Palm to palm



Between fingers



Back of hands



Base of thumbs



Back of fingers



Fingernails



Wrists



Rinse and wipe dry

## Remember to wash our hands:



After using the toilet



After sneezing or coughing



After playing with pets



After sports or playing outside



Before eating



## If you develop symptoms of Coronavirus

It is essential that if you develop any symptoms of Coronavirus that you take immediate action.

This is to protect everyone including yourself and your family.

As a key worker, employees and their families are eligible to be tested, if they display the symptoms of coronavirus;

- a high temperature
- a new continuous cough
- loss of taste and/or smell

If you display any of the above symptoms you **MUST** follow the procedure below;

<p><b>Step 1</b></p>	<p>If you develop a high temperature, continuous cough or loss of sense of smell and/or taste you must immediately inform your manager.</p>
<p><b>Step 2</b></p>	<p>You <b>MUST</b> not come into the workplace. You must immediately request a Coronavirus test and attend the earliest appointment time possible. This can be done through the website: <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p>

	<p>If you are well enough, we would request you attend a drive-in appointment available in the local area. This is much quicker than awaiting a home test.</p> <p>Please note if you become severely unwell you need to call NHS 111.</p>
<b>Step 3</b>	You and your family must self-isolate as per government guidelines (even if family members don't show symptoms).
<b>Step 4</b>	If the results are negative you may return to work. If positive you will need to follow the government guidance. It is essential you inform your line manager of your results as soon as you receive them.
<b>Other</b>	If you live in a household where someone has symptoms of Coronavirus you <b>MUST</b> immediately self-isolate and request a test. You must remain away from the setting until your tests results are confirmed.

**Coronavirus kills**

These procedures help us to save lives and should be taken very seriously. We reserve the right to remove any employee from working in the setting if they are not committed to following procedures. We will review this policy regularly as new guidance becomes available.

For more information see; <https://www.gov.uk/coronavirus> and/or <https://www.nhs.uk/>

I agree to the procedures set out in the 'Working during the Coronavirus Pandemic' policy.	
Print name	
Signed	
Date	