



COVID Procedures from 16th August

Last Updated 24/08 – next review date 1st Oct, monthly thereafter

<p>Consistent Groups (Bubbles)</p>	<p>DfE guidelines advise that children no longer need to be in consistent groups. However, to assist our internal management of Covid, as far as is possible, nurseries will attempt to keep groups consistent. Consideration will be made, where possible, regarding which staff are picking up/dropping off children at the door. If an outbreak occurs, strict consistent groups/bubbles will be reintroduced.</p>
<p>Face Masks</p>	<p>Staff will continue to wear face masks when they enter the building, and at all times around the nursery when they are outside of their room/group (bubble). The exception being in the Staff Room, where social distancing and maximum capacity rules are in place.</p> <p>Although guidance states face masks are not required, we do this to protect the children, and staff who are not fully vaccinated, or staff who may be pregnant (irrespective of their vaccinated status) and anyone who has underlying health issues or lives with vulnerable people.</p> <p>We do therefore also respectfully ask parents to continue to wear face masks when picking up/dropping off children.</p>
<p>Lateral Flow Device (LFD) Tests</p>	<p>Staff complete weekly LFD tests on Mondays and Thursdays. If a member of staff or child tests positive, all staff in the same group/bubble or who have been in contact with the person will be asked to take LFD tests for a period of 5 days and then revert to Mondays/Thursdays, irrespective of vaccination status. All positive LFD tests (staff/children) must be followed up by a PCR test.</p>
<p>PCR Tests</p>	<p>If an LFD test is positive, the staff/child involved should isolate except to travel to take a PCR test. Staff are asked to avoid home PCR test kits due to the delay this causes when receiving results, and instead asked to travel to walk/drive through centres.</p>
<p>COVID Symptoms</p>	<p>If a staff or child develops Covid symptoms in nursery, however mild, they will be sent home. If a parent insists on a child attending the nursery, the Nursery Manager (having taken advice) can take the decision to refuse the child if, in our reasonable judgement, it is necessary to protect other children and staff from possible infection with Covid.</p> <p>Calpol should not be administered prior to attending nursery for cold/teething symptoms, where a fever could be masked. If a child has been given Calpol and a temperature presents itself when the effects wear off, the child will be immediately sent home.</p> <p>Children with ongoing coughs will be allowed in the setting if accompanied by a letter from a GP ('advice' from a telephone helpline will not be sufficient evidence in this case).</p>
<p>Visitors</p>	<p>Prospective parents are invited to visit the nursery, where possible, during quiet periods of the day only. We invite one parent ONLY for settling in visits and only for Cheshire Cats/Eager Beaver children, except for in exceptional circumstances. External consultants/agencies are invited on a case-by-case basis. Prospective staff are initially interviewed via Zoom, successful candidates are invited to complete 2nd interviews/work trials in nursery. All other visitors are restricted. Please be aware it is unlikely parents will be able to access the nursery, other than for the above reasons, for the foreseeable future, to counteract this and to encourage good parent/nursery partnership, we will introduce 'Open Days' to showcase the nurseries, continue with termly Zoom parent catch ups, and our staff are continually available during working hours via Family.</p>
<p>Hand Washing & Sanitiser</p>	<p>Staff and visitors are asked to wash or sanitise hands on entry and throughout the day. Children are asked to wash hands on entry, and throughout the day handwashing is recorded on Family.</p>

Positive Case of Covid	If a member of staff or child tests positive they must isolate for a period of 10 days. Parents will be informed if a positive case occurs in the room their child is in, just as we would inform parents of any other infectious disease.
Contact Tracing	NHS Track and Trace are responsible for contacting any staff or parents of children who need to isolate. Staff who are double vaccinated and identified and contacted by NHS Track and Trace will be asked to take a PCR test instead of self-isolating. An adult is considered fully vaccinated two weeks after they have received a second dose of an approved vaccine. Under 5's identified as a close contact will only be advised to take a PCR test if the close contact is a member of their own household.
Isolation	Children under the age of 18 and staff who have been double vaccinated will not have to isolate if a positive case of Covid occurs in the nursery or in their household unless NHS Track or Trace contacts them, or in exceptional circumstances where the Nursery Manager may recommend a member of staff or child isolates.
Travelling Abroad	All staff will be asked to adhere to travel legislation and red, amber, green list rules. Parents are respectfully requested to do the same and to notify the Nursery Manager of any travel plans prior to departure.
Staff Rooms /Meetings	Staff meetings will continue to be held by Zoom. Social distancing in Staff Rooms, as well as ensuring maximum capacities are enforced and staff mixing from different groups is minimised.
Cleaning	Rigorous cleaning takes place, with weekly inspections by senior staff, the outcome of these inspections are communicated to all staff through Famly so anything that needs rectifying is dealt with immediately.
Nursery Fees	If a child needs to isolate, or parents choose to keep a child off nursery for any COVID related reasons, both situations will be treated as any other absence, and would be chargeable. If NHS Track and Trace request a consistent group/bubble isolates parents will receive a 50% refund for the period affected. If the whole nursery needs to close parents will receive a 100% refund for the period affected. Our 'Terms and Conditions' deal with all other aspects of nursery fees outside of Covid – these can be found in the Parent Hub section of our website.
Financial Support for Parents/Staff	Parents (and staff) may be eligible for the one-off £500 Test and Trace support payment if their children are required to isolate. Contact iana@elmoreuk.co.uk for further details or support with this application.
Covid Helpline	The DfE has a helpline for early years providers/schools – as well as parents – who have questions about Covid. If you have specific questions about the virus, you can contact the helpline on 0800 046 8687 or email DfE.coronavirushelpline@education.gov.uk