

# COVID - 19

## Policy statement

The virus COVID-19 calls for changes in the way we currently run our setting.

The purpose of this policy is to provide an overview of the measures taken to minimise the risk to staff and children while working or attending session.

## Procedures

### Staff

#### *Symptoms of COVID-19*

- If you or anyone you share a home with display any of the following symptoms you must contact your line manager by telephone to discuss your next steps
  - A new and continuous cough
  - A high temperature
  - A lost of, or change in, your normal sense of taste or smell

#### *Staff who are isolating due to suspected or confirm case of COVID-19 .*

- Before registering for a COVID-19 test, contact your line manager by telephone to discuss your symptoms.
- Do not book a test until you have confirmed with your line manager that they do not wish you use the testing procedure available for critical workers.
- Company sickness pay will not be paid when a staff member is isolating, waiting for a test result, or is recovering from COVID-19
- Statutory Sick Pay will be payable from day 1 of the sick leave. For more information on SSP please visit <https://www.gov.uk/statutory-sick-pay>

#### *Travelling overseas*

- Staff must always take into account a 14 day quarantine period when making travel plans, regardless of the country visiting. All travel including the 14 day quarantine period must be taken out of term time. During the summer holidays this include the week after school closes and the week before school reopens and inset days.
- In exceptional circumstances, management may authorise staff to take quarantine periods within term time. Requests must discussed and authorised before any travel has begun.
- Any authorised quarantine periods that fall into term time will be classified as unpaid leave.

- Any other unauthorised quarantine periods that have not been agreed with management in advance will be classified as unauthorised absences and will be subject to disciplinary procedures.

### **Potential and confirmed cases of COVID-19**

*If a child or a member of staff begins to display COVID-19 symptoms (i.e. high temperature, continuous new cough or loss of sense of taste or smell) while attending sessions:*

- Inform all staff to wear PPE
- Staff members are to be sent home to obtain testing
- Symptomatic child is moved to the isolation room where they are supervised
- Parents of the child are contacted to arrange pick up as soon as possible
- Clean and disinfect all rooms used by the symptomatic child or staff member.
- The child or staff member will not be able to return to the setting until they have had a negative test result
- Advise Europa School of potential COVID-19 case and contamination of the isolation room

*Confirmed cases of COVID-19 by child or staff member*

- Ensure the child or staff member does not return to the setting until they have isolated for 10 days from the onset of symptoms.
- Advise all users of After School Club, Preschool and Europa School to test if they show any symptoms.
- Call DFE Helpline 0800 046 8687 and select option 1 who will carry out a risk assessment
- If more than 2 cases are confirmed, call Thames Valley Health Protection Team 0344 225 3861 and select option 4
- Clean and disinfect all rooms wearing PPE and following government guidelines about safe cleaning

### **Closures and fees**

*Closures or absent session due to COVID-19 related instances*

- If the setting is forced to close once a term has started and invoices have been issued, no refunds or credits will be applied to our fees
- If we are open, but parents choose not to attend sessions, fees are still payable and are subject to the normal cancellation notice period of one term.

- If a child presents with symptoms at home, parents should keep the child at home until they have either negative test or have completed the isolation period. Fees are still payable during this time.

## **Infection Prevention and Control**

### *Cleaning hands thoroughly more often than usual*

- Children are requested to wash hands on arrival then regularly during the day
- Preschool runs activities to teach children to hand wash effectively

### *Ensuring good respiratory hygiene*

- Ensuring that children follow the 'catch it, bin it, kill it approach'
- Windows when possible are opened
- Children to spend as much time as possible in the outside spaces

### *Introduce enhanced cleaning*

- Frequently touched surfaces cleaned regularly
- Where possible equipment that is difficult to clean is removed from the setting
- Where feasible equipment is rotated

### *Minimising contact between individuals*

- Bubbles of 15 maximum in After School Club
- Parents to remain outside the setting when collecting children
- Parents to wear face masks when collecting of children

Where necessary, wear appropriate Personal Protective equipment (PPE)

- PPE to be worn when dealing with suspected cases of infection