



## COVID-19 Policy Sleepy Hollow Group – Wraparound Units

### Principle

The COVID-19 policy has been implemented to ensure the health and safety of children and staff within our settings. It is vital that this procedure is practiced and strictly adhered to during this pandemic. This is for the benefit of children, staff, and our wider community.

### Statement of Intent

We have followed government guidelines in the development of this policy and the policy is subject to change. We will liaise with the Early Years Team of the Health & Social Care Trusts immediately if any incident arises. Whilst we understand that we are amid a global pandemic, we at Sleepy Hollow Group still believe in the importance of play and in providing a safe and happy environment for children.

### Procedures

#### On Arrival & Departure:

We will have a designated arrival and departure door.

- All staff and children will have their temperature checked and recorded on arrival to the setting, anyone with a **temperature over 37.8°** will not be allowed to enter the setting.
- Parents should adhere to social distancing rules and stand 2 meters away. Only one parent should be at the door at any one time.
- Parents will not be allowed to enter the setting and children will be dropped off and greeted by staff at the point of entry. We would encourage that only one parent should drop off or collect their child.
- A staggered approach may be implemented if deemed necessary.
- Staff will wear face masks during arrival and departure periods, detailed daily feedback will be sent via Family.

**\*During COVID-19 all settings will close 15 minutes earlier than normal to allow for cleaning.\***

#### Children:

Only children who are symptom free and or have completed the required isolation period can attend the setting.

Any child who displays symptoms or become unwell, parents will be contacted to collect their child without delay and seek medical advice. This child will wait with a member of staff in the designated area until the parents arrive. Staff will wear all necessary P.P.E during this time with windows open for necessary ventilation. In the event of an emergency, staff will call 999.

Children will be supported in an age appropriate way to help them understand the social distancing, handwashing and hygiene requirements that are being used during this time. Children's emotional requirements will be of paramount concern to Sleepy Hollow during this time and we would ask that only essential comforters are brought in from home during this time.

Children will stay in smaller groups each day and each group will eat and play together to avoid any possible transmission.

### **Staff:**

Only staff who are symptom free, have completed the required isolation period or have achieved a negative COVID-19 test result can attend the setting. Staff are required to inform their manager of any changes in their health as soon as possible.

Staff will remain with the same small group and will not encounter other groups.

Staff members will avoid contact with each other including handshakes, hugs and will adhere to social distancing rules.

Where possible training and meetings will be held via virtual conferencing facilities.

All staff have received training in COVID-19 prevention and infection control.

Testing – as key workers, childcare staff experiencing symptoms can avail of COVID-19 testing.

Sleepy Hollow Group recognise this is a difficult time and will continue to support their employee's wellbeing, any staff with concerns should approach their managers as soon as possible.

### **Parents:**

Only parents who are symptom free and or have completed the required isolation period can attend the setting.

We would encourage that only one parent should drop off or collect at any one time.

**If any member of your household develops symptoms (high temperature, new continuous cough, loss or change to sense or smell or taste) of COVID-19, or is waiting for a coronavirus test result, has tested positive you must isolate for a period of 14 days from the first day any person in your home displayed symptoms. (reference: [www.nhs.uk](http://www.nhs.uk))**

Parents are invited to either text, e-mail or phone with concerns or queries rather than discuss with staff face to face at the setting, please be aware that this is very much a temporary arrangement during this time.

### **Visitors:**

We have suspended all visits at the present time. Attendance will be restricted to children and staff only. Any essential building maintenance will be done outside operational hours unless extremely urgent. All viewings are being suspended and parents can request a virtual tour of our facilities.

### **Hygiene and Health & Safety:**

**Ventilation** – windows will be open during the day to ensure good ventilation.

**Handwashing** – all children and staff must wash hands using liquid soap and water for a minimum of 20 seconds and dry with disposable hand towels (where hand washing facilities are not readily available hand sanitiser 70% ethanol will be used):

- on arrival
- frequently throughout the day
- before and after mealtimes
- before and after administering medication
- after any coughing or sneezing
- to remove any physical dirt
- after administering any first aid
- after using the bathroom, nappy changing and handling bodily fluids, waste or soiled items
- after handling waste baskets
- when moving from one play area to another
- after physical contact with others
- prior to departure

**P.P.E** – government guidance states that P.P.E is not required for general use in early years settings to protect against COVID-19 transmission at this time. However, P.P.E (gloves and aprons) will be used as normal during nappy changing, first aid and food preparation & distribution.

Masks will only be used during handover (when parents meet with staff on arrival/departure) or in the event of a child becoming unwell.

We will ensure good respiratory hygiene by implementing the 'catch it, bin it, kill it' approach. Tissues are available throughout the setting.

**Cleaning** – we have an enhanced cleaning schedule implemented and recorded daily, that includes furniture, surfaces, toys, and equipment.

- Toilets: cleaned twice daily using standard cleaning materials followed by disinfectant spray after each use (including touch points of surfaces in the bathroom).
- High contact surfaces: touch points of light switches, faucets, door handles, tables, handrails, bannisters, doorbells will be disinfected twice daily.
- Electronic devices: tablets, phones, computers, laptops projectors & lightboxes, will be disinfected before and after each use.
- Children's toys & equipment: will be cleaned at the end of each day, any toys/equipment that are not easily disinfected will be put away until the end of the COVID-19 pandemic.

- Laundry: will be washed daily at 60° minimum with disinfectant added to the washing machine alongside standard washing powder. Laundry including bedding, blankets etc. will not be shared between children. Soiled items will be placed in a sealed, waterproof bag and returned to parents for washing.
- In the event of a child being unwell – staff will wash their hands thoroughly and clean the affected area with disinfectant to reduce any risk of passing infection on to others.

### **Food/Meals:**

- Kitchen/food preparation areas - dishwasher will be set at 70° for each cycle, where washing dishes by hand, dishes will be washed with warm soapy water and dried with disposable paper towel. All surfaces will be cleaned & disinfected before and after each use.
- Lunch boxes/water bottles – must be in a sealed, labelled container, will be stored on arrival until lunchtime and returned at the end of the day.
- Any items that meet mouths such as cups, bottles and straws, cutlery will not be shared.
- Children will eat within their allocated group and meals will be brought to them in their designated area.
- Staff will wear gloves and aprons when preparing and handling food.
- All staff have received food hygiene training.

### **Play & Activities:**

Young children cannot be expected to remain 2 metres apart from each other and staff, with this in mind we will adapt existing games and introduce new activities that will allow for as much social distancing as possible, however we acknowledge that this cannot always be adhered to.

We aim for children will be outside as much as possible to play.

Children will stay in their own group and use their own play area at any one time, all play areas will be sanitised before and after use.

### **If a member of staff becomes unwell at a childcare setting**

If a member of staff in childcare becomes unwell with a new cough or high temperature, or shows any of the normal symptoms of the virus, they will be send home immediately and advised to follow the COVID19 guidance for households with possible coronavirus (COVID19) infection guidance.

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 (we will follow the steps below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

### **In the event of a positive COVID-19 case:**

Where the child, young person or staff member tests positive, the rest of their play pod will be sent home and advised to self-isolate for 14 days.

We will contact the Public Health Department and seek further advice in the event of a positive case liaising with families or persons affected.

If there is an outbreak of COVID19 in our setting and we have to close for any reason we will ask for contribution payment of 25% of normal fees to cover overheads (excluding staffing costs). If any child or family are having to isolate because of an outbreak outside of Sleepy Hollow and our facilities remain open then unfortunately fees will remain due – we can try to accommodate days missed at a future time (mostly likely not the set days booked these days can be offered on days where we have future availability).

**Contact Details:**

If parents have any concerns, they can contact the manager directly via phone or:

Denise Adams, Head of Admin [info@sleepyhollowgroup.com](mailto:info@sleepyhollowgroup.com) tel: 02894339031/07719550094

Dee Edwards, Regional Manager [dee@sleepyhollowgroup.com](mailto:dee@sleepyhollowgroup.com) tel: 07908538401

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