

## Policy for Dealing with Coronavirus (COVID-19)

### Information about COVID-19

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in December 2019.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- a temperature in excess of 37.8 degrees Celsius
- a 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)
- a loss or change to your sense of smell or taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

### How Covid-19 is Spread

The spread of COVID-19 is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are in close proximity or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

## Preventing the spread of COVID-19

Detailed below are some of the control measures Caerleon adopts to minimise the risk of the spread of COVID-19. A detailed list of control measures adopted by Caerleon to keep its staff and families safe can be found in our COVID-19 Risk Assessment which will be made available to parents and carers on request.

### Controlling access to Caerleon

- No staff member who has COVID-19 symptoms, (or who has a member of their household displaying symptoms) will be admitted into Caerleon until they have either completed self-isolation in line with government guidance or have had a test and tested negative.
- Parents will be asked to confirm that neither their child nor anybody in their household is displaying any COVID-19 symptoms such as a new continuous cough, a loss of taste or smell or a temperature of 37.8°C or greater
- When dropping off / collecting children parents will not be permitted to enter Caerleon and must wear a face covering as well as maintaining physical distancing at all times.
- Non-essential visitors will not be permitted at Caerleon

### Enhanced health, safety, and hygiene practices

- To ensure we adopt best practice hygiene controls and infection prevention measures we refer to Public Health Wales, Health Protection Team Infection Prevention and Control Guidelines and use their Quality Improvement Audit Tool that has been created specifically for childcare settings
- An enhanced cleaning schedule has been implemented throughout Caerleon. Communal areas, touch points and hand washing facilities will be regularly cleaned and sanitised throughout the day. This includes cleaning of resources used by children for play and learning experiences. A staff member with no responsibility to care for children will be assigned these duties.
- Activities and learning experiences that involve materials that are not easily washable such as malleable materials are used following strict guidelines and soft toys and furnishing have been removed where possible
- All staff have received Covid-19 preventing infection training as well as training of all new operating procedures and policies
- Staff travelling on public transport will change into their uniform once they have arrived for shift and will not leave the site while in their uniform

### Enhanced health, safety, and hygiene practices (continued)

- Staff and children will be required to sanitise their hands on arrival at Caerleon, and wash their hands throughout the day and ahead of leaving.
- Staff and children will be encouraged to practice good respiratory hygiene at all times and 'Catch It, Bin It, Kill It' Posters are displayed throughout Caerleon

### Reorganising routines at Caerleon

- Children are allocated their own room and the care routine is undertaken within this room and wherever possible they will not mix with other rooms / groups during the day.
- Children will be cared for each day in groups that remain as consistent as possible and staff within that group will endeavour to socially and physically distance from one another.
- Wherever possible staff will be allocated fixed rooms and they will not mix with other rooms / groups during the day
- Staff have been instructed to avoid physical contact with their colleagues and ensure physical distancing is maintained wherever possible
- A schedule has been implemented for using the garden to ensure all children have sufficient time outdoors but do not mix with other rooms. Equipment will be cleaned between uses.
- When Jump is closed to the public where possible the additional space available will be used to assist physical distancing in practice
- Activities that involve close physical contact or require the same equipment to be touched by different children will be avoided
- Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19.
- Any outings into the community will only take place if the most recent Government Guidance allows

### Procedures we will follow in event of someone developing Covid-19 symptoms while at Caerleon

- If staff or children develop any symptoms such as a new continuous cough, a loss of taste or smell or a temperature of 37.8°C or greater we will take immediate action –
  - Staff will be asked to return home, self-isolate in line with NHS guidance and seek a Covid-19 test
  - Children will be isolated with a supervising staff member and parents will be contacted to collect the child immediately. The child will then be required to isolate at home in line with NHS guidelines and seek a Covid-19 test
- No staff or child will be allowed to return to Caerleon until they have completed the self-isolation period in line with NHS guidance or have had a Covid-19 test that was negative. Caerleon will need sight of the negative test before the child will be allowed to return to the setting.

### Getting Tested for COVID-19

Anyone in England and Wales who has symptoms of coronavirus, can access a test whatever their age. Tests must be completed within the first five days of having symptoms and can be booked online through

- <https://gov.wales/apply-coronavirus-test>

If anyone requires medical advice about their symptoms, they should call NHS Direct

T: 111

W: <https://111.nhs.uk/covid-19>



### Confirmed cases of COVID-19 at Caerleon

In the event of a confirmed case of COVID-19 at the nursery, Caerleon will diligently follow the relevant guidance

Our Management and staff will assist The Public Health Protection / Contract Tracing Team to undertake any needed assessment of the confirmed case and we will follow the advice they offer at all times.

It is unlikely, the closure of all areas of Caerleon will be necessary but the room or group that has been affected may be required to close while cleaning, following the guidance of the Health Protection Team, takes place.

Any staff and children within the group of the confirmed COVID-19 case who are identified as a close contact will be required to self-isolate for 14 days. If there is any doubt as to if an individual has been in close contact we will always air on the side of caution and advise self-isolation. The other household members of these staff or children do not need to self-isolate unless the staff member or child they live with subsequently develops symptoms

### Suspected Outbreaks of COVID-19 at Caerleon

In line with Public Health Wales guidelines we will inform the Public Health Wales Protection Team, if 2 or more people (staff or children) show possible COVID-19 symptoms within any 14 day period, as this may indicate an outbreak.

All suspected outbreaks of COVID-19 or any other infection will be notified to the All Wales Acute Response (AWARe) Team

T: 0300 003 0032

E: [AWARe@wales.nhs.cuk](mailto:AWARe@wales.nhs.cuk)

(N.B. the email this is not monitored during out of office hours)

Care Inspectorate Wales (CIW) will also be notified of all suspected outbreaks of COVID-19

## Parent / Carer Responsibilities in helping minimise risk of Covid-19 spreading

The practices we request parents and carers observe are to help minimise risk of Covid-19 spreading and keep everyone at Caerleon as safe as possible.

- Only children who are symptom free or have completed any required isolation period may attend Caerleon. The main symptoms of coronavirus are –
  - a temperature in excess of 37.8 degrees Celsius
  - a 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)
  - a loss or change to your sense of smell or taste
- Only parents who are symptom free or have completed any required isolation period should drop off / collect their children
- Drop off / collection of children will be restricted to one parent / carer at any given time. If the person collecting is not a member of the child's household then the parent will be expected to discuss their personal circumstance with Caerleon's Manager.
- Parents are asked to observe the drop off and collection times they have been allocated
- All parents must wear a face covering when dropping off/collecting their child
- Children attending Caerleon direct from another setting will need a clean set of clothes they can be changed into when they arrive at Caerleon.
- Parents will not be permitted to enter Caerleon when dropping off / collecting their children and will be required to maintain physical distancing at all times during this time
- A maximum of one parent at any time will be allowed to enter Caerleon for settling in sessions. A face covering must be worn and physical distancing will need to be maintained at all times.
- Temperatures of children will be taken on arrival at Caerleon each day and anyone with a temperature of 37.8 degrees C or above will not be allowed to attend
- Managers will refuse to accept any medication from parents that suppresses or controls temperature or to allow a child to attend if they have taken any such medication that day
- Parents will be encouraged not to leave travel accessories such as buggies and car seats at Caerleon
- Children can continue to bring bags from home, but the bag should only include items required for that day's care. Parents are asked to ensure bags are kept as clean as possible.
- If it important to your child's wellbeing then they can continue to bring comforters such as a blanket or soft toy from home, but parents are asked to ensure these are as clean as possible
- Children who develop symptoms of Covid-19 will be isolated with a supervising staff member and parents will be contacted to collect the child immediately
- Communication with staff in respect of your children will need to take place via telephone or email
- Payments for fees will need to be made by Direct Debit or by credit / debit card over the telephone, or by Voucher



## Raising concerns

Parents and staff can raise concerns they may have by following our complaints and whistleblowing procedure which in the first instance require you to discuss your concerns with the Manager