

## COVID-19 Policy

St Padarn's Playgroup follows this policy, reviews it annually or when required and updates it in line with Welsh Government recommendations.

The Manager of St Padarn's Playgroup will ensure that every member of staff understands this policy.

St Padarn's Playgroup will ensure that parents and carers and the local authority are aware of this policy by taking the following steps:

1. Policy will be placed on St Padarn's Playgroup website
2. Policy will be placed in the policy folder near the entrance

### Aim

The aim of the Playgroup is to ensure the well-being, safety and development of each child under its care, and also that of staff members, family members and volunteers who come into contact with the setting.

This policy is applicable to everyone who is connected with the Playgroup including parents, staff members, children and volunteers.

Each staff member will be asked to sign to state that they have read and understood this policy, and its contents will be shared with parents and carers. The contents of this policy is mandatory. This policy has been adopted for the period of time when there is danger from the Covid-19 virus. This policy and its new procedures are supplementary and where a change in practice occurs, this policy will take precedence over the Playgroup's previous policies.

This document has been designed to be read alongside the Welsh Government's Guidelines for Child Care Providers (<https://gov.wales/protecting-staff-and-children-coronavirus-childcare>) and Operational Guidance for schools and settings: Keep Education Safe (COVID-19) <https://gov.wales/operational-guidance-schools-and-settings-keep-education-safe-covid-19>.

### Children's Rights

St Padarn's Playgroup respects the rights of children as outlined by the United Nations Convention on the Rights of the Child and the Rights of Children and Young Persons Measure (Wales) 2011. In times of crisis it is more important than ever that the Playgroup continues with its work to protect and implement the rights of children. See the Children's Commissioner for Wales' version of these rights online here, <https://www.complantcymru.org.uk/ccuhp-hawliau-plant/ccuhp-hawliau-planthttpswww-youtube-comwatchvvs1usdrn-voindex4listplgsiznczbjkhq3lfdktmsbnlhtbzu5yrc/>.

### Considerations caused by lockdown

The Playgroup has given consideration to the advice regarding legionnaire's disease provided by Cwlwm here, <https://www.cwlwm.org.uk/legionnaires-disease-a-guide-for-childcare-providers/>, and the Chartered Institute of Environmental Health here, <https://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf>.

### **Attendance at St Padarn's Playgroup**

#### **Children displaying symptoms**

No child should attend the Playgroup if they, or another member of their household, are displaying symptoms which may be Covid-19. These include:

- A new, continuous cough
- High temperature
- Loss of sense of taste and smell

They should not attend the Playgroup if they've received instructions from the Welsh tracking and tracing system to self-isolate at home for 10 days. Neither should they attend the Playgroup if they have come into contact with a person who has been tested for Covid-19 and is waiting for the results of their test.

#### **Children displaying Covid-19 symptoms while attending St Padarn's Playgroup**

- In the event of a child displaying symptoms of Covid-19, they will be moved to the outdoor area with adult supervision, at least 2 metres away from other children and staff (see procedure for individuals with symptoms below)
- Parents of children displaying symptoms will be contacted and asked to collect their child immediately
- Parents will need to make sure their child gets tested
- The child's whole household will need to self-isolate until the test results come back
- If the child has any other siblings at other settings or schools, they will also need to be collected
- If the test result is negative, we will need to see the results of the test before the child can return to Playgroup. If it is positive, then the child will need to self-isolate for 10 days and everyone else in the household for 10 days.
- Should parents/carers choose not to test their child, the parents/carers and all other household members will need to self-isolate for 10 days.
- If a child's sibling in another setting or school or other members of the household are showing symptoms, the child will need to be collected from Playgroup.
- Should there be a positive test in St Padarn's Playgroup, we will work with the Track, Trace and Protect (TTP) Team as well as officers from Ceredigion County Council to decide who will need to self-isolate. We will confirm this quickly with parents/carers.
- Any children who attend an appointment in a health setting during the day, must shower and change clothes before returning to Playgroup.

#### **Staff displaying symptoms of Covid-19 while on duty at St Padarns Playgroup**

- They will need to inform the manager as soon as possible.
- The member of staff will need to go home and get tested, their whole household will need to self-isolate until the results come back.
- If the result is negative, the manager will need to see the result before they can return to work
- If the result is positive, they will have to self-isolate for 10 days, their family will have to self-isolate for 10 days, in accordance with Covid-19 guidelines, before they can return to work
- If they choose not to get tested, their whole household will have to self-isolate for 10 days

### **Adults displaying symptoms**

No adult should attend the Playgroup if they, or another member of their household, are displaying symptoms which may be Covid-19. These include:

- A new, continuous cough
- High temperature
- Loss of sense of taste and smell

They should not attend the Playgroup if they've received instructions from the Welsh tracking and tracing system to self-isolate at home for 10 days. Neither should they attend the Playgroup if they have come into contact with a person who has been tested for Covid-19 and is waiting for the results of their test.

### **Groups of People with Vulnerable Health**

#### **Children who are clinically extremely vulnerable and those who are shielding**

Some children with pre-existing health conditions were/are advised to undertake specific 'shielding' measures. These children have serious underlying health conditions which means that they are at a high risk of suffering severely with COVID-19, and as such were/have been advised to follow shielding measures thoroughly in order to keep themselves safe. These children will have a shielding letter from the Chief Medical Officer of Wales. We do not expect these children to attend the Playgroup at present. When other children are clinically vulnerable (but are not shielding) we will consider their cases individually and discuss with parents / carers whether it is safe and appropriate for the child to attend the Playgroup.

#### **Adults who are clinically extremely vulnerable and those who are shielding**

Adults who are shielding, including the Playgroup staff, should also adhere to the shielding guidelines, and as such they should not attend work. These adults will also have a shielding letter from the Chief Medical Officer of Wales.

#### **Adults and children who are 'clinically vulnerable'**

Individuals who are clinically vulnerable are more at risk of COVID-19 than the majority. This category includes people over 70 years of age, those who are pregnant and those with a range of chronic health conditions. Pregnant women are

advised to seek advice from their employer who should carry out a risk assessment. People in this category may go out to work, but they should work from home if possible. Care must be taken to ensure that vulnerable individuals and those around them strictly adhere to social distancing guidelines. If there is any uncertainty around whether an individual's condition requires them to shield then staff, parents and carers should seek the guidance of their GP or other doctor.

### **All Wales COVID-19 Workforce Risk Assessment Tool**

St Padarn's Playgroup has used this resource to help staff members consider the status of their own health and well-being, this resource helps workers and employers to record, assess and discuss the risks present and the steps they can take to mitigate these risks.

### **Children who attend more than one setting**

St Padarn's Playgroup does not currently accept children who attend other childcare settings. This is on the basis of a thorough risk assessment which is reviewed weekly.

## **Risk Reduction Measures**

Reducing the spread of the Coronavirus (COVID-19) means acting to reduce direct transmission (e.g. when someone comes into contact with bodily fluids from coughs and sneezes) and indirect transmission (by touching a contaminated surface).

The Playgroup will do this by using a range of methods and steps. By implementing these steps simultaneously we create a system that is intrinsically safer, where the risk of transferring infection is significantly reduced. These include:

### **Social Distancing**

The Welsh Government provides detailed information online here, [https://gov.wales/coronavirus-social-distancing-guidance?\\_ga=2.216947414.1592140737.1591598005-898157265.1591598005](https://gov.wales/coronavirus-social-distancing-guidance?_ga=2.216947414.1592140737.1591598005-898157265.1591598005).

Social distancing measures are steps which can be taken to reduce social interaction between people. This will help to reduce the risk of transferring the Coronavirus (COVID-19). It will be very difficult to implement social distancing measures in a Playgroup with young children. We will take the measures in this policy as a means of doing everything within our ability to keep everybody safe and healthy. Adults should keep a distance of at least 2 metres between them at all times, in order to avoid spreading any infection between the small groups of children.

### **Working in a group**

One of the most important protective measures we can take to reduce the spread of infection is to lessen the contact between large numbers of children and staff. In order to minimise the number of people individuals come into contact with we will adopt the practice of working in a group although there is no longer a requirement to limit to 8 or fewer children per group. Children between 0 - 5 years of age cannot be

expected to keep a distance of 2 metres, so our aim is to reduce large scale contact. The Playgroup will give consideration to which changes need to be made to the environment in order to facilitate this (see below).

The Playgroup will make every effort to ensure consistency in terms of staffing. If the Playgroup uses bank staff, then the staff member will be expected to work for a week rather than a day at a time.

### **Visitors**

Only essential visitors will be admitted to St Padarn's Playgroup. The Playgroup will decide who these are based on a risk assessment. Essential visitors will be required to wear a face covering (if possible) and fill out the visitors book and the Playgroup's Track and Trace slips which are kept for 21 days in line with GDPR.

### **Infection Control Measures**

#### **Hand Hygiene**

An effective handwashing regimen is the most effective weapon we have in reducing the spread of infection, including COVID-19. Hands should be washed with soap and water for at least 20 seconds. This helps reduce the spread of common infections such as the cold, flu, threadworm and stomach bugs.

Staff and children will wash their hands thoroughly and consistently, and staff will help children to understand why it is important to wash their hands and will teach them to wash and dry their hands correctly.

#### **Children and staff/adults should wash their hands:**

- Upon arrival at the Playgroup
- After using the toilet, the potty or changing nappies
- Before and after eating or handing food and drink
- After playing outside or having a break time
- After touching other children
- After blowing their noses, coughing or sneezing

#### **Good hand hygiene habits**

- Use warm water and soap and wash hands for 20 seconds
- Never share water in a common bowl when washing hands
- Use soap (there is no need to use soaps advertised as antibacterial or antiseptic)
- Dry your hands thoroughly using paper towels
- A special, lined bin should be provided for children to easily discard their hand towels
- A 60% alcohol hand sanitizing solution should be provided at the entrance for the use of essential visitors (but it is not to be used by the children and staff in place of soap and water)
- Young children may need help washing their hands thoroughly. Time will be allowed for this in the Playgroup's schedule.

- Staff will not wear wrist jewellery (including watches), false nails or nail polish

For sneezing and coughing – ‘Catch it. Bin it. Kill it’ is key. Single-use tissues should be used to cover the nose and mouth when sneezing, coughing or drying and blowing the nose. Paper tissues should be placed in separate double-bag bins immediately after use and safely disposed of. The bins should be emptied, cleaned and disinfected regularly throughout the day.

### **Good respiratory hygiene**

It is important to establish good hygiene by encouraging the children to cough or sneeze appropriately. They should cough, sneeze or blow their nose into a disposable tissue which covers the face, or their elbow if there is no tissue to hand. Some children with additional learning needs may not be able to maintain good respiratory hygiene, staff will support these children to maintain this and wear appropriate PPE where possible.

### **Learning, care and play**

Changes to routine can be stressful for children. Practitioners will consider how to introduce new arrangements in a fun way and reassure children.

When planning each activity we will consider the possibility of holding the activity outdoors.

Being outside brings benefits from both a well-being and Covid-19 perspective.

- Evidence shows that the risk of infection is reduced outside
- Evidence suggests that the virus does not live long in sunlight
- Social distancing is easier to do outside and so it is easier for practitioners to supervise larger numbers of children

For children and young people who need additional support - such as children with a statement of special educational needs or those who have additional learning needs or disabilities – we will work with the Local Authority as well as with parents to decide how best to continue to help these children to stay healthy.

Cleaning procedures will become a natural part of the day's schedule.

### **Sharing St Padarn’s School outdoor play area ‘Top Court’**

In order to reduce the number of children using an outdoor play area, the Playgroup will not use ‘Top Court’ at present. Children will have free flow play access to the outdoor yard and will go on regular walks in the locality.

### **Staff meetings**

Staff meetings will take place outside or on Microsoft Teams, and the Playgroup will consider holding meetings with parents outside (if possible). Where this is not possible a meeting with a parent must be arranged in a place where no other persons are working or playing.

### **Equipment and Resources**

All resources and toys will be treated in accordance with the advice contained in the Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding Settings and Playgroups).

St Padarn's Playgroup does not allow children to bring toys from home. If a parent / carer states that this will cause unreasonable distress to a child (for example if they have additional learning needs) the Playgroup will meet to discuss each individual situation.

Play with sand, water, clay / play dough and cooking and other messy play activities will be restricted and only done if the relevant hygiene and cleaning guidelines in the Infection Prevention and Control Guidelines for Childcare Settings can be adhered to. If the guidelines cannot be adhered to, these activities will not be undertaken. Activities should not involve contact between children.

### **Open Windows**

As it is important to keep fresh air circulating in the rooms St Padarn's Playgroup will open the windows as much as possible.

### **Nappy Changing / Going to the Toilet**

The practice of wearing aprons and gloves when changing nappies or helping a child to clean themselves will continue.

### **Cleaning and disinfection**

A strict cleaning regime is key. All surfaces touched by children and adults will be regularly cleaned and additional advice on this can be found in Appendix 8 (Page 39) of the Infection Prevention and Control Guidance (2019) for Childcare Settings (0 -5 years) in Wales (Nurseries, Childminding Settings and Playgroups).

Equipment, toys and surfaces, including those throughout the setting, such as toilets, sinks, taps and changing areas, tables and handles, will be cleaned and disinfected often, in accordance with the Infection Prevention and Control Guidelines for Childcare Settings. We will consider removing soft toys and hard-to-clean toys (such as those with complex parts). Outdoor equipment and access gates will also be regularly cleaned and disinfected.

St Padarn's Playgroup has produced a cleaning procedure pack and cleaning rota which will be maintained and updated as necessary.

### **Waste**

Waste from areas where possible cases of COVID-19 have been will be disposed of in accordance with the Infection Prevention and Control for Childcare Settings Guidance and the principles outlined in the Covid-19 cleaning advice. Waste will be stored safely and kept away from children. Waste will not be placed in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If storage for at least 72 hours is not appropriate, we will arrange for Category B infectious waste collection from the local waste collection authority.

### **The Environment**

### **Moving around the setting**

The Playgroup has separate areas of learning around the perimeters of the setting and an open space in the middle to allow children and staff to move around freely.

### **Furniture**

The Playgroup has repositioned furniture and play areas to reduce contact between groups and facilitate infection control measures. Changes made will be identified in the risk assessment.

### **Clothing**

Staff will wear fresh and clean work clothes every day. If the member of staff travels to work he / she will need to bring a supply of clean clothes with them. Remember:

- Change to clean work clothes upon arrival at work.
- At the end of the day these clothes need to be removed BEFORE going home so that staff do not wear work clothes in their homes.
- Work clothes will need to be washed after each day and washed at the highest possible temperature for that item of clothing.
- Keep work shoes in the workplace and change them at the beginning and end of each day.
- Children should wear clean clothes every day if possible. This will need to be dealt with sensitively, taking into account the practical circumstances of each child.
- The Playgroup will provide additional clothing to be worn at the setting as required.

### **Soft materials**

Any soft materials such as cushions must be washed frequently. Soft furnishings such as blankets and cushions must be washed at the end of each day.

### **Personal Protective Equipment (PPE)**

Staff who use PPE such as gloves and aprons when looking after children will continue to do so. Under certain conditions when a child shows symptoms of Covid-19 additional equipment such as a face shield will need to be used.

The Playgroup Leader will ensure that all staff know how to wear and remove the PPE correctly to minimize the risks of spreading infection.

### **Procedure for Individuals with symptoms**

If a child shows symptoms of Covid-19 while at the Playgroup the following procedure will be observed. The Playgroup will:

1. Call the parent to collect the child immediately.
2. Move the child away from the other children and look after them separately.
3. One member of staff will stay with the child outside (if possible) or in the office.
4. If applicable, a window will be kept open to ensure that air circulates around the room.
5. The staff member who comforts and keeps the child company will wear rubber gloves, an apron and a mask to guard against fluid. If there is a risk that bodily fluid (for example, from sneezing) may enter the eyes then that staff member will also wear eye protection.
6. If you need clinical advice you should go online to NHS 111 (or call 111 if you do not have internet access). In an emergency, call 999 if someone is seriously ill. Do not visit the GP, pharmacy, emergency care centre or hospital.
7. The staff member who helped the individual will then remove their personal protective equipment in accordance with instructions and dispose of the waste carefully so as not to spread infection (see point 11). The staff member will also change their clothes ensuring that when their clothes are washed they only fill half the washing machine and wash with the hottest water possible for the materials.
8. If the child wants to use the toilet while they are ill, a separate toilet should be used if at all possible. The toilet must be thoroughly cleansed and disinfected before being used by any other person.
9. If a member of staff has helped someone who became ill with a new, persistent cough or high temperature, they need not go home unless they develop symptoms themselves. The member of staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
10. All areas where the child and staff member have been will need to be cleaned and all surfaces disinfected. The cleaners should wear gloves and aprons.
11. All waste must be placed in a double bag and stored securely for 72 hours before being thrown out with the rubbish. If storing the waste for at least 72 hours is not appropriate, arrange for it to be collected as Category B infectious waste by either your local waste collection authority or a specialist clinical waste contractor. They will provide you with orange or purple clinical waste bags to put your bags in so that the waste can be sent for proper treatment.
12. If it is necessary to clean an area where body fluids were spilt, then equipment should be worn to protect the eye and nose/mouth protection in addition to gloves and aprons. If an area cannot be cleaned or washed e.g. an upholstered mattress or chairs, then the items should be thrown away.
13. Inform the Local Authority, CIW and local Support Officer

**If a member of staff displays symptoms of Covid-19**

They will need to inform the manager as soon as possible. The member of staff will need to get tested, if the results come back positive, they will have to self-isolate for 10 days, in accordance with Covid-19 guidelines.

**If someone from the Playgroup receives a positive test for COVID-19**

The situation will need to be reported to local authorities. The Playgroup will not necessarily have to close. The Testing, Tracking and Safeguarding system will enable the situation to be managed. For information go to <https://llyw.cymru/mesurau-diogelu-mewn-lleoliadau-gofal-plant-cadw-gofal-plant-yn-ddiogel>

**If several people from the Playgroup receive a positive test for COVID-19**

In these circumstances we will inform the Local Authority, CIW and our local support officer. NHS experts and the Local Authority will work together to advise on the next steps to prevent further spread. For the group in which the child has been receiving care, this is likely to mean that they will have to self-isolate for 10 days.

The All Wales Rapid Resonse Health Safeguarding Team (AWAReTDI):	Phone: 0300 003 0032 E-mail: <a href="mailto:AWARe@wales.nhs.uk">AWARe@wales.nhs.uk</a> (This e-mail is not monitored outside of office hours)
Contact phone number for Environmental Health Officer	Phone: 01545 572105

**Transporting Children**

The Playgroup encourages children, parents and staff to walk or cycle to the setting if possible. The use of public transport at peak times should be avoided.

Where the Playgroup offers a wrap-around care service with a local education provider, the Playgroup recognises the importance of ensuring the safety of children and staff while traveling to and from these settings.

If transport is needed, it should be ensured that children adhere appropriately to social distancing measures.

Further details of the steps the Playgroup will take are set out in the risk assessment.

### **Social Distancing when Travelling**

(Detailed information from the Welsh Government [HERE](#))

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

Here are some steps to preserve social distancing when transporting children:

- Avoid using non-essential public transport, varying your journey times to avoid the peak time, where possible.
- Ensure that if we use a minibus to transport children there is a distance of 2 metres between each child.
- This will mean that only a small number of children will be able to travel by a mini bus or large bus.
- Any vehicles used to transport children must be cleaned every day and areas touched by users must be disinfected thoroughly after each journey.
- Consideration should be given to the avoidance of vehicle use and the establishment of a walking bus, ensuring that children and staff remain in their small groups.
- When staff and children walk between locations there must be a two metre distance between each group.
- Children and staff should wash their hands before going on a walk or bus trip and should wash their hands again after arriving at their destination.
- When reviewing transport and transfer arrangements all new fields and actions will need to be identified in the setting's risk assessment.
- All guidelines in the transportation and transfer policy must continue to be followed.

### **Pickup and Drop Off**

#### **Social Distancing**

(Detailed information from the Welsh Government is online here

[https://gov.wales/coronavirus-social-distancing-guidance?\\_ga=2.127003341.1969141796.1591814692-179819090.1589798030](https://gov.wales/coronavirus-social-distancing-guidance?_ga=2.127003341.1969141796.1591814692-179819090.1589798030))

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of Coronavirus (COVID-19).

Here are some relevant steps on how the Playgroup will maintain a social distance as parents drop off and collect their children:

- To facilitate arrangements the Playgroup will try to group children by their groups when receiving and releasing them.
- We ask families to ensure that only one parent drops children off, to avoid excessive crowds at the entrance.
- A member of staff will sign children in and out.  
Markings will be placed outside where parents are waiting to indicate a distance of 2 metres so that every parent can distance themselves as they wait to drop off and collect children.
- Parents are encouraged to ask in advance if they wish to speak to staff so that it can be arranged and will not interfere with the arrangements for collecting and leaving children. (Sometimes this will not be possible so we will make an arrangement so that we can have a private conversation with a parent while keeping a distance of 2 metres between us.)

### **Health and Safety**

#### **Risk Assessment**

St Padarn's Playgroup will complete a thorough risk assessment and put in place arrangements to reduce the transmission of infection at the setting. This risk assessment will be updated weekly and shared with parents upon request.

#### **Healthy Living**

The Playgroup will change food, drink and snacking routines to ensure that the children are not able to share dishes, knives and forks or the food itself.

### **LOCAL CONTACT DETAILS**

The All Wales Rapid Resonse Health Safeguarding Team (AWAReTDI):	Phone: 0300 003 0032 E-mail: <a href="mailto:AWARe@wales.nhs.uk">AWARe@wales.nhs.uk</a> (This e-mail is not monitored outside of office hours)
--	--

### 32. Covid-19 Policy

Environmental Health Officer	Phone number: 01545 572105
Care Inspectorate Wales	Phone number: 0300 7900 126 E-mail: <a href="mailto:ciw@gov.uk">ciw@gov.uk</a>
Whom to contact if there is an outbreak:	AWARe TDI on Phone number: 0300 003 0032 E-mail: <a href="mailto:AWARe@wales.nhs.uk">AWARe@wales.nhs.uk</a>  Care Inspectorate Wales on Phone number: 0300 7900 126 E-mail: <a href="mailto:ciw@gov.uk">ciw@gov.uk</a>

This COVID -19 policy was passed for use in St. Padarn's Playgroup

On: 4th January 2021

By: Rebecca Evans

Position: Manager

Date of planned review: September 2021