



UPDATED - HOPSCOTCH COVID-19 MANAGEMENT POLICY

References:

- A. GOV.UK Coronavirus (COVID-19): implementing protective measures in education and childcare settings. 12 May 2020
- B. HS09 - Health and Safety in the Nursery Policy
- C. ME03 - Sick Child Medicine and Exclusion Policy

Introduction

An update to the Hopscotch COVID-19 management policy that was issued on 20th March 2020. Further direction and guidance has been issued by the government and as such new, short-notice policy changes and updates are necessary. This policy now includes amendments to previous issues and updated Infection Control Measures.

Aim

The aim of the HOPSCOTCH COVID-19 MANAGEMENT POLICY is to update all staff, parents and carers who are accessing Hopscotch premises. This Hopscotch company policy includes the measures we are actively taking to mitigate the spread of COVID-19; this is to ensure that Hopscotch continues to operate Nursery provision for the children of Key Workers, families with extenuating circumstances, and our vulnerable children - as mandated by Government.

This policy is susceptible to changes as the Government issue further guidelines. Management will update you as soon as possible by email or Parentmail.

Conditions of Entry

The warnings from the Governments Chief Medical Officer and Chief Scientific Officer are unambiguous. It is therefore beholden on all staff, parents, carers and children to follow this policy diligently.

This is to sustain a healthy and safe workplace/setting during this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

Hopscotch assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Only staff, parents, carers, children and deliveries will be permitted to site. However only children and staff will be permitted inside the building.

Categories of Key Workers and Vulnerable Children

Government have provided guidance on what denotes a Key Worker and include but this list is not exhaustive and does not include extenuating circumstance*:

- NHS Staff and Carers
- Police, Fire and Military
- Teachers and Early Years Practitioners
- Supermarket Staff and Food delivery drivers

Vulnerable children include:

- Those children with SEND
- low income
- have a social worker

*This list is subject to change/be updated following ongoing government guidelines.

Location:	Operations/Policies/	Page:	1 of 4
File Name:	EM05-May20-Rev4-Covid-19 Coronavirus Management Policy FINAL		
Last reviewed:	May 2020	Owner:	TS
		Reviewed by:	FJD



Infection Control Measures

The following measures have been updated in line with Government advice. This is in addition and complementary to other measures. Should any ambiguities arise from these updated Infection Control Measures with extant policy, then the below is to be adhered to. Any questions should be immediately directed to Management.

- Children are to be met outside by a member of nursery staff. All children and parents are required to use the hand sanitiser provided at the front door.
- All visitors to observe the two metre distancing rules when dropping off and collecting children, using the demarcated areas or alternative entrances set out by the nursery management.
- Parents and carers are not to loiter on site. Brief verbal handover will be given at a distance of two metres, and longer discussions are to be held over the phone or via e-mail.
- Any forms are to be completed prior to being dropped off with the exception of Existing Injury forms that have to be completed by parents outside nursery. Accident forms will need to be signed by parents on collection of their child at the end of the session.
- Parents **must not** bring a child in that has been administered Calpol or displayed any of the COVID-19 related symptoms.
- One room in each Nursery is to be identified as an isolation room and marked up as such. This is to allow the safe isolation should a child become ill whilst in Nursery.
- PPE is to be worn by staff caring for a sick child in the isolation room if a distance of 2 metres cannot be maintained. Staff to bring a spare set of clothes to change into following spending time in the isolation room with a sick child.
- Staff have full use of the laundry facilities if wishing to shield their families from possible infection.
- With immediate effect, **stop** using face cloths. Use a bowl containing hot washing water and disposable hand towels / wipes.
- No items are to be placed to be on pegs – everything must go home or be bagged and stored.
- At 9.30am, 12.30pm and 3.30pm staff will undertake a full disinfection of all surfaces, door handles, telephones and other high traffic areas using Esteem.
- Nurseries will close an hour earlier to ensure building is aired and staff support a deep clean - with the exception of NHS shift workers.
- Staff are to follow government guidance on social distancing when not at work.
- If parents are unable to commit to our strict guidelines, then Hopscotch will withdraw care in order to protect all staff and children.

Ofsted

Ofsted has announced that it is temporarily suspending all routine inspections of schools, further education, early years and social care providers. Urgent inspections where specific concerns have been raised will still go ahead. This will allow Ofsted to prioritise the immediate safety of children where necessary.

Self-Isolating

All Staff, parents, carers and children **must** self-isolate for 7 days from the **onset** of symptoms: a high temperature or a new, continuous cough, and any individuals in their household **must** self-isolate for 14 days from that moment as well.

Children that have been sent home with symptoms can return earlier on the production of a negative test result. Call 111 to get advice on how and where to obtain your test.

Further advice, based on scientific evidence can be found here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Location:	Operations/Policies/			Page:	2 of 4
File Name:	EM05-May20-Rev4-Covid-19 Coronavirus Management Policy FINAL				
Last reviewed:	May 2020	Owner:	TS	Reviewed by:	FJD



Social Distancing

Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission and spread of COVID-19 and is the basis of the Governments **delay** strategies. Further guidance for social distancing when outside nursery can be found at:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

All parents must follow these measures to minimise risk of infection to our staff, children and their families.

Social Distancing in the Nursery

Social distancing is extremely difficult when caring for babies and young children. We cannot avoid physical contact and must still provide young children with the care and comfort they need. However, the following guidelines must be **adhered** to during this time and 'where possible, safe and practical'.

- All age groups and allocated staff members are to be kept separate and avoid any social contact throughout the day
- A key person is allocated a group of children and will be the person to change those children's nappies, wipe noses and keep children generally safe, clean, fed and supported to play. Where possible this group will stay together throughout the day, avoiding contact with other groups.
- Children to be taken outside for parents to collect to avoid unnecessary 'traffic' coming in and out of the nursery.
- Cuddles and sitting on laps to be kept to a minimum.

Use different areas of the nursery e.g. soft play and garden, to keep the number of children in each space to a minimum.

- Staff to socially distance at all times including breaktimes when a distance of 2 meters must be observed.

The following guidelines for the environment must be adhered to until further notice

- Water for water play must be changed at the end of each session, sand sprayed with Safe Zone Plus and allowed to air dry overnight and will be discarded on a Friday.
- Playdough must be remade daily and split into portions for Key groups of children to play with.
- Remove all resources that are difficult to disinfect.
- Disinfect frequently touched objects and surfaces in the nursery regularly. Hot, soapy water with a clean cloth is best, or an antibacterial wipe. Viruses are killed with soap and water, so use this wherever possible.
- Follow our usual strict health and safety hygiene procedures for nappy changing and food preparation areas.
- All cloths must be cut in half to enable plenty of supply.
- Cloths must be used once for cleaning a surface and then binned. Bedding, towels, soft toys, soft furnishings, children's clothes and any other fabric that is machine washable must also be washed at the hottest wash according to the label.

Handwashing and respiratory hygiene

- Wash your hands more often - with soap and water for at least 20 seconds when you enter the nursery, when you blow your nose, sneeze or cough, after using the toilet, eat or handle food.
- Encourage and support children to wash their hands regularly and thoroughly.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Location:	Operations/Policies/	Page:	3 of 4
File Name:	EM05-May20-Rev4-Covid-19 Coronavirus Management Policy FINAL		
Last reviewed:	May 2020	Owner:	TS
		Reviewed by:	FJD



- If you cough or sneeze, use the following principle: Catch-it, Bin-it, Kill-it. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Encourage children to do the same, or sneeze or cough into their elbow. Then ensure any clothing they have sneezed or coughed into are removed and placed in the wash immediately. Bare arms are to be washed with soap and water
- Talk to the child in an age appropriate way, about the importance of hand washing and catching sneezes and coughs
- Open the windows and doors regularly to ensure open ventilation to rooms.
- Spend time outside in wide open space whenever possible in Key groups.

Staff - Sick leave arrangements:

- If you are showing any symptoms you must not come to nursery unless a negative test result can be seen by management.
- If you have a positive COVID-19 diagnosis, you can return to work only after you have received a negative test result which must be seen by the nursery management team.
- Staff will receive Statutory Sick Pay to be paid from day one of self-isolation/illness.
- All work trips and events, including training – will be cancelled/postponed until further notice. This includes unnecessary visitors entering the nurseries. All meetings and interviews should be done virtually where possible.
- If you normally commute to work by public transport you must try to source alternatives, such as walking, cycling.
- Government advice is all non-essential overseas travel is postponed for a minimum of 30 days. If you are planning to travel overseas, we ask you to self-isolate upon your return home for 14 days. However, this will be unpaid as overseas travel is strongly discouraged for 30 days. You will also be asked not to come into physical contact with any colleagues during this time.

Summary

This policy is effective immediately and is based on Government guidance which in turn has been set on the best Scientific and Medical modelling and advice. Adherence to this policy will not only keep our children safe but also keep those key workers at work delivering the front-line services that our country needs right now. The Hopscotch team remain on standby to assist families and if you have any questions then please do not hesitate to ask.

Authorised by Freya Derrick - Managing Director 14th May 2020

Location:	Operations/Policies/	Page:	4 of 4
File Name:	EM05-May20-Rev4-Covid-19 Coronavirus Management Policy FINAL		
Last reviewed:	May 2020	Owner:	TS
		Reviewed by:	FJD