

Tywardreath Pre-School Playgroup COVID-19 SYSTEM OF CONTROLS
VERSION 4, Updated 09/01/2020

Taken from the Education and Childcare government document 'To prepare for wider opening' (link at the bottom of this document):

"We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff.

Schools should therefore work through the hierarchy of measures set out in the government guidance:

- *avoiding contact with anyone with symptoms*
- *frequent hand cleaning and good hygiene practices*
- *regular cleaning of settings*
- *and minimising contact and mixing*

'System of controls' – Taken directly from the Government Document Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak

This is the set of actions early years settings must take. They are grouped into prevention and response to any infection.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms or who have someone in their household who does or have been advised by NHS test and trace to self-isolate, do not attend settings
- 2) Where recommended, the use of face coverings
- 3) Clean hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents
- 6) Minimise contact between groups of children where possible
- 7) Where necessary, wear appropriate personal protective equipment (PPE)
- 8) Keep occupied spaces well ventilated

Numbers 1, 3, 4, 5 and 8 must be in place in all settings all the time.

Numbers 2 and 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.

Number 7 applies in all specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process
- 10) Manage and report to Ofsted and the PHE advice line confirmed cases, of coronavirus (COVID-19) amongst the setting community
- 11) Contain any outbreak by following local health protection team advice

Numbers 9 to 11 must be followed in every case where they are relevant.

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There is a separate COVID-19 Risk Assessment (Updated January 2021) that works alongside the System of Controls document.

Attendance and Placement

- From 20 July, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes.
- Half day placement will not include lunch club, reducing the time and the amount of children sitting and eating together (see further points about meals and snacks).
- Children who attend more than one setting (dual setting) will only be able to attend one setting, until further notice, to reduce exposure and cross-infection.

Arrival and Departure

- Parents/carers will be asked to arrive between 0900 – 0920 for morning sessions, to stagger arrival and avoid lots of people arriving at once.
- From January 2021, parents and carers should wear face masks while waiting outside of pre-school to drop off their child(ren), unless they are medically exempt and cannot wear a face mask for a short period of time.
- Only one adult should be present with a child to drop or collect them to pre-school please.
- Parents/carers and staff should avoid travelling by public transport, to pre-school, where possible.
- Anyone travelling to pre-school by car, please park considerately (not on the yellow lines or in front of or on the pub forecourt).
- If anyone travelling by car arrives to pre-school and sees another family is transferring their child into or out of the building, they should wait in their car, until the entrance to the building is clear
- On our busiest days we will use a roped off funnel entrance to the pre-school building. Parents/carers/staff should not stand or sit on any other parts of the pub property, including the benches
- Anyone waiting outside the pre-school building, please observe the two meter distance rule

Entrance to the Pre-school

- Only children and staff will be permitted to enter the pre-school building.
- Parents/carers/other visitors will not be allowed to enter the pre-school building, unless this is essential, until further notice.
- On entry, all staff and children will have their temperature taken.
- If possible, we would ask families to also test their child's temperature at home, before they arrive at pre-school, to prevent children travelling to pre-school if their temperature is more than 37.8 degrees.
- On entry the adult bringing the child to pre-school, will be asked to confirm that no one in the household has any early symptoms of Coronavirus (such as a temperature, cough or sore throat) and to confirm that no one in the house is self-isolating or has been contacted by 'NHS Track and Trace'.
- On entry, all staff and children will remove their shoes. Children's shoes will be put in a bag on their peg in the hall. Staff must also store their shoes in a bag. Children and staff can bring in shoes to

keep at pre-school. When these have been at pre-school for a 72 hours quarantine period, they can be kept at pre-school and worn in the setting

- Immediately on entry, (and also exit and throughout the day) all staff and children will thoroughly wash their hands.
- On entry, any packed lunches will be put in the box in the porch. They will remain there until lunchtime. We advise that you add cool packs to lunch boxes, as we will not be storing any packed lunch items in our fridge or kitchen.
- After careful consideration, we are requesting that soft comfort items, such as teddies, not be brought to pre-school. They are a high contact item and we would not be able to sanitise them effectively. In addition, if they were to attend pre-school with a child they risk being contaminated at pre-school, before they are taken back into the family home.

Throughout the day

- Children or staff who are attending all day will have further health checks at lunchtime.
- We will spend as much time outdoors as possible. If children have spare wellies and waterproofs they can leave at pre-school, this would be most ideal, if not, we will designate outdoor clothing to individual children.
- The pre-school room will be stripped down, so it is easier to keep clean. Soft furnishings will be removed.
- There will be less free access to toys, so we can ensure they are properly cleaned in between each use. This means that the children will have more focused play, based on their interests. This is good preparation for school.

Personal Care

- 'School risers' should be encouraged to attend to their own toileting and personal care, where possible, including wiping of noses and bottoms.
- Any staff member supporting a child with personal care, will be required to wear PPE, as outlined in the government guidance.

Food and Drink

- Children and staff who will be staying for lunch must bring their own food for their consumption.
- We ask that packed lunch boxes and content are easy for little fingers to open, so staff can minimise contact with food.
- Children and staff are encouraged to bring their own drinks bottles of water, clearly labelled with their name, to use through the day.
- Morning and afternoon snack will be provided by the pre-school. Families will not be required to bring in fruit snack to share, until further notice.
- All staff who prepare food have Food Safety Level 2 certificates.
- All staff who prepare food will wear disposable gloves for food preparation.
- Communal share plates of food will not be used. Where possible, snack will be taken directly from the packaging and given to the consumer, to avoid too much exposure or contact.
- Children and staff will continue to wash their hands before and after snack.

Infection Protection and Control - PPE

- The government document for education settings states that face coverings or face masks are not recommended in any educational settings for staff or children.
- For the majority of day-to-day work, staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.
- We will not require staff or children to wear face coverings for day to day activities at the pre-school. Staff may wear masks if they choose to do so.
- Children whose care routinely already involves the use of PPE due to their personal care needs should continue to receive their care in the same way.
- If a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, the adult should use disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. The child will be isolated away from others.
- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

Infection Protection and Control - Hygiene

- We will follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- We will ensure that all staff and children:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
 - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
 - Are encouraged not to touch their mouth, eyes and nose
 - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- We will naturally ventilate the pre-school as well as possible with windows and having the back door open.

Infection Protection and Control - Cleaning

- Throughout the day, clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
- Ensure that bins are emptied throughout the day.
- Reduce the amount of shared resources for children and staff, such as toys and stationery.
- Removal of soft furnishings and items, such as teddies, that cannot be cleaned effectively.
- Deep clean at the end of the session/day, particularly when there is a change of group.

Government COVID-19 Cleaning non-healthcare settings Guidance

- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left, will reduce the risk of passing the infection on to other people
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles

- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting

If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the [staying at home guidance](#).

Symptoms

- The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees).
- For most people, coronavirus (COVID-19) will be a mild infection.
- Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild.

Staff and children in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting

Protocol for responding to a suspected case of coronavirus and ensure setting is prepared

Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government guidelines on [what to do if you or someone in your household develops symptoms](#). If a child is waiting to be collected, they should be separated from their group and isolated with one member of staff.

A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask should be worn. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn.

Settings should ensure they are prepared to respond in line with the [guidance on protective measures in education and childcare settings](#) and [guidance on using PPE in education, childcare and children's social care settings](#).

Once the child or member of staff has left the setting, settings should follow [Cleaning of non-healthcare settings](#) to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.

Once early years and childcare providers open to more children, all staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Visit the [guidance on coronavirus testing and how to arrange to have a test](#).

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. If the child or staff member tests positive, the rest of their immediate group within their setting should be sent home and advised to self-isolate for 14 days. The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they

live with subsequently develops symptoms. Take appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, for example paediatric first aid, SENCO or safeguarding lead.

As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise settings on the most appropriate action to take. In some cases a larger group may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Tywardreath Pre-School Playgroup will contact families in person by telephone, if any of our children or staff test positive for Coronavirus.

In addition to our re-opening plan, please find a link for various government guidance: 'Actions for education and childcare settings to prepare for wider opening' here. You may find this interesting if you would like to see what document educational settings are working from

[Education and childcare settings: national lockdown from 5 January 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90111/education-childcare-settings-national-lockdown-5-january-2021.pdf)

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=e082f9b8-c2be-4487-a403-508d3a89c239&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate&fbclid=IwAR3t3oHHy88EEOtKp2z1mxD7tIrwDsg3jW5FmrECho754ync8m9fyEnbZ3Y

https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?fbclid=IwAR1wYqliFGRv9VI9uqKL2s6tflbsniWpQpo2Zh4aEa_GbxJmPrZ_0NMZHgs

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

[Help children aged 2 to 4 to learn at home during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19)