



# St Mary's Pre-School

## Coronavirus Policy and Procedure

Coronavirus or COVID-19 is a virus that can affect your lungs and airways and is highly contagious. It is important we all follow the advice of the Government and its agencies to reduce the spread of COVID-19. This is no more important than during the return to the pre-school following lockdown.

### What we are doing:

- We have provided hand washing facilities for all children and visitors who comes onto the site;
- Hand washing is being continued whenever children (or staff) prepare or eat food (including snack time) and use the toilet;
- We are increasing the frequency of general hand washing throughout the day (children and staff) to reduce the risk of spreading the virus. This includes encouraging and helping children wash their hands after sneezing, coughing and blowing their noses;
- We are having conversations with all the children about washing hands and reinforcing the importance of this as well as encouraging them all to cough or sneeze into tissues (so far as is reasonably possible);
- We have increased our cleaning and sterilising of resources to reduce the risk of spreading the virus and have reduced the resources available to ensure only those that can be fully cleaned regularly are used;
- We have increased our cleaning and sterilising of surfaces and objects throughout the setting (including door handles, the gate, fencing and other such items). Staff are cleaning toilets and sinks after each use and wiping down tables and chairs throughout the day. We have a thorough clean completed by an external cleaner daily after the setting has closed in line with Government guidance;
- If staff, young people or children become unwell on site with a new, continuous cough **or** a high temperature **or** loss of taste **and / or** smell they will be sent home;
- We have developed a full risk assessments and identified the mitigation measures required to keep staff and children at the setting safe;
- We have implemented a strict procedure and set aside a suitable area should a child or staff member display symptoms consistent with COVID-19 whilst at the setting;
- We have updated our wider policies and procedures to ensure consideration of COVID-19 has been included in each;
- We are restricting the items that can be brought by children onto site to reduce the risk of transmission of the virus;
- We are monitoring closely the advice from the Government and will act in line with their guidance on educational settings;

**What you need to do:**

- Everyone who comes onto site for pickup and drop off will be asked to remain outside the setting and observe social distancing rules (2 metres minimum). Staff will meet you at the door to help your child into or out of the setting – please keep at least 2m away from the door. This will be via one of two entrances detailed in a letter sent to you prior to returning to the pre-school;
- Children should stay at home if they are unwell with a new, continuous cough or a high temperature (they feel hot to touch on their chest or back) or loss of taste and / or smell to avoid spreading infection to others;
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days (the 14-day period starts from the day when the first person in the house became ill);

**For the children's safety, St Mary's will close and parents / carers will be notified if we do not have enough staff able to work to meet our statutory requirements or should we need to close for a deep clean. We will notify parents / carers by email, Tapestry and text message in this situation with as much notice as is possible. However, please note, this may sometimes be very short notice (including on the day) should this be necessary to ensure the safety of all children and staff.**