

Maine Integrated Playgroup

Infection Control Policy

COVID-19 Coronavirus

Date Policy adopted :

Approved by:

Review Date:

Link to other policies, etc:

Maine Integrated Playgroup already has rigorous infection control measures in place, to deal with outbreaks that would impact children and adults, e.g.:

- Good basic hygiene practices, including regular hand-washing (staff and children)
- Procedures in place for cleaning equipment and the environment
- Awareness of infection control guidance

Procedures in addition for COVID-19 outbreak:

- Parents will be asked that no-one who is ill, is to accompany children to setting. Children will be met at the main door and staff will escort children into the building to wash hands before entering the playroom.
- Staff will ensure children use running water and soap to wash hands.
- Children will be asked to catch sneezes in a tissue, bin tissue and wash hands.
- Parents will be told to keep children at home who are generally unwell or have a temperature (**NO EXCEPTIONS**).
- Parents will be asked to advise setting if they or any household members, show signs or symptoms of COVID-19.
- Visitors to the setting will be restricted.
- Confidential records will be kept of any staff or children who are in self-isolation, to include date of isolation, date of return to setting.

Maine Integrated Playgroup will monitor advice from the Public Health Agency and the EA and follow this advice for childcare settings.



COVID-19 Policy Maine Integrated Playgroup

Principle

The COVID-19 policy has been implemented to ensure the health and safety of children and staff within our settings. It is vital that this procedure is practiced and strictly adhered to during this pandemic. This is for the benefit of children, staff, and our wider community.

Statement of Intent

We at Maine Integrated Playgroup are following guidelines in the development of this policy and the policy is subject to change. We will liaise with the Early Years Team of the Health & Social Care Trusts immediately if any incident arises. Whilst we understand that we are amid a global pandemic, we at Maine Integrated Playgroup still believe in the importance of play and in providing a safe and happy environment for children.

Procedures

On Arrival & Departure:

All children will enter the playgroup premises via the main gate which is controlled by a buzzer system where they will be met by a member of staff and be escorted up to the playgroup. This is to minimise contact and possible transmission.

- All staff and children will have their temperature checked and recorded on arrival to the setting, anyone with a temperature over 37.5° will not be allowed to enter the setting.
- Parents should adhere to social distancing rules and stand 2 meters away. Only one parent should be at the door at any one time.
- Parents will not be allowed to enter the setting and children will be dropped off and greeted by staff at the point of entry. We would encourage that only one parent should drop off or collect their child.
- A staggered approach will be implemented until the group receive further guidance.
- Staff will wear face masks during arrival and departure periods,
- ***During COVID-19 all settings will close 15 minutes earlier than normal to allow for cleaning.***

Children:

Only children who are symptom free and or have completed the required isolation period can attend the setting.

Any child who displays symptoms or become unwell, parents will be contacted to collect their child without delay and seek medical advice. This child will wait with a member of staff in the designated area until the parents arrive. Staff will wear all necessary P.P.E during this time with windows open for necessary ventilation. In the event of an emergency, staff will call 999.

Children will be supported in an age appropriate way to help them understand the social distancing, handwashing and hygiene requirements that are being used during this time. Children's emotional requirements will be of paramount concern to Maine Integrated Playgroup during this time. We ask that you refrain from children bringing in comforters during this time to minimize risk of contaminations. Any child needing comfort items, staff will collate a comfort box for them that remains in the group with their name on them.

Children will stay in smaller groups known as pods each day with the same member of staff and each group will eat and play together to avoid any possible transmission.

Staff:

Only staff who are symptom free, have completed the required isolation period or have achieved a negative COVID-19 test result can attend the setting. Staff are required to inform their manager of any changes in their health as soon as possible.

Staff will remain with the same small group and will not encounter other groups.

Staff will wear a clean uniform each day, changing into uniform on arrival.

Staff members will avoid contact with each other including handshakes, hugs and will adhere to social distancing rules.

Where possible training and meetings will be held via virtual conferencing facilities.

All staff have received training in COVID-19 prevention and infection control.

Testing – as key workers, childcare staff experiencing symptoms can avail of COVID-19 testing.

Maine Integrated Playgroup recognise this is a difficult time and will continue to support their employee's wellbeing, any staff with concerns should approach their managers as soon as possible.

Parents:

Only parents who are symptom free and or have completed the required isolation period can attend the setting.

We would encourage that only one parent should drop off or collect at any one time.

If any member of your household develops symptoms (high temperature, new continuous cough, loss or change to sense or smell or taste) of COVID-19, or is waiting for a coronavirus test result, has tested positive you must isolate for a period of 14 days from the first day any person in your home displayed symptoms. (reference: www.nhs.uk) (www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public#what-should-i-do-if-i-think-i-have-covid-19

Parents are invited to either text, e-mail or phone with concerns or queries rather than discuss with staff face to face at the setting, please be aware that this is very much a temporary arrangement during this time.

We ask that parents do not leave travel accessories including prams and car seats in playgroup during this time.

Visitors:

We have suspended all visits at the present time. Attendance will be restricted to children and staff only. Any essential building maintenance will be done outside operational hours unless extremely urgent. All viewings are being suspended and parents can view a virtual tour of our playgroup on our Facebook and Web page @ Maine Integrated Playgroup.

Hygiene and Health & Safety:

Ventilation – windows will be open during the day to ensure good ventilation.

Handwashing – all children and staff must wash hands using liquid soap and water for a minimum of 20 seconds and dry with disposable hand towels (where hand washing facilities are not readily available hand sanitiser 70% ethanol will be used):

- on arrival
- frequently throughout the day
- before and after breaktimes
- after any coughing or sneezing
- to remove any physical dirt
- after administering any first aid
- after using the bathroom, nappy changing and handling bodily fluids, waste or soiled items
- after handling waste baskets
- when moving from one play area to another
- after physical contact with others
- prior to departure

P.P.E – government guidance states that P.P.E is not required for general use in early years settings to protect against COVID-19 transmission at this time. However, P.P.E (gloves and aprons) will be used as normal during toileting accidents, first aid. During food preparation staff are required to wear hair nets and aprons while preparing children's snack, this is taken and washed at 60 Degrees daily.

Masks will only be used during handover (when parents meet with staff on arrival/departure) or in the event of a child becoming unwell.

We will ensure good respiratory hygiene by implementing the 'catch it, bin it, kill it' approach. Tissues are available throughout the setting.

Cleaning – we have an enhanced cleaning schedule on a rota basis implemented and recorded daily, that includes furniture, surfaces, toys, and equipment.

- Toilets: cleaned twice daily using standard cleaning materials followed by disinfectant spray after each use (including touch points of surfaces in the bathroom).
- High contact surfaces: touch points of light switches, faucets, door handles, tables, handrails, bannisters, doorbells will be disinfected twice daily.
- Electronic devices: tablets, phones, computers, laptops projectors & lightboxes, will be disinfected before and after each use.
- Children's toys & equipment: will be cleaned at the end of each day, any toys/equipment that are not easily disinfected will be put away until the end of the COVID-19 pandemic.
- Laundry: will be washed daily at 60° minimum with disinfectant added to the washing machine alongside standard washing powder. Soiled items will be placed in a sealed, waterproof bag and returned to parents for washing.
- In the event of a child being unwell – staff will wash their hands thoroughly and clean the affected area with disinfectant to reduce any risk of passing infection on to others.

Food/Meals:

- Kitchen/food preparation areas - dishwasher will be set at 70° for each cycle, where washing dishes by hand, dishes will be washed with warm soapy water and dried with disposable paper towel. All surfaces will be cleaned & disinfected before and after each use.
- Any items that meet mouths such as cups, bottles and straws, cutlery will not be shared.
- Children will eat within their allocated group and meals will be brought to them in their designated area.
- Staff will wear gloves and aprons when preparing and handling food.
- All staff have and will continue to have food hygiene training kept up to date in line with guidelines.

Play & Activities:

Young children cannot be expected to remain 2 metres apart from each other and staff, with this in mind we will adapt existing games and introduce new activities that will allow for as much social distancing as possible, however we acknowledge that this cannot always be adhered to.

We aim for children will be outside as much as possible to play.

Children will stay in their own group and use their own play area at any one time, all play areas will be sanitised before and after use.

If a member of staff becomes unwell at a childcare setting

If a member of staff in childcare becomes unwell with a new cough or high temperature, or shows any of the normal symptoms of the virus, they will be send home immediately and advised to follow the COVID19 guidance for households with possible coronavirus (COVID19) infection guidance.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case a test is available) or the child subsequently tests positive (we will follow the steps below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

In the event of a positive COVID-19 case:

Where the child, young person or staff member tests positive, the rest of their play pod will be sent home and advised to self-isolate for 14 days.

The other household members of that group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. We will contact the Public Health Department and seek further advice in the event of a positive case.

Unfortunately we cannot refund fees in case of an outbreak of COVID19 in our setting, or if you are having to self isolate any reason.

Contact Details:

If parents have any concerns you can contact Fiona McCambridge (Playgroup Leader)

Telephone: 07525128045

Email address: maineintegratedplaygroup@gmail.com

In the event of Playgroup Leader being absent you should contact Marie Mckeown (Deputy Leader) on the above details also.

This policy will be updated regularly and in line with the latest government guidelines. At all times, the safety and well-being of the children and staff will be of paramount concern as we continue to provide a quality education for each child.

Adopted by committee on: _____

Signed, on behalf of committee: _____

Review Date: _____