



COVID-19 Policy



This policy applies to all employees, parents, children, volunteers, students and anyone else working on behalf of The Nurturing Tree. The Nurturing Tree intends to use this policy to provide precautionary measures to minimise transition risks of COVID-19 in the setting during the pandemic.

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SECTION A –Policy Details

1. Aim of policy

This policy defines and assists the operating arrangements in place within the nursery that assures compliance to the government and leading body requirements in relation to the outbreak of a pandemic such as COVID-19. This information builds upon our current procedures for areas such as safeguarding and child protection. New practices may emerge as the situation continues. This policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices been reflected upon.

We have appointed a COVID-19 Liaison Officer who will be responsible along with management to ensure that this policy is being adhered to, they will track and monitor compliance on a daily basis through our risk assessment.

2. Method

As early years providers we ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled and implement good hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

- Minimising contact with individuals who are unwell
- Maintaining personal and respiratory hygiene ([catch it, bin it, kill it](#))
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- Minimising general contact and mixing (creating bubbles and limiting numbers)
- The use of Protective and Personal Equipment (PPE)

SECTION B –COVID-19

1. General information

A corona virus is a type of virus. As a group, corona viruses are common across the world. COVID-19 is a new strain of corona virus first identified in Wuhan City, China in December 2019.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed corona virus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Cough
- Difficulty in breathing
- Fever (37.8 degrees and above)
- Loss of sense of smell/taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

2. How COVID-19 is spread

From what we know about other corona viruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person. It is likely that the risk of increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

These are 2 routes by which people could become infected:

- Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 meters) or could be inhaled into the lungs
- It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

3. Preventing the spread of infection

Although vaccines are being rolled out, there is no telling when everyone will be vaccinated. The best way to prevent infection is to avoid being exposed to the virus.

There are general principals to help prevent the spread of respiratory viruses, including:

- Washing your hands often (20 seconds or longer) – with soap and water or use alcohol sanitizer if hand washing facilities are not available. This is particularly important after taking public transport.
- Covering your cough or sneeze with a tissue, then throwing the tissue in the bin. [Catch it, Bin it, Kill it](#)
- People who feel unwell should stay at home and should not attend work or any education or childcare setting (see below on dealing with suspected or confirmed cases at TNT)
- Clean and disinfect frequently touched objects and surfaces
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are unwell
- Use alcohol based hand sanitizer that contains at least 70% alcohol if soap and water are not available
- Pupils, students, staff and visitors should wash their hands”
 - Before leaving home
 - On arrival at nursery
 - After using the toilet
 - After every nappy change
 - Before and after entering any classroom
 - After outdoor play/walks
 - Whenever entering the building from any access point
 - Before food preparation
 - Before eating any food including snacks
 - Before leaving nursery
- Wearing appropriate PPE if supporting a child or colleague who has suspected COVID-19

4. Dealing with suspected or confirmed cases of COVID-19 at TNT

What to do if a child of adult becomes unwell with symptoms of COVID-19

- Should a child or staff member fall ill with any COVID related symptoms, they will be transferred into the isolation area
 - The child’s parent must then be called and requested they be picked up immediately
 - The staff member should leave the nursery immediately and return home
- Whilst we wait for collection, the member of staff attending to the child should dress in PPE, gloves, mask and apron, they should stay with the child but ensure they are 2meters away
- Windows should be opened for ventilation
- The child should then use their mask or face shield and ensure that tissues are on hand should they require to cough or sneeze. These should be disposed of in a nappy sack, sealed then placed in the bin by the sick bed.
- A special toilet is allocated to this area away from the classrooms
- The bed sheets will then be removed and the area sanitized after they have left
- Any person who comes down with COVID related symptoms that persist should contact NCDC
- Whilst they wait for advice they should self isolate in their home
- They should complete a self-assessment by dialling 01-700-6232

Suspected Cases

If anyone has been in contact with a suspected case in the nursery, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return to nursery.

Confirmed Cases

The nursery will need to contact NCDC to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken and advice given on the next course of action to the management.

NCDC will also be in contact with the patient directly to advise on isolation and identify other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice.

Extensive cleaning and sanitization will then be underway throughout the whole school.

The room or group that has been affected will be required to close, all team and children within this group will be required to self-isolate for 14 days along with the other members of their household. In most cases, closure of the setting will be unnecessary unless advised by NCDC.

As a school we have a duty to safeguard all children and must inform all parents should any person in the class be tested positive for COVID-19.

What to do if children or staff comes into contact with a confirmed case that was symptomatic

The definition of a contact includes”

- Any child or staff member in close face to face or touching contact including those undertaking small group work (within 2 meters of the case for more than 15 minutes)
- Talking with or being coughed on for any length of time while the individual is symptomatic
- Anyone who has cleaned up any bodily fluids of the individual
- Close friendship groups
- Any child or staff member living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- They will be asked to self isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- They will be actively followed up by NCDC
- IF they develop any symptoms within their 14 day observation period they should call NCDC for assessment 01-700-6232
- If they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- If they are unwell at any time within their 14 day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NCDC and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the nursery, NCDC will provide advice and will work with the management team. Outside those that are defined as close contacts, the rest of the nursery does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case

depending on their symptoms. This advice applies to staff and children in the rest of the group. The decision as to whether children or staff falls into this contact group or the close contact group will be made between NCDC and the nursery management. Advice should be given as follows:

- If they become unwell with cough, fever or shortness of breath they will be asked to self isolate and should seek medical advice
- If they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such

What to do if children or staff travel

Any child or staff member travelling out of the country are required to self isolate for 7 days upon return and cannot attend nursery during this time. They will then be required to have a COVID-19 test and only on results of a negative test are they allowed to resume school after day 8 of their return.

5. Getting tested

Lagos State government has 7 registered private laboratories to supplement existing testing facilities. These are SynLab, Clina-Lancet, Medbury Medical Services, Total Medical Services, 02 Medical Services, Biogix and 54Gene. Those who need tested and display symptoms, have come into contact with a confirmed case or have been exposed to a location where confirmed cases have been reported can receive free testing through the public laboratories. You can contact the local government on 08000CORONA (08000 267662).

If any person in the household shows symptoms for COVID-19 then all the family and their house staff should be tested immediately. They then cannot attend nursery whilst they await the results and the entire household must isolate.

The nursery must be informed of the results as soon as possible to enable appropriate action to be put in place if required.

6. Illness

- Any child who is sick must stay off school to recover
- Parents have a duty to inform the school if any member of the household has fallen ill with COVID-19 symptoms, if so then the child should be kept at home
- Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48 hours after symptoms have ended.
- Any child who displays signs of a cold will not be allowed in preschool until 48hours after symptoms have ended.
- Parents compliance to our sickness policy must be strictly adhered to
- Anyone who falls ill with asymptomatic or a mild category should contact EKOTELEMED on a free toll line 0800 035 6633 to receive a home care pack from the government to aid in the recovery from COVID.

SECTION C – Cleaning Policy

1. Cleaning routines

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place, all of which included any improvements are listed below;

- handles (inside and out)
 - Light switches
 - Hand railings
 - Children tables and chairs
- Disposable cleaning clothes will be used throughout the nursery, for example, blue roll for cleaning hard surfaces
- Each room and bathroom will have its own assigned mop, each mop will be disinfected at the end of every day
- Toys and resources will remain in their own classes and will be disinfected at the end of each day

- Should a child put any item in their mouth, this will be removed from the classroom and disinfected at the end of each day before it is returned to the classroom
- Rugs and foam mats will be steam cleaned and sterilized at the end of each day
- Soft furnishings including pillows to be steam cleaned and sterilized at the end of everyday
- Any toys that are difficult to clean will be temporarily removed
- The learning area will be assigned to a class per day, at the end of each day the full area including all the resources will be disinfected ready for the next class the following day
- The water for outdoor water play will have hand wash and dettol placed inside
- Bed sheets will be allocated per child and kept in their locker, at the end of every week, the bed sheets will be washed and replenished
- The sheets for the sick bed will be replenished after every child and washed

2. Hand washing routines / Arrival routine

To ensure the staff, children, parents and visitors are washing their hands in line with the currently guidelines the following will be put in place:

- On arrival to nursery all adults and children to wash their hands with the newly installed sinks by the gate house before entering the building
- The children will then sanitize their hands before entering the building
- Once they are inside, they will change to their indoor shoes using the seats provided, then a member of staff will take them to wash their hands once again before entering the classrooms
- The employees are required to wash their own hands BEFORE assisting a child in washing their hands
- During the day the children and staff will wash their hands after going to the toilet or having their nappy changed, before meals or snacks and when arriving in from the playground
- Employees should wash their hands before putting on any PPE
- Staff should ensure the TNT hand washing song is sung twice when washing their hands and assisting the children to ensure their hands are washed for 20 seconds
- There are guides on how to wash hands properly along with the TNT hand washing song which instructs children to wash their hands correctly
- There are sinks available in every classroom along with steps to ensure each child has access to the sinks
- Disposable hand drying facilities will be available in all the bathrooms upon resumption, should the delivery be delayed then the children will use their individually labelled cloths which will be washed and replenished at the end of each day
- Staff must wash their hands or wear gloves when assisting children with food

3. Cleaning of bodily fluids

Cleaning of bodily fluids including vomit and urine remains the same. All bodily fluids must be cleaned using disposable cleaning supplies. The member of staff must secure the area, the teacher should ensure the children are removed while the cleaner wears gloves and cleans the area using disposable kitchen roll and antibacterial spray, all items must then be double bagged in a disposable nappy sack which should then be double tied and placed in the bin directly outside.

4. Personal protective equipment (PPE)

- All staff are required to change their clothes before entering the classroom after commuting to work
- All staff are required to either wear a face mask and disposable apron, their sleeves should be rolled to their elbow to allow for good hand washing practices
- When nappy changing, staff are required to use 1 set of disposable gloves and aprons per nappy change
- Children under the age of 3 are not required to wear a mask for health reasons, any child over this age is at the parents discretion
- Should parents require their child to wear a face mask or face shield then this needs to be labelled and kept in the school to avoid any cross contamination from home

5. Guidance on cleaning after a case of COVID-19

Corona virus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents. All areas in section C.1 will be sanitized and cleaned immediately after a suspected case.

6. Disposing of waste if an adult or child falls ill

All waste that has been in contact with the individual including used tissues and PPE should be put in a plastic rubbish bag and tied. The plastic bag should then be disposed of directly into the bin outside.

SECTION D – Social Distancing & Further Measures

1. Working with parents

There will be various lines of communication from the nursery to parents; this will be through text messages, phone calls, emails and possible whatsapp groups. Parents are required to ensure they check their messages from the school and attend to them accordingly. They must also ensure that the school has up to date telephone numbers and emails of both parent/guardians at all times.

Parents are advised that they will not be allowed in the school building during this time, any request to enter the school building will need to be approved by management and hygiene practices set out by the management adhered to.

Parents are required to sign a new parent contract agreeing to the terms set out in this policy, a copy of the contract is provided along with this policy as a supporting document.

We are constantly available for any parents who wish to discuss their child's needs and learning with us, we can be contacted through whatsapp, telephone and email.

2. Managing drop off and pick up

Drop off

Drop off times are available from 7:30am to 8:50am, we will continue to work with this time. Should any time period become too busy then we may require to assign drop off times at a later date.

Pick Up

Each age group is given a pick up time; parents should ensure that the child is picked up during this time to ensure there is no overcrowding. Should you be running late then please ensure you always call the school to inform. Children signed up for extended care are exempt from the assigned pick up times.

Bumblebees & Ladybirds	12:45pm to 1:15pm
Dragonflies & Butterflies	1:15pm to 1:30pm

Guidance for pick up and drop off

- All parents and caregivers must ensure they are wearing a mask at all times while on the school property
- Any adult or child entering the building will have their temperature checked, should their temperature be higher than 37.3 degrees Celsius then they won't be allowed entry
- Only one adult per child are permitted to drop off or pick up the child at any time. This person must also be living in the same household as the child. Any siblings must stay in the car.
- The person picking up or dropping off the child are not permitted inside the building until further notice unless approval has been granted by the management and strict hygiene practices are in place
- Should a few parents be waiting on their child in the playground then they should ensure that social distancing is being adhered to
- On the few occasions due to health reasons you may request from management that the child be brought to the car by their teacher
- The management will sign in and out your child on the registration form

- The assigned team member will ensure any messages will be passed onto the class teacher or management
- A member of the management will always be available during drop off and pick ups
- Parents are required to ensure any caregiver who is picking up their child the policy and procedures of the school

3. Other measures

- Children are not allowed to bring in any toys or belongings from home
- Children's personal belongings i.e. change of clothes, nappies, wipes etc will remain in school and replenished as required.
- If a child requires a comforter of any sort, then an extra must be provided to the school and kept in the child's individual locker
- Parents to ensure all children's belongings are labelled before coming to the school

4. Management of classes and groups

Children may be organised into small groups or given designated rooms within the setting, this will also involve the outdoor area. Wherever possible these small groups or 'bubbles' should not mix during the day as best as possible. This is to minimise contact with others and mixing. Staff may exercise their own judgement during the day for the high standards of safety for all children.

Children in small groups should have the same staff team caring for them wherever possible to limit the amount of people coming into contact with each other.

In emergencies (for example a staff member is sent home ill) the nursery ratios may need to be met across a site not in an individual room, in such an incident a risk assessment will be conducted to ensure children are safeguarded. In the event of not being able to care for the children and in extreme cases, the classroom may be closed for the day.

Children will not be moved to different rooms for any reason. They will also be split between the two different carpet areas in the room for learning.

Children will be in smaller groups of no more than 12 in each class, excluding Caterpillars where the maximum will be 3.

Where demand for places does not allow this, children may be re-allocated to another room permanently.

Stories to help with understanding around their new environment will be held daily to begin with. An opportunity for the children to discuss their feelings and emotions and answer any questions will be given to the children throughout the day.

Should parents require a phased return then please arrange with the management accordingly.

5. Ventilation and outdoor play time/learning

The virus is less likely to spread in a well ventilated room or during outdoor play. The children will be spending more time participating in outdoor learning. These will be held in areas shaded from the sun. However, in order to reduce contact between the teacher and the child, we do ask parents to put sunscreen on their children before they come into school. Parents should also provide a sun hat which will be kept inside the child's personal locker.

Rooms will also be ventilated by windows being opened, mosquito nets over the windows and AC's running while the children are in the room. Temperatures will also be regulated.

6. Lunch routine

- Each child will remain in their class during snack and lunch time
- Staff will also not be required to mix with other teachers and will remain in their classroom also to eat their lunch
- Each child will be required to bring their lunch in a lunch bag with their name on it
- Parents to ensure items sent to school requires little or no assistance from teachers to open
- We will not be warming any children's food until further notice, therefore, children are expected to have any warm food packed in a thermal flask
- The fridge will not be used to store children's food until further notice, parents are required to ensure that the children's food can stay fresh in their lunch bags
- Communication books will not be sent home until further notice.
- Children are required to provide their own cutlery and eating utensils until further notice
- School bags and water bottles will be wiped with disinfectant wipes each morning when brought into school
- All items must be labelled before coming to the school
- Communication books will not be sent home until further notice

7. Personal care

Children should be supported in age appropriate ways to understand the steps they need to take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a [catch it, bin it, kill it](#) regime.

Parents are also asked to ensure children are dressed in clothes that they can easily remove themselves to limit the assistance from teachers during toilet breaks. The initial toilet training should be done at home during break in order to reduce the contact staff have with children.

8. Settling in new children

The parents will be invited to a scheduled zoom meeting with the management to discuss their child's care and needs and answer any questions ahead of them starting.

The parents will then be invited to attend with their child for one hour for a settling in period a week before school resumes. The purpose of this day is for the child to become acquainted with the school and meet their new teacher in the security of the presence of their parents. This will be a time where the teacher will interact and play with your child in order to start creating a bond. The parent and teacher are required to socially distance during this session.

On the first proper day of school, the parents and child will be allocated a time to arrive and have a proper handover, this will be when all the other children have arrived and no other parents are around the building.

Parents are welcome to reduce the child's hours to 9:30am to 12:30pm on the first week of school only. Please remember that children will cry, but parents should not worry, the staff are trained in how to settle children. On average it takes a child approx 2 weeks to settle (sometimes more) into a new environment, please see below some tips on how to help your child settle quickly.

* **Talk about nursery positively:**

Chat about nursery as much as you can at home; tell your toddler that they will be safe, that the children and staff all like them, and that they will have great fun while they are there.

* **Stay calm:**

Even if you're tense on the inside at morning drop-off, try your best to appear relaxed, your toddler can pick up on how you're feeling, if you stay calm, they should follow suit.

* **Independence:**

Have your child walk into school on their own, carrying their own bag, this will give them a sense of independence which will empower them.

*** Tell your toddler that you'll be back:**

You know you'll pick them up at home time, but that may not be obvious to them, explain this in a way that they can understand, such as "I'll be back after lunch time".

*** Keep goodbyes brief:**

When you arrive at nursery, make the drop-off loving but quick, find a member of staff, give your toddler a kiss and a hug goodbye, then make your exit, the briefer this exchange, the better.

9. Visitors

- Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the preschool unless essential
- Where essential visits are required these should be made outside of the usual preschool operational hours where possible.
- As much as possible parents and carers should not enter the building.
- Any site visits for potential admissions will be organised by appointment only after the children have closed
- All visitors to the school will be required to supply their contact details including, name, address, telephone number and email for contact tracing purposes

SECTION E – Staff Requirements

1. General information

- Staff are required to have a COVID test before resuming work and will be tested throughout the term at random times or should needs arise to test
- Staff should only attend work if they are symptom free
- Staff will have their temperatures also checked on entry to the nursery, should their temperature be above 37.3 degrees then they will not be permitted into the building
- Staffing will be reduced to the bare minimum on what the ratios require
- Cleaners should stick to their allocated space and should not enter the classrooms they have not been assigned to
- Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy
- Staff to be informed of measures in place and sign a disclaimer to state they have read and understood the nursery policies and procedures
- Staff are required to follow the same safety and hygiene measures set out for the children and parents
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves
- Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.
- Staff may be required to be in charge of specific rooms or areas including the outdoors to minimise their contact with surfaces etc. This includes potentially working from one particular table if table top toys are available. Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open ensure the safety of the children is maintained.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each session.
- Advise staff to remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.
- Employees are required to stay within Lagos state during school term.
- They are requested to not attend any gatherings of more than 20 people, should they have to attend gatherings then this must be done by following safety protocol of wearing a mask, consistently washing/sanitizing their hands and maintaining social distancing

- Should a staff member require to travel outside of the state then this must be done during school holidays only
- Any member of staff travelling outside of the country will be required to self isolate for 14 days on their return

2. Training

- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Online training may be available to allow their training levels to be maintained if appropriate.

SECTION F – Guidance

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published. Parents will be kept up to date of any changes or amendments to this policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
6th September 2020	Kimberley Ajayi-Bembe	01/04/2021

Supporting documents:

Isolation Flow Chart
Parent Policy Agreement
Staff Policy Agreement