

Croft Early Years PreSchool and Nursery – Incident Management/Business Continuity Plan – Coronavirus (Covid-19) (reviewed 29-9-2020; 2-11-2020)

Due to the current, ongoing global issues surrounding the Coronavirus (COVID-19), the following Incident Management and Business Continuity Plan was created in March 2020 to provide guidance should the need arise.

As this situation is changing on a daily basis, the plan will be reviewed and adapted where appropriate and dated accordingly, with additions made in different coloured font so that changes are clear; as a minimum this document will be reviewed at the end of each working week by the setting's Manager.

This plan should be read in conjunction with the following documents/guidance information:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcareclosures/coronavirus-covid-19-early-years-and-childcare-closures> (updated 21-10-2020)

Measures to Prevent the Spread of Infection

Warrington was identified as an area of local restrictions on 22nd September 2020:

<https://www.gov.uk/guidance/north-west-england-local-restrictions> (updated 27-10-2020)

<https://www.warrington.gov.uk/coronavirus-restrictions-warrington> (updated 2-11-2020)

The Government guidance has been updated with the following restrictions:

<https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know>(updated 27-10-2020)

- you must not socialise with anybody you do not live with or have formed a support bubble with, in any indoor setting or in any private garden or at most outdoor hospitality venues and ticketed events
- you must not socialise in a group of more than 6 in an outdoor public space such as a park or beach, the countryside, a public garden or a sports venue
- pubs and bars must close; they can only remain open where they operate as if they were a restaurant, which means serving substantial meals, like a main lunchtime or evening meal, and they may only serve alcohol as part of such a meal
- schools, colleges and universities remain open
- places of worship remain open, but household mixing is not permitted
- weddings and funerals can go ahead with restrictions on the number of attendees; however, wedding receptions are not allowed
- exercise classes and organised sport can continue to take place outdoors; these will only be permitted indoors if it is possible for people to avoid mixing with people they do not live with or share a support bubble with; there are exceptions for supervised activities for under-18s, and disability sport
- you should try to avoid travelling outside the very high alert level area you are in or entering a very high alert level area, other than for things like work, education or youth services, to meet caring responsibilities or if you are travelling through as part of a longer journey
- you should avoid staying overnight in another part of the UK if you are resident in a very high alert level area, or avoid staying overnight in a very high alert level area if you are resident elsewhere

You must:

- wear a face covering in those areas where this is mandated

You should continue to:

- follow social distancing rules
- work from home where you can effectively do so
- travel to venues or amenities that are open, for work or to access education, but aim to reduce the number of journeys you make

<https://www.gov.uk/guidance/local-covid-alert-level-very-high-warrington> (26-10-2020)

Croft Early Years Preschool and Nursery are taking the following system of controls: protective measures, in line with the Government guidance, to prevent the spread of infection:

- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend our setting
- Use of face coverings
- Washing hands often with soap and water or an alcohol-based hand sanitiser that contains at least 70 percent alcohol
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Encouraging children, staff and visitors to wash their hands:
 - Before leaving home.
 - On arrival at the Preschool.
 - Before and after using the toilet.
 - After outdoor play.
 - Before preparing food.
 - Before eating any food.
 - Before leaving Preschool.

Avoiding touching eyes, nose and mouth with unwashed hands.

Enhanced Avoiding close contact with people who are unwell.

- cleaning and disinfecting of frequently touched surfaces and objects using standard detergents and bleach.
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In-line with Government guidance, we will ensure children, staff and other adults do not come into our setting if they have COVID-19 symptoms (a **new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)**), or have tested positive in the last 10 days;

anyone developing those symptoms during the day is sent home and must **self-isolate for at least 10 days** <https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>;

- they should arrange to have a test to see if they have coronavirus (COVID-19) <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet.
- **other members of their household (including any siblings) should self-isolate for 14 days** from when the symptomatic person first had symptoms

- if a child is awaiting collection, they will be moved into the isolation area and supervised by a PPE-donned member of staff. ([Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#))
- as is usual practice, in an emergency situation we will call **999** if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital
- any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace
- everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. ([COVID-19: cleaning of non-healthcare settings outside the home guidance](#))

In response to any infection, Croft Early Years will:

- Engage with the NHS Test and Trace process and provide details of any 'close contacts' if there were a COVID-19-positive case tested, or if asked by NHS Test and Trace
- Manage confirmed cases of COVID-19 amongst the setting community
- Contain any outbreak by following local health protection team advice
- Notify Ofsted

The Prime Minister announced on 31st October 2020, there will be new National Restrictions from 5th November 2020.

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

'**COVID-19 case numbers** are rising rapidly across the whole of the UK and in other countries. We must act now to control the spread of the virus. The single most important action we can all take, in fighting coronavirus, is to stay at home, to protect the NHS and save lives.

When we reduce our day-to-day contact with other people, we will reduce the spread of the infection. That is why, from Thursday 5 November until Wednesday 2 December, the Government is taking the following action:

1. Requiring people to stay at home, except for specific purposes.
2. Preventing gathering with people you do not live with, except for specific purposes.
3. Closing certain businesses and venues.'

Business Continuity Policy (reviewed 2-11-2020)

The Government has recently updated their guidance in response to the Coronavirus and have recently updated their guidance for educational settings.

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcareclosures/coronavirus-covid-19-early-years-and-childcare-closures>

Our setting continues to follow guidance from the Government, Local Authority and local health protection team, taking extra precautions - the system of controls: protective measures - to help minimise the spread of infection and therefore allow Preschool to remain open safely.

In-line with the published guidance for educational settings, we will follow their guidance where there is a suspected/confirmed case of Coronavirus linked to the Preschool community/members.

Should Preschool require additional guidance, we will contact the: Department for Education Coronavirus Helpline on 0800 046 8687 (8am to 6pm Monday to Friday) and/or email them on: DfE.coronavirushelpline@education.gov.uk

Should the Government and Local Authority move to a full local lockdown, it may be necessary to have school closures. While the ideal would be that schools remain open, there may be a need to close schools altogether, and hence also our Preschool for Public Health and Safety reasons. Again, we are following guidance that comes to us from the Local Authority and our local health protection team.

As part of the Business Continuity Plan, Croft Early Years have set out our procedures should this need to happen.

Business Continuity Procedure (reviewed 2-11-2020)

Croft Early Years have reviewed our Business Continuity Procedures and have made the following decisions to enable the Preschool to continue to function.

- We will continue to open with the child: staff ratios set by Ofsted, unless told otherwise by our local health protection team.
- When we progress to a National Lockdown (5th November 2020), and if schools are asked to close for the majority / partially close, our staff team will all become 'keyworkers'

(<https://www.gov.uk/government/publications/coronavirus-covid-19maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-onmaintaining-educational-provision> guidance updated 28-9-2020), and thus our own children will have access to their respective local schools as keyworker children, albeit limited access i.e. no wraparound care. Therefore, our operating hours will change to 9.15am - 2.45pm, to enable our staff team sufficient time to drop-off and collect our own children.

- Should there be high numbers of staff absence due to self-isolation, and we are unable to operate at full capacity, our setting will give priority to vulnerable children and children of critical workers, then 3- and 4-year olds, in particular those who will be transitioning to Reception class in September 2021, followed by younger age groups (<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-andchildcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>)
- If we are unable to staff at the child: staff ratios set by Ofsted, Preschool will be closed; we will work with the local authority to identify how appropriate provision can be put in place.

To ensure the Preschool meets Health & Safety requirements, if St. Lewis' Catholic Primary School closes, Croft Early Years Preschool and Nursery will also close.