

Croft Early Years PreSchool and Nursery – Incident Management/Business Continuity Plan – Coronavirus (Covid-19) (Reviewed 4-1-2021)

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; 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 30-12-2020)

Measures to Prevent the Spread of Infection

Warrington entered Tier 4 restrictions on 31st December 2020:

<https://www.warrington.gov.uk/coronavirus-restrictions-warrington>

Tier 4: Stay at home

<https://www.gov.uk/guidance/north-west-england-local-restrictions>

Formal tiering review update: 30 December 2020 - GOV.UK (www.gov.uk)

- You cannot meet other people indoors unless you live with them or they are part of your support bubble
- Outdoors, you can only meet one person from another household and please remember to follow 'hands, face, space' at all times
- You cannot leave or be outside of the place you are living unless for specific circumstances and exceptions ie unless you have a 'reasonable excuse' e.g.
 - **Work and volunteering**, where your place of work is open and you cannot work from home
 - **Essential activities**, such as buying things at a shop, but stay local
 - **Fulfilling legal obligations**
 - **Education and childcare**, relating to the formal curriculum, training or registered childcare
 - **Meeting others and care** – you can leave your home to visit people in your support bubble, to provide informal childcare, to care for vulnerable people or attend a support group (up to 15 people)
 - **Exercise and recreation**, as long as you exercise outdoors
 - **Medical reasons, harm and compassionate visits**
 - **Communal worship and life events**, including a funeral or event related to death, a wedding ceremony (in exceptional circumstances) or visiting a place of worship for communal worship

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.

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> (updated 18-12-2020)

- 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> (updated 30-12-2020)
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 at least 10 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](#) (updated 14-12)
- 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

4.1.2021

Business Continuity Policy

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.

4.1.2021

Business Continuity Procedure

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.
- Should we progress to a full lockdown; 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> - updated 31-12-2020), and thus our staff team's own children will have access to their respective local schools, 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>
[\(Updated 30-12-2020\)](#)
- If we are unable to staff the preschool at the child to 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.