



## Coronavirus / COVID-19 Policy

Poppleton Road OOSC recognises the importance of advanced planning in order to maintain services and limit the spread of the new coronavirus, known as COVID-19, within our setting.

COVID-19 is a viral infection like flu, spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of COVID-19 can include:

Cough	Sore throat
Fever	Tiredness
Difficulty breathing	Loss of taste & smell

The initial symptoms are not dissimilar to other colds and flu-type illnesses, so the key question is whether the patient has also travelled to a high-risk area in the last two weeks or been in contact with a person who has.

Any child who becomes ill with symptoms which could be COVID-19 while at the setting will be isolated from the other children by at least two metres until the child can be collected by his or her parents. Most suspected cases turn out to be negative so the setting will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high-risk groups.

Should any children or staff experience symptoms of COVID-19 they should stay away from the setting until all symptoms have passed and they test negative for the virus.

If any staff or children have returned from a high-risk area, they will be asked to stay away from the setting for 14 days from their date of return.

### Infection control

**Like the common cold and other flu viruses, COVID-19 is spread by:**

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.



We will limit the risk of catching or spreading COVID-19 at Poppleton Road OOSC by:

- Regular handwashing by staff and children
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
- Cleaning hard surfaces (e.g. door handles, light-switches, tables, etc) with sanitizer frequently
- Encouraging the children at the Club to follow the guidance above
- Instructing staff to remain at home if they display any relevant symptoms or sending them home if they first display symptoms while at work.

At Poppleton Road OOSC we will promote infection control through the methods above, and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within the setting
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

### **Closure**

The latest advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we will have to consider temporarily closing the setting because we have too few unaffected staff to run sessions safely. If this occurs the manager will contact CYC Early Years Service for further support and guidance.

The setting will also have to close if advised to do so by the local authority in the interest of safeguarding the children in our care.

In the event of closure, the manager will notify parents or carers as soon as possible. The manager will also inform the local Early Year Service as well as other relevant parties, e.g. feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

### **Fees**

**As the club insurance does not cover loss of earnings fees will still be charged to ensure the setting remains sustainable in the future. Under employment law staff will receive their salary if the setting is forced to close. This decision was agreed by the Trustees of Poppleton Road OOSC.**



### Advance planning

In preparation for dealing with COVID-19, Poppleton Road OOSC will ensure that all contact details for staff, children and parents are up to date.

We will prepare letters of notification for parents and staff, so that they can be distributed immediately if an outbreak occurs.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

**Poppleton Road OOSC will regularly update its information regarding COVID-19, by checking the latest guidance from Public Health England and the local authority and will inform parents and staff of any changes to our emergency plans.**

### Useful contacts

Early Years or Childcare Service: 01904 553601

Ofsted: 0300 123 1231

Health Protection Team (HPT): 0114 3049843

This policy was adopted at a meeting of	Poppleton Road OOSC	
Held in:	March 2020	
To be reviewed in:	March 2021	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy
	Manager	

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.44].