



COVID-19 Risk assessment and Procedures, Outbreak Management

These risk assessments and procedures form Deerness Valley Nursery's response to managing the risks around the coronavirus covid19 pandemic. The central risk being managed is that of the transmission and contraction of covid19 by children or staff.

This has been written in consultation with all government guidance provided by the date below, with input from the NDNA and Pound Gate Insurance.

The procedures in this document supersede and override all other procedures and risk assessments unless otherwise specifically stated.

Assessment date: 13th August 2021
Name of assessor: Hannah Dexter
Review date: When Covid Alert Level changes
When significant changes to the guidance occur

Covid19 Control Risk Measures

The risk measures below will be adhered to by all staff and parents, children and visitors. Staff will ensure that all others comply through informing, reminding and training. This document will be read and followed in conjunction with all others from the covid19 file. Parents and staff will be subject to warning and sanctions if these documents are not adhered to.

This document contains our Outbreak Management Procedures and Plan.

1. Illness

Children who are unwell will not attend nursery. Any child requiring Calpol (or similar) to reduce a temperature will not be deemed well enough to attend and will remain at home. By sending a child to nursery parents will be declaring that the child is **fit and well enough to attend** and has not been given Calpol (or similar) to mask or reduce a high temperature. Any concerns regarding the health of a child should be discussed with the manager prior to arrival.

Staff members have been advised regarding the symptoms of covid19 and will not attend the nursery if they are unwell with symptoms matching those described.

If a child or member of staff becomes unwell while at nursery the current guidance regarding covid19 symptoms will be consulted:

Children

If the manager or deputy decide that these symptoms match those described by the NHS, Public Health England, or Government as being indicative of the coronavirus covid19 then that child will be isolated immediately and attended to by a member of staff wearing PPE. They will be taken to a quiet corner of the garden – usually this will be the Assembly point - and the other member of staff will ring parents for the child to be collected. The child must be collected as soon as practicably possible and within one hour of being telephoned by nursery. The child must then be isolated at home following the guidelines laid out by the Government. The child and their family will then register for and take a covid19 PCR test, and share the results with nursery.

Staff

If the manager or deputy decide that these symptoms match those described by the NHS, Public Health England, or Government as being indicative of the coronavirus covid19 then that staff member will leave



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the premises immediately. They must then be isolated at home following the guidelines laid out by the Government. The staff member and their household will then register for and take a covid19 PCR test, and share the results with nursery.

The remaining staff member will contact our immediately available bank staff to come and cover. In the meantime, children will be settled into a group activity. Temporary alterations to existing ratios may be needed to accommodate this. In extreme emergencies all parents will be contacted for immediate collection of their child, and Company Director John Dexter will attend nursery to enable the remaining staff to safely dismiss children.

Confirmed Cases

If a child or member of staff has a positive test for covid19 then the nursery will follow the guidance from the Track and Trace programme.

Track and Trace will instruct families and staff directly of the need to isolate, but Public Health England or Durham Council may instruct nursery to close in the event of positive cases among the children.

It may be that Nursery will close for the quarantine period defined by the Government guidelines. During this time parents may be liable for all nursery fees.

At any time the manager may choose to close nursery for a “circuit break” of cases, due to low staff numbers, or due to contact with a confirmed case. Only the manager can take this decision, and the risks of closure will be carefully weighed against the risks of transmission.

Please also see [Admissions Policy](#) in this document.

Illness unrelated to covid19

From time to time staff member may become unwell with matters unrelated to covid19. If this results in a member of staff needing to stay at home the following measures will be put into place:

Bubble sizes may be reduced, or bubbles may be closed.

Priority will be given to parents who are critical key workers, unable to work from home, and those children on the current vulnerable list.

Immediate cover bank staff may be engaged to cover for the absence. These additional members of staff have been predominantly selected from the households of current staff to reduce the number of contacts all children have.

2. Handwashing

Hands will be washed with clean running water and soap:

Before leaving home;

Upon arrival;

Before meals;

After meals;

Before leaving;

After toileting;

After nose wiping;

When coming inside from the garden;

When bubbles change;

At regular intervals (at staff discretion).

Staff will wash hands after attending children washing hands.

Children’s handwashing will usually be attended by a member of staff depending on the developmental stage of the child washing their hands.



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Hands will be dried with individual single use towels to be washed daily.

Used towels will be stored:

Children's toilet – children's toilet towel bucket

Adult toilet – washing machine or wet bag if in use

Kitchen – kitchen towel bucket

Towels are washed on the premises.

Alcohol gel may be used where washing with soap and water is not possible eg in the garden.

Alcohol gel will be provided for parent use at the gate.

3. Good Respiratory Hygiene

Following Government guidance we will promote the 'catch it, bin it, kill it' approach. Talking about how coughs, sneezes, and bodily fluids can contain "germs" which can make other people "poorly".

Tissues

Noses will be wiped using **disposable** tissues. These will be disposed of immediately. A bag will be provided for in the garden.

4. Enhanced Cleaning and Other Hygiene Measures

Cleaning

The kitchen and food items will be cleaned according to the kitchen cleaning plan. Before reopening after temporary closure refresher training will be completed by staff members.

High traffic and high contact areas will be cleaned on a regular basis, these include but are not limited to door handles, taps, soap dispenser tops, toilet flushes, nursery phone devices and camera.

All areas, including toys and resources used by a bubble will be deep cleaned in between bubbles attending.

We will work with our cleaning subcontractor Klean Living to ensure both they and our staff are covid19 cleaning trained and following all current guidelines on cleaning during this coronavirus pandemic.

Some resources, furnishing and toys will not be able to be cleaned. These will either be removed until the covid alert level is 2 or below or rotated between bubbles. If the resource is being rotated between bubbles then it will be unused by any bubble for a minimum of 72 hours before being transferred for use by a new bubble.

5. Social Distancing

Social Distancing

Social distancing at nursery is not necessary provided all the other "control" measures in this risk assessment are adhered to. This will allow children to safely play with their peers while at nursery.

Staff will be responsible for their own social distancing from each other.

Childcare arrangements will be discussed with each family on regular basis so that the nursery manager can make on going risk assessments of the social contacts involved. Requests to use more than one



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childcare setting will be considered on a case by case basis, and appropriate measures will be put into place by the manager in consultation with parents and the other setting.

No non staff members will be admitted past the cloakroom door during session time at any time except in emergencies.

Parents may be required to wear face masks for drop off and collection times if their child needs physically passing to a member of staff.

Prospective parents may be offered a virtual visit over video chat. If they are ready to complete an application and contract then arrangements will be made for a visit in person outside of session times. Parents will be admitted to the building without children, for a brief look round. They will be given facemasks or asked to wear their own. Non mobile children will be allowed inside if parents are cautioned to hold them at all times. Children will remain in the garden with the other parent or a member of staff. If children need to use the toilet they will be taken by a staff member. Windows and doors will be opened prior to the visit. Any areas that are touched by un-gloved hands will be cleaned. Parents will be advised to wash their hands and children's hands before they leave home, and apply hand gel at the gate.

Settling visits will be arranged in discussion with parents. Children will be required to follow the guidelines on health, handwashing etc as though they were on roll. Parents will not enter the building. Settling visits will be limited to one hour maximum. One parent may attend with their child provided they – use handgel on arrival, keep socially distant from staff and other children, remain outside in the garden, do not attend if they have any covid19 symptoms or are self-isolating. Parents attending for settling visits may be encouraged to take part in the Lateral Flow Testing programme.

Naptime Walks

Those children in our under three age group may need to nap in a session. If they nap in a pram then the nursery's prams may be used for a naptime walk outside of the nursery site. All children in our under three age group may be required to go on this naptime walk to ensure that EYFS ratios are kept for all children in that session.

Staff will choose the seating in the prams based on knowledge of the children and their developmental stage. The child seated on the buggy board will be directed to return to the seat if the staff member judges that social distancing to those outside nursery cannot be maintained.

Children going on a naptime walk on the buggy board will have this recorded in their diary on Family.

Depending on the light levels and weather staff will make a judgement whether to use the hi-vis jackets for the child on the buggy board and for the staff.

A first aider will go on this walk.

Meals

Meals will be served as usual and current existing mealtime arrangements including those on seating will remain in place.

Food and Other Deliveries



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Food delivered to the nursery will be placed in the car park next to the gate, or on the doorstep outside the main door. If food is delivered to the door, the interior porch door will remain closed, and staff may wear a face covering mask. This will be collected by a member of staff and put away according to our usual kitchen policy. Any crates or boxes will be stored in the adult toilet away from children. Staff will wash their hands afterwards.

Other deliveries will be dealt with in the same way. As far as possible nursery deliveries will be redirected to Yew Tree House.

Special Cases

From time to time parents may need to rely on others to drop off, collect or care for their children. All families are informed that anyone caring for their child, or providing transport must also follow Government guidelines.

Any specific circumstances may be noted in the child's information on Family.

The NHS Covid19 App

While at nursery as a member of staff, the active tracking and contact tracing function of the app must be turned off.

6. PPE

PPE

Staff will be invited to wear PPE for nappy changing according to our usual policy.

Face masks will be provided for staff use for – drop off and collection, close contact with parents, visitors (eg emergency services, Ofsted etc)

PPE will be used while caring for a child with suspected Covid19 in the time from detection of symptoms to collection.

If a visitor must enter the building, eg Ofsted, they must wear a face mask. The exception to this is those from the emergency services attending an emergency situation.

As nursery has no communal spaces between bubbles, and all staff work within one bubble, staff will not usually wear face covering masks during the day. The impact on relationships, communication, and emotional wellbeing of the children balanced against the benefits of mask wearing by staff will be constantly under review. If staff would like to wear a mask they are welcome to do so inside the building, but ones with a clear window to see the lips may be provided.

Suspected Covid19 Waste (PPE tissues etc)

Any waste, PPE, tissues etc from caring for a child with suspected covid19 will be double bagged and placed securely in quarantine for 72 hours before being disposed of with the usual nursery waste.



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7. Ventilation

Upon opening nursery and performing the indoor opening checks staff will open windows in the main and quiet rooms. These will remain open until at least 4pm or all the children have gone home.

There may be times when staff working indoors may wish to close or almost close these windows which can be done at the staff member's discretion, however, these must be reopened fully for at least 15 minutes in each hour to increase the ventilation sufficiently to purge the air in the space.

8. Vaccination

The advantageous benefits of taking up the covid19 vaccine when offered by the NHS or GP will be discussed with each member of staff. It is the position of the management that taking up the opportunity to be vaccinated is the best course of action to keep all parties safe from the detrimental effects of covid19 and that it will be expected all staff will be vaccinated, however it is the individual decision of each staff member whether to comply. The benefits of vaccination will be shared with nursery families.

9. Testing

Staff will get tested for covid19 if they show any symptoms. The results of this test will be shared with the manager by forwarding the email in full to hannah@deernessvalleynursery.school Screenshots, partial emails, or verbal results will not be accepted.

Staff are invited and encouraged to participate in the twice weekly Lateral Flow Testing programme, and tests are provided for staff use. The results are recorded in a central record and their contents are private information.

Families are encouraged to participate in the twice weekly Lateral Flow Testing programme, and the Government provide these tests. At regular intervals it will be communicated to parents that these tests are **not for use on the children or on adults with symptoms**. If children or adults have symptoms of covid19 they must be tested using a PCR test.

Anyone who has been a close contact with a confirmed case of covid19 is now eligible for a PCR test, and using this testing will be encouraged amongst staff and families should the occasion occur.

Any positive results must be shared immediately with Hannah Dexter.

10. Self Isolation

All those positive with covid19 must self-isolate at home for 10 days.

Children under 18, and adults who have been double vaccinated do not need to self-isolate unless instructed to do so by Track and Trace.

Specific guidance on returning from certain foreign countries exists, and this must be followed before returning to nursery. Staff and families are cautioned to consider these requirements before booking foreign travel.



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11. Admission Policy

Due to the ongoing risk to health of those in our community who are Clinically Extremely Vulnerable we will not be admitting anyone, whether under 18 or double vaccinated, into nursery if they are a close contact of a positive case.

Our risk assessment of the risk of covid19 transmission and the impact on the health of those who are CEV shows that this risk is only manageable by removing the risk.

Therefore, any adult or child who is a close contact with a positive case will not attend nursery for 10 full days from the date of the onset of symptoms or the date of the test, whichever is earlier.

We view this period of non-admission to nursery as similar to those for chicken pox, diarrhoea and vomiting, and measles – those pose a risk of transmission to others and so individuals are not admitted to nursery to prevent the risk of transmission.

The impact on charging and payroll will be discussed in the event we need to enact this policy.