



Registered Charity No 1035670

## Dealing with Coronavirus in the workplace.

JUNE 2020.

Beckley Preschool is committed to ensuring the health and safety of all employees and children in their care.

### CONTROL MEASURES.

We encourage all employees to follow the guidelines set out by (WHO) World Health Organisation on infection control both at work and in their daily lives.

This includes

- Handwashing regularly with soap and water for 20 seconds. Hand sanitisers are available at all times.
- Face masks are not an essential and are down to the individual member of staff as to whether they want to wear one.
- Use your elbow to cover face when coughing/sneezing. When using a tissue, this needs to be thrown away immediately and then wash your hands.
- Avoid contact with anyone who has a new continuous cough, a high temperature, loss or change of your normal sense of taste and smell.
- Apply 2 metre distancing where possible, realising it cannot be guaranteed with children of this age.
- Soft furnishings will be removed.
- Parents will be asked to leave the children with a member of staff at the front door, or the gate by the front garden. We are unable to accept any toys from home. We will be adapting our settling in policy to fit in with this new outbreak.
- If your child comes in unwashed/dirty, we shall be asking the parent to clean them up before allowing the child in.
- The same group of children and staff will remain together and days/sessions will not be mixed.

- To ease with returning we are prioritising key worker parents, followed by 3-4 school leavers, and then to the younger age groups. (this is subject to change due to the government guidelines) Our numbers will be capped to allow for social distancing.
- We ask parents to understand that due to these uncertain times that their children are more likely to have their hours reduced at the setting. We will do our best to offer what we can but we may be able to offer what you want.

### IF YOU DEVELOP SYMPTOMS.

The symptoms of Coronavirus are a new continuous cough, a high temperature, a loss or change in your normal sense of taste and smell. For most people these symptoms will be a mild illness. If anyone has any of these symptoms, they should self-isolate at home.

If staff start to show signs/symptoms of Covid 19, you are required to follow the government guidelines as to what you should be doing next. You should not go to the doctor's surgery. You **MUST** inform the manager of the setting immediately if you are displaying any signs.

When a child, parent or staff member develops symptoms compatible with Coronavirus, they will be sent home to self-isolate for 7 days. Other household members should self-isolate for 14 days.

Staff who develop symptoms can access testing, if the test is negative, the staff member can return to work. If the test is positive, the rest of the pre-school group who they have been in contact with will be sent home and will need to isolate for 14 days.

Parents can call 111 if their child is under the age of 5 and request for a test.

If a child becomes unwell within our care, we as staff are required to wear the appropriate PPE to include a fluid resistant surgical face mask (visor) and to try and keep 2 metres away from the child. If a member of staff needs to be in contact with the child then disposable gloves and aprons also need to be worn. These are then doubled bagged and disposed of. The area where the child has been will be thoroughly cleaned and the other children will be moved to another area of the setting or outdoors. A collection can be arranged for positive PPE equipment with a specialist waste contractor or under the Category B infections waste.

If a child within our setting has contracted the virus, children and staff who have been in contact with the child will also need to isolate for 14 days with their family immediate family household members too.

If there is someone in your family who is showing signs and self-isolating, the manager of the setting must be informed and you will be required to isolate following the government guidelines time scale.

### SELF-ISOLATION.

If you have been told to self-isolate or you show signs of the virus you must not attend work during that isolation period. This includes returning from a country that the government recommends you self-isolate from upon return and for that time period. The manager will keep in contact with staff who are isolating through phone, video calls.

### SENDING EMPLOYEES HOME.

For anyone that feels that they may have been in contact with the virus, we may make the decision to still send you home. An example of this is being in contact with someone who has had it, or may have. If your symptoms begin to show you must contact the manager immediately for them to follow the correct steps that need to be taken.

### EMPLOYEES WHO HAVE COVID 19.

As soon as you think you may have the virus or show any signs you must follow the medical advice and government guidelines. Informing the manager is a **MUST**. Staff may be required to be tested and if the result proves negative then you can return to work but if positive you must remain in self isolation following the government guidelines.

### WORK ATTENDANCE.

Staff are expected to attend work as normal unless you are self-isolating and needing to follow the guidance from the government. Hours are more than likely to be reduced during this period with some staff remaining on furlough (whilst the scheme is running). Future hours may also be impacted due to this pandemic and will need to be look at carefully to make sure we are still following the guidelines. Redundancies may be made if there are not enough working hours due to this pandemic. A discussion will be had between the committee and manager in these circumstances and if you are not happy with the working hours

you are offered. A meeting with yourself will also be had with the manager and/or committee regarding these situations.

### CLOSURE OF THE PRESCHOOL.

As things happen and time progresses we may have to make the decision to close or temporarily adapt the operating hours, or we may be forced to close until we are able to resume again. We will work as hard as we can to try to prevent this from happening but we have to understand that if we have no option and are forced to close this may mean that staff, some or all may be laid off or have their hours reduced. We shall give everyone as much notice as we can but please understand if it's with immediate effect then it is beyond our control. Information on fee's and staff wages will be given by the committee.

### HARRASSMENT.

We operate a zero tolerance policy in our setting. We will not tolerate unacceptable behaviour towards our staff. Complaints will be investigated (we have a complaints policy to follow)

### TRAVEL PLANS.

We understand staff may have planned/pre booked holidays and are asking them to be aware of the countries affected by the virus and to inform the manager of which countries they are visiting so that when they return it can be managed appropriately. It's important for staff to keep themselves up to date with the government guidance when it comes to self-isolating upon return and also to remember that this information can be changed daily.

We ask that you minimise the use of public transport where possible.

### ADDITIONAL SUPPORT DURING THIS TIME.

We all understand that these are challenging times and we want to remind everyone to be kind. People are affected in such different ways. If anyone is struggling and needs some support, advice or someone to talk to there are plenty of confidential services out there to reach too.

As children return to our setting they may come with all sorts of worries and have experienced a range of emotions whilst they have been at home. Here are two helpful guides that look at supporting children who have suffered trauma and bereavement.

Free training with Child Bereavement

<https://www.childbereavementuk.org/bereavement-awareness-training-for-education-providers> (Early years course on 28/05/20)

Winston's Wish also have a sections specifically for coronavirus -

<https://www.winstonswish.org/coronavirus/>

This information was all correct at the time of print May/June 2020.

We recommend and advise you to following any new updates and government guidelines which are more current to this situation. Please be aware of these changes as they are happening on a daily/weekly basis. We will also keep you as up to date with the guidelines as we can. **CHANGES ARE LIKELY TO BE MADE.**