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Bollington Pre-School COVID-19 actions for symptoms, confirmed cases, setting closure and payments and fees.

This policy applies to all employees, Parents, Children, volunteers, students, and anyone else working on behalf of the Pre-School.

This policy aims to set out the procedures that will be followed during the Coronavirus (COVID-19) pandemic. This includes procedures on the setting responding to those who have symptoms, confirmed cases, Pre-School having to close (to include if directed to by Cheshire East, Public Health England, or the Department of Education), staff absences and staff pay.

COVID-19 symptoms are defined as:

* **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). Temperature of 37.8 or above
* **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
* **a loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/

As outlined in current Government guidelines, the following procedures will be followed if we are notified of a child, parent, or staff member displaying COVID-19 symptoms.

* Advise given that the person who has symptoms should get a PCR test (a test that is sent to a lab) as soon as possible and/or isolate for 10 days.
* Advise given that the person showing symptoms will not be able to return to Bollington Pre-School until a Negative test result is obtained, or they have completed the isolation period (and are symptom free).
* Manager will maintain communication via telephone and e-mail with those who have developed symptoms.
* The setting will follow all current guidance from the Government.

Please see below link for further guidance and information for households with possible coronavirus

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

As outlined in current Government guidance, and in our current Risk Assessment, the following procedures will be followed if a child or staff member shows symptoms of COVID-19 while at Bollington Pre-School

* Persons showing signs of COVID-19 are sent home at once and recommended following NHS guidelines online. Signs and symptoms include temp of over 37.8 new continuous cough and change to smell and taste.
* Whilst waiting to be collected the child should be isolated from others- room to be ventilated if possible, by opening a window. If need to use the bathroom, then use a separate toilet if possible. To be cleaned and sanitized after use.
* Staff member waiting with child to wear PPE
* Staff that have helped those who are displaying symptoms do not need to go home unless they develop symptoms themselves. They must wash hands thoroughly for 20 seconds after contact with anyone that is unwell
* Workplace will be cleaned following UK Government guidelines. The person cleaning area should wear PPE
* Those who display systems should be tested for COVID-19. Those who test negative will be able to return to work if well enough to do so.
* Manager will contact Department of Education for advice

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

If a child, family member or staff test positive for COVID-19 then the following action will be taken:

* DfE to be notified on 08000468687- option 1. Their guidelines and advice to be followed
* Ofsted to be notified
* Engage with NHS Test and Trace
* Parents and staff to be notified of positive test result and the directions given from Department of Education to be communicated.
* Potential closure of 2/3yr old room, Pre-School room, or Pre-School as a whole.

**Payments and Fees**

During the COVID-19 Pandemic we will adopt the following procedures for payments and fees.

* If your child is off poorly/sick or have COVID-19 symptoms (and is either isolating or awaiting test results) then we will follow our existing sickness policy as outlined in our parent handbook and fees are still chargeable.
* If Pre-School is closed following the advice of the Department of Educations, Public Health England, or Cheshire East, we would ask for a voluntary contribution
* If Pre-School is closed due to being unable to have the right staffing in place due to COVID-19 then we would ask for a voluntary contribution.

In these circumstances we ask for a voluntary contribution to maintain the sustainability of Bollington Pre-School to ensure we will be able to continue to open and provide our service to our families and community.

This Policy is under continuous review and will be updated accordingly in line with Government legislation and guidelines around COVID-19. Bollington Pre-School reserves the right to review their own procedures for fee’s and payments and adjust them to the needs of the business.

This policy was adopted by Bollington Pre-School

On the 18th September 2020

Updated – 28th January 2022

Is due for review: 18th April 2022

Signed:

Name: Beth Ryan Pauline Snelson

Role: Early Years Manager Chairperson