



## Pewsham Preschool Ltd Coronavirus Action Plan

Issue	Action to be taken	Who to Action	Who will be informed
Helping prevent the spread of COVID-19.	<ul style="list-style-type: none"> <li>• Public Health Advice on coronavirus for places of education to be shared with parents.</li> <li>• Staff and children reminded to wash hands regularly.</li> <li>• Educate children using our 'Germ Busters' resources.</li> <li>• Closer supervision of hand washing</li> <li>• Follow all current government guidelines with regards cleaning of the setting.</li> </ul>	Manager Staff Parents  Cleaner	Parents Staff
A child or staff member becomes unwell and we believe they have been exposed to COVID-19 (either through travel to a <b>specified country or area</b> or contact with a confirmed case).	<ul style="list-style-type: none"> <li>• Parent to be called in to collect immediately.</li> <li>• Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk)</li> <li>• Advise parent/staff not to go to their GP, pharmacy, urgent care centre or a hospital.</li> <li>• Child to be kept at least 2 metres from other children until parent/ambulance arrives.</li> </ul>	Manager Parent/Manager  Manager  All Staff	Parents Chairperson
A case of COVID-19, child or staff, is suspected within the preschool.	<ul style="list-style-type: none"> <li>• In line with current government guidelines no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited.</li> <li>• Government guidelines to be checked daily and plan amended accordingly.</li> <li>• Setting to be cleaned in line with current government guidelines.</li> </ul>	Administrator/ Manager Manager/Cleaner	Parents Manager Chairperson
A child or staff member of the preschool is confirmed as having COVID-19.	<ul style="list-style-type: none"> <li>• Setting will be contacted or will contact the Local Public Health England who will advise on the next steps that the setting must take.</li> <li>• The setting will be inspected by the health protection team and advice will be based on this assessment</li> </ul>	Local Health Protection Agency Manager Committee Chair	Parents Chairperson Public Health England



<p>Parents, Children and staff travelling back from:</p> <ul style="list-style-type: none"> <li>• Italy (outside <a href="#">specific areas in northern Italy</a>) before 9 March</li> <li>• mainland China outside of Hubei province</li> <li>• South Korea outside of Daegu, Cheongdo and Gyeongsan</li> <li>• Cambodia</li> <li>• Hong Kong</li> <li>• Japan</li> <li>• Laos</li> <li>• Macau</li> <li>• Malaysia</li> <li>• Myanmar</li> <li>• Singapore</li> <li>• Taiwan</li> <li>• Thailand</li> <li>• Vietnam</li> </ul> <p><i>These are subject to change and therefore we follow latest government guidelines.</i></p>	<ul style="list-style-type: none"> <li>• Government guidelines say that you must stay indoors and avoid contact with other people if you've travelled to the UK from any of these places in the last 14 days and have a cough, high temperature or shortness of breath, even if your symptoms are mild.</li> <li>• Call NHS 111 and not attend their GP surgery.</li> </ul> <p><i>Preschool to refer to <b>COVID-19: specified countries and areas</b> for more information and maps of specific areas.  <a href="https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas">https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas</a></i></p>	<p>Staff Parents Children</p> <p>Administrator/ Manager</p>	
--	--	---	--

<p>Entering Delay phase of governments Covid19 plan – 12 March 2020.</p>	<p>We are now following the latest government advice that anyone with a temperature of over 37.8 and/or a persistent cough must self-isolate for 7 days.  This applies to staff children and other adults.  Staff – Must follow setting absence procedure</p> <ul style="list-style-type: none"> <li>• Must keep a member of management updated</li> <li>• Self-isolation is not leaving home for any reason for recommended period of time</li> </ul> <p>Children – Must not attend preschool if unwell with a persistent cough and/or a temperature of over 37.8 and must self-isolate for 7 days</p> <ul style="list-style-type: none"> <li>• If children become unwell with a fever or cough and cold while in session they will be sent home and asked to not attend for 7 days</li> <li>• Parents must keep the setting informed of the child’s condition to enable them to implement actions above for suspected case and confirmed case</li> </ul> <p>Other adults – Any other adult who has a persistent cough or temperature of over 37.8 must not visit the preschool or drop off or pick up children attending the setting.</p> <ul style="list-style-type: none"> <li>• Adults displaying the above symptoms should self - isolate for 7 days.</li> </ul>	<p>Staff  Parents  Managers</p>	<p>LHPA if applicable  Manager  Staff  Parents  Preschool Committee</p>
<p>High staff absence affecting operation of the setting and possible closure to being unable to maintain safe child to adult ratios</p>	<p>If the setting experiences high staff absence due the government implementing the Delay phase to attempt and delay the spread of COVID-19. We will follow these procedures</p> <ul style="list-style-type: none"> <li>• Implement alternative hours and sessions to ensure ratios can be maintained</li> <li>• Only open to working parents prioritise Health care and NHS workers</li> <li>• We will endeavour to remain open if safe to do so based on adult to child ratios, parents will be kept informed through by Facebook and email if this changes in anyway.</li> <li>• If we are informed by any government agencies that we must close for a period of time parents will be informed as soon as possible after we have been notified.</li> </ul>	<p>Managers  Chairperson</p>	<p>Parents</p>

<p>Closure of Preschool because of COVID-19</p>	<p>If we are advised by an outside agency to close our setting due to COVID-19 or strategies to minimise the spread of this virus, then we have no option but to do this. The other times we may be required to close are</p> <ul style="list-style-type: none"> <li>• If ratios cannot be safely met despite following all our procedures as per 'High Staff' absence. This decision would be made by management/chairperson. Period of time we may close would depend on the circumstances and would be relayed to parents through Facebook and email.</li> </ul>	<p>Staff Parents Manager Chairperson</p>	<p>Committee Chairperson/Directors Manager Staff Parents</p>
<p>Closure of Kings Lodge Primary School. <i>(In line with our existing closure of preschool policy).</i></p>	<ul style="list-style-type: none"> <li>• To help prevent spread of the COVID-19 we will also close if Kings Lodge Primary School are required to close.</li> <li>• Parents will be notified through Facebook and email.</li> </ul>	<p>Managers Chairperson</p>	
<p>Fees/Amendments to sessions available or opening times:</p> <ul style="list-style-type: none"> <li>• If a parent is required to self-isolate or chooses to keep their child off preschool we will require full fees to be paid in line with our fees policy and the terms and conditions agreed upon at registration. If your child is sent home sick from preschool fees will also still apply.</li> <li>• If your child cannot attend preschool due to staffing, or we have been advised to close, no fees will be charged.</li> <li>• If we have to restrict child numbers due to staff shortages priority will be given in the following order: - Frontline NHS Staff, other NHS staff, healthcare and emergency workers. Other working parents. We will endeavour to allocate these spaces as fairly as possible.</li> </ul>			

***Please note that any of the above is subject to change at any time and any changes will be communicated to you as soon as possible via email and/or Facebook.***

**13 March 2020 (1)**

