

Covid-19 Policy

Kilcoy Kindergarten

Kilcoy Kindergarten will follow the most up to date Scottish Government guidance to ensure the continued safe operation of the setting during the COVID-19 pandemic. To ensure the protection of all service users from COVID-19, Kilcoy Kindergarten will:

COVID-19 symptoms and actions:

The most common symptoms of COVID-19 are:

- **A new continuous cough** (a lot of coughing for more than 1 hour, or 3 or more coughing episodes in 24hours).
- **A fever/high temperature** (over 37.8c)
- **Loss of, or change in, sense of smell or taste**

Staff, in addition to parents/carers, are to be vigilant for the symptoms of COVID-19, and to understand what actions they should take if someone develops them, either whilst at nursery or at home. On arrival to work, staff will take their temperature before starting their shift. It is essential that staff or children do not attend a setting if symptomatic. Everyone who develops symptoms of COVID-19 must self-isolate straight away, stay at home and arrange a test via the appropriate method. People who live in the same household as a person with symptoms must also self-isolate straight away and stay at home. If a staff member or child has a positive test, the symptomatic person must remain in isolation until **10** days from symptom onset. They cannot return to the setting unless they have been clear of a temperature for **48hours**.

COVID-19 tests can be booked via: [NHS inform - Scottish health information you can trust | NHS inform](#)

The manager will submit appropriate eforms for any suspected, or confirmed cases of COVID-19. They will also work closely with the local Health Protection Team (HPT) to help monitor any possible outbreaks of COVID-19 within the setting.

If a child develops symptoms of COVID-19 while in the setting, they will be immediately isolated from others within the setting, ideally where staffing allows this should be in a ventilated space such as outdoors. They must wait in isolation with a staff member until they can be collected by their parent/carer. The staff member isolating with the child should wear a Face Covering (more details further on in policy).

Risk Assessments

Kilcoy Kindergarten will carry out a setting risk assessment, in addition to individual risk assessments where required. Risk assessments will consider all risks identified in respect to COVID-19 and will be reviewed regularly in line with any updated guidance. The setting risk assessment will be shared with all staff to ensure they follow and fully understand any measures being put in place.

Covid-19 Policy

Kilcoy Kindergarten

Communication

In line with any changes to the normal running of the setting, parents/cares will be contacted in advance. Face to Face contact must be reduced between parents/carers and staff where possible, therefore parents are currently not allowed to enter the building. All handovers and drop offs are done at the door, with appropriate social distancing and face coverings worn at all times. If any sensitive information needs to be shared with parents, this is done over a phonecall or email. Kilcoy Kindergarten will aim to reduce to use of paper, with emails being used where possible to completed/send paperwork.

Cleaning/Hygiene Procedures

Cleaning and Personal Hygiene Procedures within the setting have been enhanced to help minimise the spread of COVID-19. This currently includes:

- Touchpoints and commonly touched surfaces are disinfected a minimum of twice a day.
- Children will only have access to toys that are easy to clean. Toys and resources will be cleaned as children change between sessions. Where time does not allow for this, toys will be rotated or quarantined for 72hours.
- Children are discouraged to bring in any toys from home except for comforters. Despite this, comforters should only be used when needed and not shared with any other child.
- Hand washing should be done for at least 20 seconds. This takes place for children and staff:
 - On arrival at the setting
 - Before and after eating
 - After toileting
 - Before and after toothbrushing
 - At regular intervals throughout the day
 - When moving between different areas/rooms

Staff are to support and assist children to ensure appropriate hand washing techniques are implemented. Hand santisers are used at the entrance to the building as there is no access to a sink or running water on arrival. Hand sanitiser will not be used for children under 1 – they should be taken straight to the bathroom on arriving to wash their hands there.

No additional Personal Protective Equipment (PPE) measures are required for general use at Kilcoy Kindergarten. Despite this however, if a child becomes unwell with symptoms of COVID-19, staff will:

- Wear a face covering whilst the child is isolating prior to being collected by a parent/carer
- Gloves and Apron should be worn if the child requires direct personal care such as nappy changing/dealing with bodily fluids
- Gloves and Arpon should be worn whilst cleaning down areas where the child has been

Covid-19 Policy

Kilcoy Kindergarten

Snack

During the COVID-19 pandemic, Kilcoy Kindergarten will be serving group snack. Children will not be self-serving snack, and will not be sharing items such as milk jugs or knives for spreading butter.

Staff do not need to wear any additional PPE whilst preparing or serving snack, although face coverings should still be worn in the kitchen area.

Room Groups/Activities

At Kilcoy Kindergarten, children are split into 3 different rooms according to their age:

- Seedlings
- Acorns
- Oak Trees

These room groups are considered to be within their own bubble. Within each bubble, there will be no more than 33 children attending over the course of a nursery week. Currently the overall number between the Seedling and Acorn room is under 33, therefore these 2 rooms can form 1 bubble if/when required to maintain ratios. These 2 rooms have access to their own toilet facilities, separate to the Oak Tree room. Staff within each bubble remains the same each day, unless any staff lunch or sickness cover is required.

Evidence suggests the risk of transmission is lower outside, therefore Kilcoy Kindergarten will maximise the opportunity for outdoor play and activities.

Singing with the children is not permitted indoors, but can be done outdoors. However, it is recognised that children sing naturally in the course of activities and play, and should not be discouraged from doing so. Singing can be used to comfort young children when necessary.

Social Distancing/Face Coverings

Physical distancing of **2 metres** between adults remains a fundamental protective measure that should apply at all times. Social distancing applies to staff, parents (and any other adults who may attend the setting) and any external contractors or delivery people. The staff room and office have been reconfigured to ensure the physical distancing rule of 2 metres is able to be maintained. Staff should ensure they are maintaining social distancing when on the floor with the children. Only **2** staff members are permitted in the kitchen at one time to ensure social distancing can be maintained. When parents/carers are waiting outside to collect their child, a maximum of **3** parents should be queuing at the door at one time, with other parents/cares encouraged to wait in their car until space allows at the door

Face coverings should be worn by staff at all times, Unless staff are actively working on the floor with the children, face coverings should be worn at all times. This includes within the office, kitchen, hallways/corridors and staff room (unless eating). Parents/carers are encouraged to wear a face covering at the door when dropping off/collecting their child.

Covid-19 Policy **Kilcoy Kindergarten**

Settling sessions/Blended Placements

When settling new children at Kilcoy Kindergarten, this will be done outdoors where possible. Parents will be asked to wear a face covering and to ensure social distancing from children and staff. If new parents/cares require a show around of the setting, this will be done via photos or after hours while the nursery is closed.

Families will be discouraged to use blended placements for their child unless it is essential. Kilcoy Kindergarten will support families where possible and offer any extra session that would help families to ensure their child only attends one setting. Any non-essential extra sessions are discouraged, to ensure children are only attending the setting for the hours needed as childcare for parents.

This policy was updated following current Scottish Government guidance found at: [Coronavirus \(COVID-19\): early learning and childcare \(ELC\) services - gov.scot](https://www.gov.scot/topics/health/coronavirus-covid-19/early-learning-and-childcare-elc-services) (www.gov.scot)