



Totally Kidz Day Nursery
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OFSTED URN: 2520121

Totally Kidz Guidelines to Covid 19

Totally Kidz Day Nursery will remain open as usual Monday to Friday 07:00am -18:30pm. If the nursery has been advised to close by the Government you will be informed by either text or email. We ask that your contact details are up to date or updated immediately.

We would like to reassure that we will be doing all we can to keep children and staff safe. We will continue to encourage children to be independent, as well as taking steps to protect them as far as possible.

Upon entry their temperature will be taken using a non-contact infrared thermometer. The following will be in place to enable the nursery to run as smoothly as possible. The children will wash and sanitise their hands upon entry before going into their rooms. At the end of the day the classrooms are thoroughly cleaned and sanitised along with all the toys and equipment. We also arrange for the rooms to be spray with Nilbac dry touch sanitiser as well as continuing to deep clean using steam cleaner every evening.

Implementing precautionary measures to reduce the spread COVID -19

Totally Kidz Day Nursery has adopted a 'no shoe policy' inside the nursery units to prevent contamination from coming into the room by removing outdoor shoes- this includes staff, children, parents and visitors. **Therefore we kindly requesting parents to provide their children with indoor shoes, such as slippers, and sandal.** For extra precautionary, we would like to let parents know that we will be keeping children bag with their extra clothes in the nursery. We are asking parents; please do not bring any toys, books and other items to the nursery. **I would like to inform you that we are facing out Daily Communication book and changing our Capture Early years app into Baby Day Early Years app where we will record and share observation, developmental progress and daily diaries of your child . The purpose for this is to prevent the spread of any germs by getting rid of daily diaries' books.**

Totally Kidz Will Ensure That -:

- Children will be offered support with handwashing; hand sanitiser and soap are provided. They will be taught the correct way to wash their hands using the chart and for 20 seconds
- This will be done before and after eating. After using the toilet. After blowing their nose, coughing or sneezing, disposing of tissue in bins provided and when they go for a walk in the park.
- Staff may wear face shield or mask when working with the children if they wish.
- Staff will wear face shield or mask in shared access areas of the nursery including corridors, staff room, office and kitchen, except in the following circumstances:

- a single member of staff can work in the kitchen without a face shield and mask if they choose – other staff must knock and alert them before entering so they can both put on a face covering
- face shield and mask can be removed in the office by one staff member alone, or by two staff members once seated on opposite ends of the office
- face shield and mask can be removed by staff once seated in the staff room – as long as they are physically distanced from any other member of staff
- Only 1 staff are permitted in the staff room at a time. If more than 1 staff are having lunch at the same time then any room not in use by children at that time can be used for staff lunches as permitted by the manager.
- Only 2 staff are permitted in the office at a time.
- Staff members will avoid all close contact with each other. Staff will follow social distancing guidelines and remain 2 metres apart from each other where possible.
- Regular Covid -19 Self – Test (Rapid Antigen Test) which is provided by the government (DFE) is available to all staff at nursery and every two weeks we will do the test to ensure transmission risks are minimised.

PPE:

- Current Government guidance is that PPE should not be required in general practice in nurseries to protect against COVID-19 transmission. PPE, such as aprons and gloves, will continue to be worn as usual for nappy changing and the administration of first aid.
- PPE consisting of disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn for supervising a child with COVID-19 symptoms and for cleaning the area they were isolated in, as specified below. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

- Children will be supported to understand the changes and challenges they may encounter as a result of COVID-19 and staff will be aware of children's attachments and their need for emotional support at the moment.

Important Notice

If your child/ren becomes unwell during the day whilst here at Totally Kidz with a raised temperature (37.8 or above) we will contact you immediately. We will isolate the child with a member of staff until you are able to collect them as soon as you can. As soon as we are notified of a positive test for COVID at Totally Kidz we contact parents whose children have been in contact with the person who has tested positive. These children must be isolated at home for 10 days. **In addition, we will keep in touch with parents. We are also supporting the staff who have been sent home.**

If your child is unwell at home with any of the following symptoms -:

- **A high/raised temperature.**
- **A continuous cough.**
- **A loss of or a change in sense of taste or smell and or loss of appetite.**
- **If your child has diarrhoea or is or has been vomiting, please keep them at home for 48 hours or until symptoms have gone.**

PLEASE DO NOT BRING YOUR CHILD TO THE NURSERY

- If you are experiencing or displaying any of the aforementioned symptoms, we ask that you DO NOT bring your child to nursery. We simply ask that you follow the Government Guidelines in order to prevent the virus from spreading.
- Children must not attend to the setting for at least 10 full days from the day after the start of their symptoms or test date if they did not have any symptoms (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test). This

will also be applied if a child has been in close contact with a confirmed case of COVID – 19.

- If a child has been in close contact with a confirmed case of COVID – 19 we ask that you DO NOT bring your child to nursery.
- The Government defines a close contact as anyone who has been close to someone ‘anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others’. <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>
- PROCESSES IN THE NURSERY : Government guidelines allow a whole nursery to be run as a bubble but at Totally Kidz we have continued to run room bubbles. However, in some days we need to merge two bubbles with just a few children at the beginning and the end of the day. This is to avoid staff in our setting working 12-hour days, which impacts health and wellbeing. We now allocate dedicated bank staff to preserve the integrity of the nursery bubbles and minimise the risk of cross-infection.
- Changing to dropping off / picking up children : we asking parents to drop their children off at the front door of nursery. We will bring your child back out to you when you come to collect and we would ask you to be patient as this may take a time than you are used to. The purpose for this is that by limiting number of people entering our nursery will be helping to prevent the spread of any germs.
- All parents and visitors to wear a face covering when visiting or entering the Totally Kidz premises.

- Only one adult for drop off and pick up
- You need to arrive and leave promptly when dropping off/ collecting your child – please do not congregate as we know that the virus is easily transmitted from person to person

Please see our guideline aforementioned symptoms table, we ask that you **DO NOT** bring your child to nursery:

What to do if...	Action needed – Person.	Action needed –same Household	Return to nursery when...
My child has Covid-19 symptoms: <ul style="list-style-type: none"> • HIGH TEMPERATURE • A NEW CONTINUOUS COUGH • A LOSS OR CHANGE TO THEIR SENSE OF SMELL OR TASTE 	DO NOT COME TO NURSERY Contact the nursery to inform us. Self-isolate the WHOLE household while getting the symptomatic person tested. Get a test. INFORM NURSERY OF THE TEST RESULT	Close contacts restrict movements for 10 days.	The test comes back negative and if the fever is gone. Children can return with a cough after a negative test as this can last for some time.
My child has COVID-19 symptoms awaiting test	DO NOT COME TO NURSERY Contact the nursery to inform us. Self-isolate the WHOLE household while getting the symptomatic person tested. Self-isolate pending test	Members of the household restrict movements pending test results.	The test comes back negative and if the fever is gone. Children can return with a cough after a negative test as

	result. INFORM NURSERY OF THE TEST RESULT		this can last for some time.
My child tests positive for Covid- 19	DO NOT COME TO NURSERY Contact the nursery to inform us. Quarantine the household for a minimum of 10 days. Last 5 days fever free.	Close contacts restrict movements for 10 days (after last contact with case)	10 days has passed and they feel better, they can return when someone is able to bring them. Can return with a cough after minimum of 10 days as this symptom can last for several weeks. Must not return if still showing signs of a fever
My child tests negative	CONTACT THE NURSERY Discuss when your child can come back to nursery (same day/next day).	Restrictions no longer needed	The test comes back negative.
Someone in my household has Covid-19 symptoms	DO NOT COME TO NURSERY Contact the nursery. Self-isolate the whole household until person with symptoms tests negative.	Members of the household restrict movements pending test results	When person with symptom gets a negative test.
Someone in my household tests positive for Covid-19	DO NOT COME TO NURSERY Contact the nursery. Child isolates at home for 10 days.	Close contacts restrict movements for 10 days (after last contact with case)	The child has completed 10 days isolation at home.

<p>NHS test & trace has identified that my child has been in close contact with someone with a confirmed case of Covid-19</p>	<p>DO NOT COME TO NURSERY Contact nursery. Child isolates at home for 10 days. Testing is advised.</p>	<p>No Restrictions unless the person who has been identified develops symptoms.</p>	<p>The child has completed 10 days isolation at home.</p>
<p>My child has travelled and has to self-isolate as part of a period of quarantine</p>	<p>Child isolates for 10 days from return date. Test if develops symptoms.</p>	<p>No restrictions unless the person who has been identified develops symptoms.</p>	<p>The quarantine period of 10 days has been completed.</p>
<p>We have received medical advice that my child must resume shielding</p>	<p>DO NOT COME TO NURSERY Contact the nursery. Shield until you are informed that restrictions are lifted and shielding is paused again. Liaise with the nursery about home learning.</p>	<p>No restrictions until medical assessment offers further direction.</p>	<p>You are informed that shielding advice has been lifted and your child can return to nursery.</p>
<p>Some medical symptoms that may be COVID-19 related and awaiting medical assessment that day to determine if testing is required</p>	<p>Self-isolate pending assessment</p>	<p>No restrictions until medical assessment offers further direction.</p>	<p>Can go to nursery once medical assessment is completed if no further restrictions imposed.</p>
<p>My child is ill with symptoms not linked to Covid-19</p>	<p>FOLLOW USUAL Totally Kidz SICKNESS AND ABSENCE POLICY PROCEDURE</p>	<p>No restrictions</p>	<p>For sickness/diarrhoea MUST be clear for 48 hours before returning to nursery.</p>

Runny nose or other minor symptoms and unwell, no fever equal to or greater than 38.0°C, no cough, no short of breath, NO ill household contacts or history of travel.	Keep home from nursery for a period of 48 hours to observe emerging condition	No restrictions	MUST be clear for 48 hours before returning to nursery.
Runny nose or other minor symptoms and unwell, no fever equal to or greater than 38.0°C, no cough, no shortness of breath, but YES to history of travel or household members with symptoms of COVID-19	Self-isolate pending assessment	Members of the household restrict movements pending assessment	The child has completed 10 days isolation at home or gets a negative test and household members are also negative for COVID-19
Runny nose, feels well, good energy and normal appetite, no fever, not requiring paracetamol, ibuprofen or any other antipyretic	Can go to nursery	No restrictions	Can go to nursery

If there are any queries or if you have any concerns please do not hesitate to get in touch.

Thank you for your support.

Kind regards

Marzia Safi

Nursery Manager