



## Coronavirus / Covid-19 Policy

Rebecca's out of school club recognises the importance of advanced planning in order to maintain services and limit the spread of the new coronavirus, known as Covid-19, within our setting.

Covid-19 is a viral infection similar to flu, spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

Dry cough	Sore throat
Fever	Tiredness
Difficulty breathing	

The initial symptoms are not dissimilar to other colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19.

### Infection or suspected infection

Any child who becomes ill with symptoms which could be Covid-19 while at the Club will be isolated from the other children by at least two metres until the child can be collected by his or her parents. Most suspected cases turn out to be negative so the Club will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high-risk groups.

If any staff or children have returned from a high-risk area, they will be asked to stay away from the Club for 14 days from their date of return.

If any parents have returned from a high-risk area, they will be asked to send someone else to drop off and collect their children from the club for 14 days after their date of return.

If any staff or children experience a recent onset of a new continuous cough and/or a high temperature - *even if they have not been to a high risk area* or been in contact with anyone who has - they must stay at home and self-isolate for 14 days, even if the symptoms are mild.

### Infection control

Like the common cold and flu viruses, Covid-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading Covid-19 at the Club by:

- Regular handwashing by staff and children
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue whenever possible; disposing of the tissue promptly and carefully (bag it and bin it); washing hands afterwards
- Cleaning hard surfaces (eg door handles, light-switches, tables, etc) with sanitizer frequently
- Encouraging the children at the Club to follow the guidance above
- Instructing staff to remain at home if they display any relevant symptoms, or sending them home if they first display symptoms while at work.

We will promote infection control through the methods above, and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials and protective equipment (eg disposable gloves and aprons) are available within the Club
- Dispose of waste promptly and hygienically
- Provide tissues and suitable facilities for their disposal.

## **Closure**

The latest advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we will have to consider temporarily closing the Club because we have too few unaffected staff to run sessions safely. If this occurs the manager will contact [\[Early Years or Childcare team at our local authority\]](#) for further support and guidance.

The Club will also have to close if advised to do so by the local authority or Health Protection Team in the interest of safeguarding the children in our care.

In the event of closure, the manager will notify parents or carers as soon as possible. The manager will also inform the [Early Years or Childcare team at our local authority](#) as well as other relevant parties, eg feeder schools, other users of shared premises, etc. The manager will also notify Ofsted of the closure.

## **Advance planning**

In preparation for dealing with Covid-19, the Club will ensure that all contact details for staff, children and parents are up to date.

We will prepare letters of notification for parents and staff, so that they can be distributed immediately if an outbreak occurs.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

**The Club will regularly update its information regarding Covid-19, by checking the latest guidance from Public Health England and the local authority and will inform parents and staff of any changes to our emergency plans.**

## **Useful contacts**

Early Years Hampshire : **0300 555 1384**

Ofsted: 0300 123 1231

1. Health Protection Team (HPT): **0344 225 3861**