

# RECOVERY FROM COVID-19

Preschools & Day Nurseries

## PHASE 2 REQUIREMENTS

### General advice for staff, families and others

- **Stay home if you are unwell**
- If you experience any of the following symptoms: Muscle ache (fatigue, exhaustion), headache (sinus pain, pain around eyes), loss of smell/taste, sore throat, fever (high temperature, rigors, chills, can't get warm), shortness of breath, chest tightness or a continuous new cough
- However, if you do start to experience any symptoms, no matter how mild, please contact the Clinical Helpline by calling 01481 756938 or 01481 756969. The helpline is there to give you advice seven days a week between 8am and 8pm. It is important that you tell them about your travel history when you contact them.
- Avoid touching your mouth, eyes, and nose with unwashed (or gloved) hands.
- Clean your hands thoroughly for at least 20 seconds using soap and water, or use alcohol based hand rub with at least 60% ethanol or 70% isopropanol as the active ingredient.
- Cover your nose and mouth when coughing and sneezing with a tissue or a flexed elbow. Put tissues in the bin.
- **Physical Distancing** - maintain a 2 metre distance to others
- If you have returned to Guernsey, Alderney or Sark from outside the Bailiwick you will be served a mandatory 14 day self-isolation order on return that you **MUST** comply with.
- You may have chosen to self-isolate if you are over 65 or you have an underlying health condition. Further support will be available to you from Occupational Health Specialists.

### What to do if a child or member of staff becomes unwell

- If anyone becomes unwell with a new, continuous cough or a high temperature in your setting they should be sent home and advised to follow the **Advice for those in home self-isolation** and contact the helpline on 01481 756938 or 01481 756969 between 8am and 10pm daily.
- If a child is awaiting collection, they should be moved away from all other children with a practitioner for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. And inform the parents that an expedient collection is required.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

If they need clinical advice, they (or the practitioner, parent or guardian) should go online to <https://covid19.gov.gg/guidance> If you have **any clinical questions** regarding the coronavirus please call 01481 756938 or 01481 756969 between 8am and 10pm daily). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy or a hospital.

- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. If they feel their clothes have been contaminated by someone coughing or sneezing on them they should change these and wash the contaminated clothing on a cycle of at least 60 °C, and tumble dry if possible.
- In most cases, closure of the educational setting will not be needed but this will be a local decision based on various factors such as establishment size and risk of further spread, Public Health will be able to advise on these cases.
- **What to do if we have a confirmed case of Covid-19 in our Provision**
- PH and the SEYT will coordinate with you to ensure you can follow the guidelines found in the following document:
  - **Guidance ‘Decontamination of non-clinical areas’**
- For further information on all aspects of the Coronavirus go to [www.gov.gg/coronavirus](http://www.gov.gg/coronavirus)

## Managing the risks of exposure to COVID-19

### Physical distancing

One of the most effective ways to minimise the spread of the COVID-19 virus is to limit physical proximity between people to at least 2 metres apart. It is acknowledged that physical distancing is not possible between children and children and between the key person and children. However, put in place practical measures to encourage Physical Distancing thus mitigating risk:

- Calculate the area of each room, and the number of staff and children in attendance each day, and directing staff to space at least 2 metres apart to continue performing their duties, acknowledging that staff will be coming into contact with children and the children will be in contact with other children.
- If possible implement a system that provides physical separation of room areas such as room dividers or spacing furniture in small clusters if you are working in one large space.
- encourage staff to physically distance themselves through increased visual prompts and information
- encourage the use of the outdoor learning space as much as possible
- Ensure good ventilation, open windows and try and get air flowing through the environments
- Cancel visits, visitors and non-essential training, and
- discourage use of public transport by staff if possible, or if not feasible, recommending that staff:
  - ✓ travel at off peak times
  - ✓ wash hands with soap and water for at least 20 seconds, or sanitise hands with alcohol-based hand sanitiser, before and after travelling on public transport, and
  - ✓ maintain physical distancing measures during any trip.

Put processes in place to regularly monitor and review the implementation of Physical Distancing measures to ensure they remain effective.

If physical distancing measures introduce new health and safety risks (e.g. because they impact communication), you need to manage those risks too. The Safe Work Australia website has links to a range visual prompts to help remind staff and others of the risks of COVID-19 and the measures that are necessary to stop its spread.

## Shared Staff facilities

- Stagger staff breaks and encouraging staff to physically distance themselves in break rooms and when using shared spaces. If the physical space within a staff room does not allow for 2 metres Physical distancing then there should only be one member of staff using the facility at a time
- No food should be prepared in the staff room.
- Drinks can be prepared subject to strict hygienic precautions.
- Staff should only use their own utensils and wash these themselves, preferably with a dishwasher.
- The room should be well-ventilated.
- Time in the staff room should be a maximum of 15 minutes.
- Staff should take their break in the same group or work bubble where possible.

## Health checks

You must monitor the health of your staff for key symptoms of COVID-19, such as fever.

- Direct all staff (whether they are at the workplace or not) to report to you if:
  - they are experiencing any symptoms
  - they have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested), or
  - they have undertaken, or are planning to undertake, any travel.
- Stop staff working if they are displaying symptoms.
- Stop staff who have contracted COVID-19 from returning to the workplace until they have been retested and there is no trace of the virus.
- If you do start to experience any symptoms, no matter how mild, please contact the Clinical Helpline by calling 01481 756938 or 01481 756969

## Providers should rigorously enforce a policy of

- Anyone with respiratory symptoms, no matter how mild, should not attend. This applies to staff and children
- Frequent hand washing in between activities, on arrival and exit of the premises, before and after meals and after using the toilet
- Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products
- Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues and dispose of them immediately and wash their hands straight away.

## Hygiene

### *Environmental cleaning*

The amount of time the COVID-19 virus survives on inanimate objects and surfaces will vary. Environmental cleaning is one way to remove the virus that causes COVID-19. Employers should ensure:

- frequently touched surfaces and objects, such as doors, windows, tables, benchtops, nappy change areas and toys are cleaned regularly using appropriate detergent solutions. Once cleaned, they should ideally be disinfected regularly using appropriate disinfectant solutions.

- personal items such as phones and glasses and work station equipment such as keyboards are cleaned and ideally disinfected frequently (e.g. using alcohol wipes), and
- amenities including kitchens, communal areas, change rooms, toilets, showers and drink fountains, should be cleaned using the enhanced cleaning guidance and the frequency of this cleaning should increase.
- Staff should be provided with cleaning agents and trained to clean down and disinfect equipment immediately after use. Staff should each be provided with their own equipment if possible.
- The workplace should provide closed bins for staff to hygienically dispose of waste and rubbish, such as used tissues, immediately after use. Hand washing facilities or alcohol-based hand sanitiser should be available for staff to use after they dispose of their waste.
- To minimise the risk of exposure to the COVID-19 virus the person cleaning should wear an apron and gloves and wash their hands or use alcohol-based hand sanitiser before and after wearing gloves. Gloves and hand sanitiser should be made available throughout the workplace. Workplaces should consider reducing the number of touch points for staff.
- Put processes in place to regularly monitor and review the implementation of environmental cleaning measures to ensure they remain effective.
- Items such as towels, flannels and bedding must not be shared by children and washed daily in a hot wash (on a cycle of at least 60 °C, and tumble dry if possible).

### **Workforce Hygiene**

Staff must practice [Good Hygiene](#). Staff must wash their hands with soap and running water for at least 20 seconds. Hand washing should be done when they arrive and before they leave the premises, before and after eating and after going to the toilet. Other hygiene measures should include:

- covering coughs and sneezes with an elbow or a tissue
- immediately disposing of tissues properly
- using alcohol-based hand sanitisers with at least 60% ethanol or 70% isopropanol as the active ingredient
- cleaning and disinfecting surfaces and shared equipment after use
- washing body, hair (including facial hair) and clothes thoroughly every day
- staying more than 2 metres away from others, and
- reporting and staying home if experiencing any symptoms.

In addition, to prevent the spread of COVID-19, staff should also:

- avoid touching their face
- avoid handshakes or any other close physical contact, where this is possible
- refrain from spitting at all times

States of Guernsey guidance is that PPE is not required for general use in early year's settings to protect against COVID-19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid

### **Adequate and accessible facilities**

You must ensure there are adequate and accessible facilities to support the implementation of measures to achieve physical distancing and good hygiene.

Washroom facilities for staff must be properly stocked for good hygiene and have adequate supplies of soap, water and toilet paper. These must be kept clean, properly stocked and in good working order. Supplies of alcohol-based hand sanitiser should be provided around the centre, where possible.

You must ensure all facilities are in good working order and are clean and safe and must put processes in place to regularly monitor and review the implementation of hygiene measures to ensure they remain effective.

### **Deliveries and contractors attending the workplace**

- Non-essential visits to the workplace should be cancelled or postponed.
- Deliveries and other contractors who need to attend the workplace should be given clear instructions of your requirements while they are on site. Visits should be scheduled for times when the setting is closed to children wherever possible, where this is not possible children should be moved from the area where work will be undertaken prior to arrival of the contractor and the area should be cleaned prior to readmitting the children to it.
- Minimise the number of staff attending to deliveries and contractors as much as possible. Make alcohol-based hand sanitiser available for staff after physically handling deliveries.
- Direct visiting truck drivers to remain in vehicles and use contactless methods such as mobile phones to communicate with your staff wherever possible.
- Use, and ask deliveries and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.

## **Curriculum and Resources**

Consideration and risk benefit consideration should be made with the activities and resources you use with the children:

- Keep separate resources for your children where possible e.g. mark making sets, painting tools, craft tools etc.
- All children should be spread out when coming together for meals and snack, stagger this where possible and ensure no sharing of food, cutlery, crockery or self-service of food should take place.
- Hard toys are preferred, as these can be wiped clean after play.
- The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.
- Stop using soft toys, dressing up costumes, water play troughs or receptacles, and sandpits should be avoided.
- Modelling and play dough should only be used if you can store this for each child separately and this is not shared between other children.
- Resources should be cleaned and wiped regularly.
- Water can be used outside to water plants as long as receptacles are not shared.
- Singing should not be done in groups as this activity increases the production of droplets.

- For our babies and younger child physical contact is necessary and essential for positive brain development. Please ensure you follow the hygiene rules and ensure you minimise any risk with regular hand washing and ensuring personal hygiene is maintained daily.
- Parents should not enter your premises unless in an emergency and drop offs and pickups should be at the door with minimal contact.
- Do not allow entry to a child or member of staff if they are displaying any symptoms or are feeling unwell.
- A comprehensive list of resources that are safe will be provided
- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue
- Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.

## Communicating with staff

You must consult with your staff on health and safety matters relating to COVID-19. This means you must consult when:

- assessing the risk COVID-19 presents to the health and safety of staff
- deciding on the control measures to put in place to eliminate or minimise the risk of exposure to COVID-19
- deciding on the adequacy of facilities for the welfare of staff (e.g. hand washing facilities), and
- proposing other changes to the workplace as a result of COVID-19 which may affect health and safety.

You must allow staff to express their views and raise work health and safety issues that may arise directly or indirectly because of COVID-19. You must take the views of staff into account when making decisions and advise staff of your decision. Staff are most likely to know about the risks of their work. Involving them will help build commitment to this process and any changes.

Consultation does not require consensus or agreement but you must allow your staff to be part of the decision making process for COVID-19 related matters.

Staff must know:

- when to stay away from the workplace
- what action to take if they become unwell
- what symptoms to be concerned about.

You should remind staff they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

You should provide staff with a point of contact to discuss their concerns, and access to support services.

## Requirements for Parents

Parents must ensure the following when using Early Years Providers:

### Keep safe

- Stay home if you or your child are sick. Children who arrive at an Early Years Provider sick will be sent home.
- If your child have been advised to shield then they should be kept at home.
- Do not use public transport if you or your child are sick.

### Share responsibility

Continue to work and learn from home if you are not an essential worker or you and/or your children require additional support because you or your children are vulnerable.

If your child will be attending an EY provider, your EY Provider needs to plan. They will be in contact to

- Confirm when they will be open.
- Confirm your child's attendance.
- Confirm pick-up and drop-off times and how this will take place.

Check whether your child needs to bring along a lunchbox, snacks and/or a change of clothes.

### If your child is attending their EY Provision

Good hygiene matters, if appropriate;

- Remind your child that they are expected to follow good hygiene practices - wash and dry hands regularly, cough into their elbow, don't touch their face, and use hand sanitiser.
- Let your child know that they will see more cleaning.
- Talk to your child about why it is important that they do not share any food or drinks with others.
- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.

Dropping off and Picking Up:

- Explain to your child why it's important that they must arrive and leave the grounds at their allotted time.
- Let the children know that parents are not allowed into the provision and they will say good bye to them outside the door where they will be met by a member of staff they know.
- At pick up time talk to your child about trying to remember all their things – staff will support this! – and they will be waiting outside to collect them

EY Provision will not be the same.

- Talk to your child about EY Provider bubbles. Let your child know they may be with different children. Ensure they know which adults are there and there is always someone they can talk to if they need to
- Let them know their space may be set up differently.
- Talk to them about the EY Providers bubble rules Let them know they can bring in a comforter, preferable one which can be wiped clean.

## Additional advice to Leaders and Managers

- Keep your knowledge of the COVID-19 situation up-to-date. Follow advice from the States Early Years Team and check daily for any updates at [www.gov.gg](http://www.gov.gg) .
- Ensure you understand your business and its hazards and risks. Risk assessments are a useful tool to help identify hazards and risks, as well as strategies to help manage them. Where you have risk assessments in place, they may need to be reviewed to ensure they are up to date.
- Make sure your workplace is properly resourced to manage risks during the COVID-19 outbreak, and check that the resources are being used.
- Review your policies, procedures and reporting process to ensure they remain current for any incidents, hazards and other issues that arise during this time. Update these materials if necessary.
- Ensure these are communicated clearly and processes are being followed.
- Consult with staff and ensure there is a means for them to raise any concerns about the steps you are taking to manage the risks.

## Support Services

Additional [help and support](#) from a range of services and charities is available for everyone to access as they need.