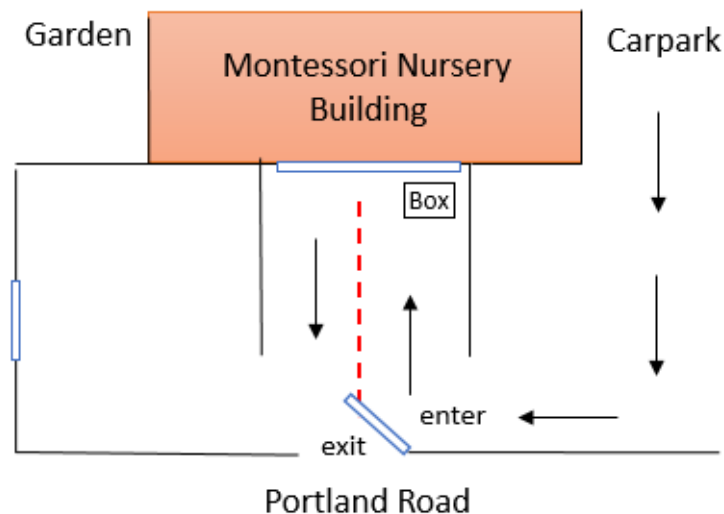


# Summertown Montessori Nursery

## Drop-off and Pick-up during Pandemic

- Do not come to nursery if you or a household member are displaying any of the COVID-19 symptoms:
  - new, continuous cough
  - high temperature (37.8°C)
  - loss of smell/taste
- Approach the entrance from the direction of the carpark (see diagram)



- If someone is in front of you, social distance using pavement markers
- At the front door, ring the bell and place your child's lunchbox and personal bag in the box positioned at the entrance.
- On hearing a staff member approaching from inside, step back from the door to the marked position (2 meters from door).
- A staff member wearing a mask and gloves will open the door, receive your child and take the child's lunchbox and bag\*.
- You will not be allowed to enter the nursery building. You should exit through the metal gate.
- At pick-up, approach the entrance as per drop-off.
- Your child will leave the building with their lunchbox.
- \* Essential items only (change of clothes/indoor shoes/nappies/wipes/cream) –NO TOYS!

## **Inside Nursery during Pandemic**

- Upon entering, children will wash or disinfect their hands with sanitizer.
- Lunchbox and bag will be wiped with sanitizer.
- Children will follow a schedule of washing their hands every hour, as well as before/after eating, blowing their nose, sneezing/coughing and using outdoor equipment.
- All commonly touched surfaces will be wiped with disinfectant or sanitizer approx. every hour or as necessary.
- All washing/disinfecting will be done while wearing gloves.
- The food and drink handling and serving procedure has been reviewed.
- Furniture, learning materials and toys have been rationalized based on ease of cleaning. All materials will be cleaned after each use.
- Outdoor activities will be maximized to reduce time spent indoors.
- Windows and internal doors will be kept open to improve ventilation.
- Children will be reminded on how to catch coughs/sneezes in a tissue (as per our Catch-it, Bin-it, Kill-it poster), to avoid touching their eyes or putting objects in their mouths.
- Should a child show any COVID-19 symptoms, staff will wear the appropriate PPE (visor, gloves, and apron) in taking the child's temperature and if necessary, the Child with Symptoms procedure will be followed immediately (next page).

## **Child with Symptoms**

A child displaying the symptoms will be carefully isolated from other children and arrangements made to be sent home as soon as possible.

Parent/carer advised to isolate the child and all household members and ensure child is tested while following the online guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Once the symptomatic child has left nursery, areas of contact will be disinfected and thoroughly cleaned. Staff and children who had contact with symptomatic child will wash their hands thoroughly for 20 seconds.

### Outcome of test

Parent/Carer informs the nursery immediately on the outcome of the test.

#### Test Result is **Negative**:

Child can return to the setting (if feeling well). Parent/carer may be asked to show evidence of test result.

#### Test Result is **Positive**:

Child should isolate for 10 days following the day symptoms began.

## Staff Member with Symptoms

If a staff member displays symptoms while at work, they will be sent home immediately to self-isolate and arrange a test as soon as possible while following the online guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

As for the symptomatic child situation, contact areas will be thoroughly cleaned once staff member has left.

If the staff member develops symptoms whilst at home (or a household member does), they should remain at home but notify the setting immediately and follow the self-isolating and test procedure as above.

### Staff member tests Positive

**Case 1:** If the staff member did not attend nursery 2 days before symptoms began (the start of the infectious period) or their test date if asymptomatic, the nursery will not take any further action.

The staff member must not return to the nursery for at least 10 days from the start of their symptoms or test date (if asymptomatic)

**Case 2:** If the staff member attended nursery during the infectious period, then the risk the infection passed to others at the nursery is acute.

We will identify close contacts and contact PHE (Public Health England) on 08000468687 (option 1) who will advise on the procedure to follow. We will also inform Ofsted. This could result in a temporary closure of the nursery.