**Covid-19 : Systems of Control**

**Up dated 1st January 2021 in response to Systems of Control: Prevention & Response to Infection**

***To be read in conjunction with: PHE endorsed System of Control***

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| **Control Measure** | **System Control Stage** | **Notes / Action** | **Who** | **Review** |
| Minimise contact between groups of children where possible | 1,6 | * Children will be kept in their class groups where possible * **A minimum of 12 children for indoor group** activities e.g key group/focus group work * **Staggered drop off and pick up times for both rooms** |  |  |
| Staff will be responsible for a group of children until further notice | 1,6 | * children will be allocated to either the nursery classroom or pre-school class room. Once allocated a room there will be no opportunity to change room. * Each room will have its own staff rota * Each room will have its own entrance and exit | Manager  Staff |  |
| Minimise contact between staff | 1,6 | * Staff to maintain the 2m rule when possible * **Staff on lunch break to remain in their own bubble (Nursery staff to use Dolphin room** * One member of staff to be in the kitchen area at any one time |  |  |
| Staff member on the gate will wear face shield. | 7 | * Staff member responsible for seeing the children in at the gate will wear a face shield when greeting the parents during drop off and pick-up times | Staff |  |
| Parents will not be allowed access to the playground or class rooms | 1,6,7 | * Parents will be asked to line up outside their child's entrance in line with the 2 metre markers * No parent will be permitted past the playground gate at drop off or pick up * **Staggered drop off and pick up times** * **Face coverings to be worn when on the school site** | Staff |  |
| Monitoring daily any child or staff absence | 9,10,11 | * Daily report to the manager on number of absences and symptoms * Weekly data submitted to SfYC | Staff Manager |  |
| Reducing contact point activities | 1,2,3,4,5,6,7,8 | * Outdoor play available at all times * Avoid any activity where you are passing items around a group * Circle time objects * Artefact sharing * Touching activities – e.g. removal of small world resources * **Rooms to be well ventilated**   Other   * Staff managing the arrival of children at the gate will wear face covering * No parents past playground gates * Parents to wear face coverings on school site * **Staff will not meet in staff room/office/kitchen area for longer than 15 minutes if cannot maintain 2m rule** * **No mixing of staff bubbles during lunch break or breaks longer than 15 minutes**   Intimate Care of Pupils   * Staff to ensure they are following correct hygiene procedures. (Staff to ensure they use appropriate PPE for any Body fluids as it has been identified that Coronavirus exists in faeces, urine and blood) | Manager    Staff                  Manager |  |
| Good Personal Hygiene | 1,2,3,4 | Inform parents of hygiene expectations and discuss with children;   * All children/staff/essential visitors to wash/sanitise their hands on arrival at school, before going home and when they get home, as well as identified times during the day. * Staff to teach children hand washing techniques * Children to wash hands before snack and before eating lunch * Distribute key information posters via website and Face book   Intimate Care of Pupils   * Staff to ensure they are following Intimate Care and hygiene procedures. | Manager  Staff |  |
| Review of cleaning | 5,7,8 | * Meet with our cleaner to review cleaning arrangements and make any necessary changes * Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours * Daily cleaning of rooms (already in place) * Preparations for deep cleans if necessary * **Use the fogging machine when available** | Manager Cleaner |  |
| Additional touch point cleaning daily | 5,7 | * Handles and working surfaces to be cleaned at mid points during the day. * **Fog areas when possible** | All Staff |  |
| School visitors | 1,2,6,7 | * Visitors (essential maintenance workers only) to wear face covering * Compulsory handwashing / use of gel before entering school; * Inform them of new requirements and risk of suspension of non-essential visits * Meetings with other agencies to be conducted using Microsoft teams whenever possible * Informing setting of any suspected or confirmed cases by any visitors | Manager Staff |  |
| Absence policy | 9,10,11 | * Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea * If suspected coronavirus then follow public health England guidance on periods of absence. Record * **If a member of your family has been told to isolate then you will be asked to keep your child at home for 10 days, we have taken this decision to minimise any risk of asymptomatic children/adults attending the setting, this also applies to staff.** | Manager  Trustees |  |
| Support for families affected | 9,10,11 | * Communicate to parents and staff to contact setting if they require support; * Regular contact with affected families and staff – wellbeing checks. | Manager |  |
| Taking temperature daily and of anyone in school who may begin to feel unwell |  | Staff to take & record daily temperature of children on arrival. The Manager to take and record daily staff temperature on arrival (we appreciate this is not a reliant indicator of COVID 19, but it does indicate that a child may be unwell for other reasons. If a child present with a temperature parents will be asked to collect their child from the setting. | Manager  Staff |  |
| Tissues for Each Class | 4 | * Ensure adequate stock levels of tissues for each class / office * Replenish as needed * Staff to also self-replenish from stock * Tissues bins in all classes and key areas | All Staff |  |
| Alcohol based gel (60% alcohol) | 3,4,7 | * Additional dispenser fitted in main area outside rooms * Ensure dispensers and full from the start of each day * To use hand sanitiser in addition to washing hands. * Ensure adequate stock levels * Check any allergies to alcohol based substances | Manager  All Staff |  |
| Additional cleaning of all main use areas – door handles. surfaces etc | 5,7,8 | * Staff to wipe door handles and tables and any surfaces where there may be cross contamination of germs using antibacterial cleaning products at core points throughout the day. | All Staff |  |
| Monitor stock of sanitiser, soap, paper towels , PPE | 5,7, 8 | * Ensure stock of essential resources and materials is maintained | All staff  Cleaner  Manager |  |