

Coronavirus Action Plan

Issue /Action	Solutions	By who	Who to inform
1. Hygiene Procedures	<p>Following advice from the government continuously:</p> <ul style="list-style-type: none"> - Children to practise increased handwashing supported by staff in the setting. - Hand sanitiser to be used by all before entering the building and when leaving (right hand side of main door). - Staff to wash hands on entering and leaving as well as after handling bodily fluids and before lunch times (as normal) - Regular cleaning of surfaces particularly door handles, bathroom areas etc. - Visitors to the setting (such as prospective parents) will be asked to wash hands before entering 	<p>Staff Parents Children</p>	<p>Parents to be informed Nursery staff</p>
2. Events	<p>Strict hygiene measures will be put in place for events such as parents evening where large numbers of people will be gathering. However if you are unwell please do not attend and if you would prefer this meeting can take place over the telephone. This will be reviewed in line with government advice and may be cancelled.</p> <p>Subject to change</p>	<p>Staff Parents</p>	<p>Parents Staff Committee</p>
3. Shortage of supplies	<p>If WAKOOS is unable to source adequate supplies of food, nappies or other necessities parents and carers will be asked to provide their own. We will update you via Website and Facebook.</p>	<p>Staff parents</p>	<p>Parents</p>
4. Parents, Children and staff travelling back from a category 1 country Iran, Daegu or Cheongdo, Any area in Italy	<p>Government guidelines are that anyone travelling back from a category 1 country are to self-isolate for 14 days and if they develop symptoms are to call NHS</p>	<p>Staff Parents Children</p>	<p>Parents to be informed Nursery Staff to inform Manager</p>

<ul style="list-style-type: none"> This is subject to change and will be updated along with government guidelines 	<p>111 and not to attend their GP surgery. If parents and children are travelling in the future or have travelled in the last 14 days to any category 1 country they are to inform the nursery manager as soon as possible</p>		<p>Committee to be updated.</p>
<p>5. Parents children and staff returning or visited a category 2 country China , Hong Kong, Japan, Laos, Macau, Malaysia, Myanmar, Republic of Korea, Singapore, Taiwan, Thailand, Vietnam</p> <ul style="list-style-type: none"> This is subject to change 	<p>Government guidelines are that they must self-isolate if the develop symptoms they do not need to avoid others or change activities unless symptoms develop.</p>	<p>Staff Children Parents</p>	<p>Parents to inform nursery of travel plans before they travel and if they have travelled to any category ½ countries in the last 14 days</p>
<p>6. Suspected Case of COVID-19, Child, staff or parents will be asked to self-isolate and contact NHS 111 if symptoms worsen</p>	<p>Government guidelines apply regarding self-isolation state there is no reason for the nursery setting to do anything while awaiting test results. Nursery will deep clean the rooms.</p>	<p>Staff Children Parents</p>	<p>Parents Manager Director</p>
<p>7. Confirmed case of COVID-19 within the setting</p>	<p>Setting will be contacted or will contact the Local Public Health England who will advise on the next steps that the setting must take. The setting will be inspected by the health protection team and advice will be based on this assessment.</p>	<p>Local Health Protection Agency Manager Directors</p>	<p>Local Health Protection Agency Manager Directors Parents</p>
<p>8. The delay phase has been implemented, anyone who is displaying upper respiratory symptoms cough/cold and/or fever they must self-isolate for 14 days as well as the rest of the household. Subject to change following governments advice</p>	<p>The government have implemented self-isolation for 14 days for anyone displaying a cough or temperature over 37.8. Individuals and everyone in the household must self-isolate for 14 days. This applies to staff, children and other adults. Staff</p> <ul style="list-style-type: none"> - Must follow setting absence procedure - Must keep a member of management updated - Self-isolation is not leaving home for any reason for recommended period of time - Must self-isolate if suffering from mild 	<p>Staff Parents</p>	<p>LHPA if applicable Manager Staff Parents Directors</p>

	<p style="text-align: center;">respiratory conditions</p> <p>Children – Must stay away from the setting for 14 days if they have had a temperature over 37.8 or develop a new or persistent cough.</p> <ul style="list-style-type: none"> - If children become unwell with a fever of 37.8 or over or have a new or persistent cough while in the setting they will be sent home and asked to not attend for 14 days. - Parents must keep the setting informed of child's condition to enable them to implement actions above for suspected case and confirmed case - If anyone else in the child's household has symptoms everyone must isolate for 14 days. <p>Please inform the setting if your child is not attending due to isolating.</p>		
<p>9. High staff absence affecting operation of the setting and/or possible closure due to being unable to maintain safe and legal child to adult ratios</p>	<p>If the setting experiences high staff absence due to the government implementing the Delay phase to attempt and delay the spread of COVID-19. We will follow these procedures</p> <ul style="list-style-type: none"> - Combine rooms to maintain ratios - Implement alternative hours and sessions to ensure ratios can be maintained - Staff working flexible hours to maintain ratios through setting hours - Only open to working parents prioritise Health care and NHS workers - Fee paying parents would receive priority. - Close rooms - Alternative open and closing times <p>We will endeavour to remain open if safe to do so</p>	<p>Staff Management Directors</p>	<p>Government agencies Parents Staff Directors</p>

	based on adult to child ratios, parents will be kept informed through Facebook and also through email if this changes in anyway. If we are informed by any government agencies that we must close for a period of time parents will be informed as soon as possible after we have been notified.		
10. Closure of Nursery setting because of COVID-19	<p>If we are advised by an outside agency to close our setting due to COVID-19 or strategies to minimise the spread of this virus then we have no option but to do this the other times we may be required to close are</p> <ul style="list-style-type: none"> - If ratios cannot be safely met despite following all our procedures as per High staff absence. This decision would be made by management. Period of time we may close would depend on the circumstances and would be relayed to parents through Facebook and email. <p>Staff will not be permitted to care for any Wakoos children during usual operating hours if the nursery is forced to close.</p>	<p>Staff Parents Manager Directors</p>	<p>Directors Manager Parents</p>

- All of the above information and actions are subject to change at the managements discretion as new information is brought forward. Changes can be issued without prior notification to parents/carers.
- Government guidance will be followed at all times to ensure the safety and care of the children, families and employees at Wakoos Centre4Children.

This Action plan is affective from Friday the 13th of March and will be reviewed on a regular basis and updated in accordance with government guidelines.

Reviewed 16/3/2020

Reviewed by Jade Orosz (Nursery Manager)

Next review date 17/3/2020