

**Corona Virus (COVID 19)**

**Hygiene Policy**

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| **PURPOSE** |
| ABC Nursery intends to use this policy to provide precautionary measures to minimize transmission risks of disease in the setting during an epidemic or pandemic. It also states ideas for continuity of business if allowed.  This Policy defines and assists the operating arrangements in place within the nursery that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as safeguarding, and protects children, staff and parents however new practices may emerge as the situation continues. |
| **DEFINITIONS** |
| * Procedure: an established or official way of doing something * MOHAP: Ministry of Health- The government entity that deals with all health related issues in the UAE * PPE- Personal Protective Equipment (i.e., masks, aprons, gloves)   **Per** |
| **POLICY STATEMENT** |
| * The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon. * This policy aims to work in partnership with parents and trust that everyone including staff and children understands and follows. * Hygiene training will be given to all staff regularly and hygiene education is included in lesson plans for children. These will be recorded and kept. * Any child, staff member, parent and visitor with COVID 19 symptoms must not attend nursery and must isolate at home. It is important that children do not attend nursery if unwell for their own wellbeing and for the safety of others. * If anyone is experiencing any symptoms they cannot return to nursery until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending nursery. * Increased cleaning processes are in place, throughout and at the end of the day. * Children and team members will be social distancing as far as possible * Children will each day stay in a bubble group to ensure safety and protection * Arrival and departure will be staggered and children will be dropped off at separate entrances, where this is possible. * Parents will not come on site or visit the nursery rooms unless this is explicitly arranged with the Nursery Manager e.g. in the event of a child being distressed * Parents are asked to drop off and collect their children at designated entrances and not to enter the nursery. Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of two meters apart. It is preferable if only one parent carries out drop off and collection. * Parents will be allocated a suggested time for arrival and drop off to ease pressure in the car park or waiting outside. Please approach the nursery slowly when driving as there will be parents and children waiting to enter. If you can walk to nursery, please do so. * All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing. * Visitors to the nursery will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meetings will be conducted via video conference. There will be no parents’ evenings for the time being, nor any other mass events such as pre-school graduations. * It is recognized that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible. * An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities must be regularly cleaned. The Nursery Manager will be responsible for recording these cleaning schedules. * The rate of hand washing will be significantly increased. Everyone, including children, must wash their hands on arrival at nursery. There will be regular opportunities for hand washing throughout the day. * The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue. * The children will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the practitioners will talk to the children about why we are washing our hands. * All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk * Each child requires bringing a comforter or blanket. Please bring it in a bag and then take home at the end of the day and wash it.Beddings will be only used by one child, and washed every day. * Toys and resources that are difficult to clean will be removed, including cushions and soft toys.  The children will only share toys and activities within their groups. We will aim to sanitize items at the end of each day. * Toilets will be cleaned twice daily using standard cleaning products, and sprayed with disinfectant after each use. * All high-contact surfaces, including touch points and hand washing facilities, tables, door handles, faucets and light switches will be disinfected twice daily. * PPE will be worn as normal (the whole day) and change whenever necessary for nappy changing and the administration of first aid.It will also be used by staff that may be caring for any child who has displayed symptoms and waiting collection. These will include disposable aprons, masks, face shields, disposable gloves. * A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet our operational needs. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing. |
| **IMPLEMENTATION DOCUMENTS** |
| Please refer to the following documents to ensure the effective implementation of the policy:   * Handwashing Policy * MOHAP Guidelines |
| Policy created by: Ahlam Ibrahim  On: September 2020  Reviewed and updated: |