

Croft Early Years PreSchool and Nursery – Incident Management/Business Continuity Plan – Coronavirus (Covid-19) (reviewed 17-3-2020)

Due to the current, ongoing global issues surrounding the Coronavirus (Covid-19), the following Incident Management and Business Continuity Plan has been created to provide guidance should the need arise.

As this situation is changing on a daily basis, the plan will be reviewed and adapted where appropriate and dated accordingly, with additions made in different coloured font so that changes are clear; as a minimum this document will be reviewed at the end of each working week by the setting's Manager.

This plan should be read in conjunction with the following documents/guidance information:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Measures to Prevent the Spread of Infection

At present, the country has just moved into the Delay Phase of the Government's response to the Coronavirus (Covid-19) – 12.03.20. Croft Early Years Preschool and Nursery are taking the following measures in order to prevent the spread of infection in line with the guidance that we have received. All settings are being advised to promote the following:

- Washing hands often with soap and water or an alcohol-based hand sanitiser that contains at least 60 percent alcohol
- Catching coughs or sneezes with tissues, then throwing the tissue in a bin.
- Ensuring people who feel unwell stay at home and do not attend work or Preschool.
- Encouraging children, staff and visitors to wash their hands:
 - Before leaving home.
 - On arrival at the Preschool.
 - After using the toilet.
 - After breaks and sporting activities.
 - Before preparing food.
 - Before eating any food.
 - Before leaving Preschool.

Avoiding touching eyes, nose and mouth with unwashed hands.

Avoiding close contact with people who are unwell.

Deep cleaning and disinfecting frequently touched objects and surfaces (e.g. door handles, table tops).

Following new Government guidance issued on **16.03.2020**, the following steps will also be taken;

In-line with Government guidance (16th March), if staff, young people and children are unwell with a **new, continuous cough or a high temperature**, their whole family unit should **STAY AT HOME FOR 14 DAYS**, to avoid spreading infection to others. Otherwise they should attend education or work as normal.

If staff, young people or children become unwell with a **new, continuous cough or a high temperature** while they are in Preschool they will be sent home and should **STAY AT HOME FOR 14 DAYS**, to avoid spreading infection to others.

12.03.20

Business Continuity Policy

The Government has recently published their response to the Coronavirus and have set out the different phases linked to this. (See flowchart below). In addition to this, they have also published guidance for educational settings.

With regards to the Government's phased response to Coronavirus; at present, the country is in the has just moved into the Delay Phase. This means our setting is following guidance from the Local Authority and Public Health England, taking extra precautions to help minimise the spread of infection and Preschool remains open at this present time.

In-line with the published guidance for educational settings, we will follow their guidance where there is a suspected/ confirmed case of Coronavirus linked to the Preschool community/members linked to the Preschool community have travelled/been in contact with someone who has travelled to countries listed in government guidelines.

Should Preschool require additional guidance, we will contact the: Department for Education Coronavirus Helpline on 0800 046 8687 (8am to 6pm Monday to Friday) and/or email them on: DfE.coronavirushelpline@education.gov.uk

Now the Government response has moved to the 'Delay' phase, it may be necessary to have school closures. While the ideal would be that schools remain open, there may be a need to close schools altogether, and hence our Preschool for Public Health and Safety reasons. Again, we are following guidance that comes to us from the Local Authority and Public Health England.

As part of the Business Continuity Plan, Croft Early Years have set out our procedures should this need to happen.

12.03.20

Business Continuity Procedure

Croft Early Years have reviewed our Business Continuity Procedures and have made the following decisions to enable the Preschool to continue to function should there be high numbers of child/staff absence. We will continue to open at the children:staff ratios set by Ofsted. If we are unable to staff at these levels, Preschool will be closed.

To ensure the Preschool meets Health & Safety requirements, if St. Lewis Catholic Primary School closes, Croft Early Years will also close.