**For general information relating to the outbreak of coronavirus, please see the following links:**

**NHS Inform – Coronavirus (COVID-19):** <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

**Health Protection Scotland - Coronavirus (COVID-19):** <https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/?utm_medium=email&utm_source=govdelivery>

From the 16th March 2020, the UK and Scottish Governments have announced that anyone developing symptoms consistent with COVID-19, however mild, should stay at home for 7 days from the onset of symptoms. It is now recommended that anyone living in the same household as a symptomatic person should self-isolate for 14 days.

Hop Skip and Jump Nursery will be incorporating these guidelines into our protocol, set out below. These guidelines may change with additional information; when in doubt, please follow the most recent advice provided by the health service or local authority. Contact the nursery office at any time if you have questions (01309 673668).

All procedural updates will be placed on the Hop Skip and Jump Nursery website within 24 hours.



COVID-19 and Coronavirus Nursery Protocol

(Infection Control Policy Update)

Our priority at Hop Skip and Jump Nursery is to maintain the safety, security, and health and wellbeing of the children in our care, our visitors, parent/carers and our staff. We ask that you read this nursery policy and by following it as far as possible, you can help us keep the nursery open and running in a responsible way. This policy may change if new information is provided. Thank you for your assistance in this matter.

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| Firstly, we ask that all parent/carers act in accordance with our existing Infection Control Policy; it is more important than ever to ensure the health and wellbeing of the children and staff. Should staff members fall ill (not necessarily with coronavirus-related symptoms) the nursery will have to close. As such, we ask that you continue to observe the following guidelines:   1. If your child falls ill with vomiting or diarrhoea, please don’t bring them into nursery until 48 hours have passed after final symptoms have subsided. This is to prevent spread of the infection to other children and staff. 2. If your child requires medication such as Calpol, paracetamol or any other painkillers, please do not bring them into nursery. Calpol lowers temperature and masks symptoms, but does not stop the spread of infection. A low temperature can suggest either infection or medicine has been taken; our policy in both cases is to request that you take your child home until symptoms have subsided. Children should not return to sessions until they have completely recovered. Likewise, if a child is on antibiotics, they should have completed at least five days of the course before returning to nursery. 3. Please ensure any necessary medication forms are filled e.g. for inhalers and asthma medicine, and that the nursery has the necessary supply for your child.   If your child has a persistent cough (without a high or low temperature), please do not take them into nursery until they have fully recovered. The exception to this is if the child has symptoms consistent with COVID-19 (coronavirus) e.g. dry cough, high temperature. Please see below. |

**Infection Control – COVID-19 (coronavirus)**

1. Please ensure that the nursery’s Emergency Contact details for your child are up to date, as a matter of urgency. We must be able to contact you or a trusted adult who can collect your child in the event of illness. If you need to update your emergency contact, we have provided a form for you to be returned to us as soon as possible.
2. We ask that parent/carers drop their children at the door of the nursery. Please ensure a member of staff is present at the door before leaving. All children mush wash their hands upon entering the nursery. Our cleaning routine has been updated to rigorously clean all surfaces, resources and toys throughout the day. Door handles and surfaces will be regularly disinfected.
3. We are temporarily suspending our Open Door Policy and will not be admitting visitors into nursery, with the exception of health professionals, who will be expected to follow our Infection Control guidelines and wash hands upon entering. For the foreseeable future, all trips and community visits (dancing/library etc) have been cancelled, and will resume once the coronavirus situation has eased.
4. If your child has symptoms consistent with coronavirus (dry cough, high temperature) please seek medical advice in the first instance.
5. All symptomatic children and suspected cases must remain at home for a minimum of 7 days. Please contact the nursery to let us know as and when this happens. We ask that the parent/carers of ill children do not enter the nursery premises for 14 days, in accordance with the Government guidelines issued on the 16th March re: sharing a household with self-isolating family members. Children may return to nursery after 7 days only if they have fully recovered.
6. If parent/carers are showing symptoms consistent with coronavirus, either confirmed or suspected, we ask that their children remain off nursery for 14 days, in accordance with the Government guidelines issued on the 16th March re: sharing a household with self-isolating family members. Children may return to nursery after 14 days if they do not show symptoms.

We will endeavour to be as transparent as possible without violating the confidentiality of our children, staff and parent/carers. We ask that if parent/carers aren’t sure, or have doubts, please err on the side of caution. Further information can be found on the

NHS Inform website.

**Nursery Protocol - COVID-19 (coronavirus)**

1. As always, should any child present as ill in any way, we will immediately contact parent/carers or the designated Emergency Contact to collect them from nursery, as is our current policy. If your child presents as ill before arrival, please do not bring them in.
2. If a child presents with symptoms consistent with coronavirus while at nursery (high temperature and persistent dry cough), we will immediately contact parent/carers or the designated Emergency Contact and inform them of the situation, and request the child be collected as soon as possible.
3. While awaiting collection, we will continue to offer comfort and support to the child to ensure they feel secure, while directing the child away from the main areas of the nursery into a quiet area, such as the smaller classroom, until he/she is picked up. We ask parent/carers that the child not return for at least 7 days, and then only if fully recovered. Any individuals sharing the household who are required/choose to self-isolate may not enter nursery premises for at least 14 days.
4. At this stage, the nursery staff will commence cleaning measures using appropriate cleaning materials, including bleach for the toilet areas and disinfectant spray for other areas the child has been in contact with. This will include the toys, resources and surfaces. Any used cutlery or dishes will be placed in the dishwasher to be sterilised as is usual practice.
5. Children still in the setting at this time will continue to be cared for as part of our usual nursery routine, unless we are required to do otherwise by the local authority. We will wash the children’s hands and direct them to areas that aren’t undergoing cleaning. In the unlikely event that outside authorities request children be sent home, we will contact parent/carers via telephone or the designated Emergency Contact.
6. The nursery manager will then contact the Moray Council to inform them of the situation, as has been requested. We will also inform other relevant health and care bodies, while protecting the confidentiality of the individuals infected. We will follow their directions as appropriate.
7. Within 24 hours, we will inform parent/carers that an individual associated with the nursery has been required to self-isolate. We will be as transparent about the situation as possible while respecting the confidentiality of individuals involved. We ask for your understanding and patience at this time.
8. Depending on the circumstances, the nursery may opt to close the next day to undergo deep cleaning. Should this decision be made by the manager, all relevant authorities will be informed, and parent/carers will be kept updated via the nursery website (www.forresnursery.com), which will be updated with details of when we will re-open. Should the nursery be directed to close by any authority body in the short term (days or weeks), our website will reflect this and we will do our best to contact parent/carers where possible.
9. In the event that staff members fall ill, or are required to self-isolate, it may become necessary the nursery will close. Should this happen, we will make every effort to update the website, to put up notices and possibly contact parent/carers to explain the situation and the date we are expected to re-open. We hope to avoid this measure by asking parent/carers to remain vigilant of any symptoms of illness that could be passed on to staff, and to respond accordingly.

If you have any questions, concerns or simply wish to chat, please contact the office on 01309 673668, or via email ([hopskipjumpforres@hotmail.com](mailto:hopskipjumpforres@hotmail.com)). We hope to remain open and transparent with you, and to continue to provide a high quality childcare service that takes into account the health and safety of all individuals,

and we appreciate your help to do so.