

The Enchanted Rose Garden Nursery and Preschool



Pandemic Policy

A pandemic is an epidemic of disease that has spread across a large region, for instance multiple continents or worldwide, affecting a substantial number of people.

When a pandemic is present – the following policy/ procedures apply:

Any outbreak will have a detailed operating procedure that must be followed.
(Please see Covid-19 Operation Procedure May 2020)

Where one child or adult from the setting has a confirmed case of the outbreak, they are to follow the child/adult illness exclusion policy (Follow Nursery Policy).

If there is more than one case of involving a child or adult in the setting, then follow the steps below:

- Contact the Birmingham Health Protection Agency on **0344 225 3560**
 - **Please keep the nursery owners informed at all times.**
- The nursery must make parents aware of the advice given. A notice will be displayed immediately, and parents/carers will be informed when dropping of and collecting children from the setting.
- If defined as a notifiable disease, we may have to inform Ofsted. Management to check Ofsted's guidance and inform if necessary.
- If a member of staff contracts the disease, they cannot return to work until deemed safe to do so by a medical professional.

The decision to remain open will be made by Samantha Rennie and Sandra Zubyte (directors). In the event of an outbreak, any Government advice should be considered, and the decision made taking this into account.

Procedure for sending children home

The decision to remain open but send some of the children home will be made by the directors and the manager. Numbers of children may need to be reduced to fit the ratio of healthy staff to children.

Staff will need to remain in contact with each other regarding the situation at the nursery and be ready to come in if/when required. Social distancing will be exercised where feasible.

- Priority will need to be given to children placed in day care services or those who have a safeguarding plan.
- The Baby Unit will close first.
- Children from the Main Unit – This decision will be made in an open and honest way. Firstly, we will try to send children home where there is either a parent/carer at home who can look after that child. Then we will look at the parents who are working and make a judgement to the best of our ability.

It is advisable that all staff listen to local media etc to keep informed about any advice or specific measures which are being recommended.

Procedure for closing

The decision to close the nursery will be made by Samantha Rennie and Sandra Zubyte.

In the event of both managers being infected or unavailable for work due to personal commitments a full time senior member of staff will be elected to inform parents and contact the Early Years and Childcare Service regarding the closure of the nursery.

Staff will need to remain in contact with each other regarding the situation at the nursery and be ready to come in if well when required.

If we are unable to staff the nursery, the decision will be made to close the nursery until staffing levels can be fulfilled.

Covid-19 Suspected case(s)

Please follow the child/adult illness and exclusion policy.

Children/Staff showing signs of a fever of 37.8°C or over along with any of the following symptoms:

- *a high temperature*
- *a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours*

We will contact the parent/ carer where a child is concerned. If necessary staff members next of kin from their emergency contacts will be contacted.

It is the parent/ carers responsibility to contact their GP. This is also the same for members of staff.

Anyone showing suspected symptoms or are concerned that they have been in contact with someone with Covid-19 should follow the government's guidelines and self isolate for 14 days.

Confirmed cases must be reported to the nursery as soon as possible. Samantha Rennie can be contacted out of hours via e-mail.

Hygiene policies and procedures must be strictly adhered to at all times.