



Longleaze PreSchool and Nursery

Coronavirus Business Continuity and Action Plan

About Coronavirus

Coronavirus is a type of virus, as group, coronaviruses are common across the world. COVID-19 is a new strain, first identified in Wuhan, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed Coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19:

- Cough
- Difficulty in breathing
- Fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups - very few cases have been reported in children.

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are two routes by which people could become infected:

- Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose or eyes.



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Preventing Spread of Infection

There is currently no vaccine to prevent COVID-19, The best way to prevent infection is to avoid being exposed to the virus,

There are general principles that anyone can follow to help prevent the spread of respiratory viruses, including:

- Washing hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available.
- Covering your cough or sneeze with a tissue, then throwing the tissue in a bin. Catch it, Bin it, Kill it.
- People who feel unwell should stay at home and should not attend work or any education or childcare setting,
- Pupils, students, staff and visitors should wash their hands:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol, if soap and water are not available,
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go to your GP surgery or other healthcare environment.



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Current Government Advice

A person should self isolate at home for 7 days, they have a recent onset of:

- A new continuous cough

And / or

- A high temperature

What to do if children or staff become unwell, whilst in the setting and believe that they have been exposed to COVID-19.

Call NHS 111 or 999 in an emergency. People who are unwell are advised not to go to their GP or healthcare facility.

Sit the person at least 2m away from other people, ideally in a room where they can be isolated behind a shut door.

Follow the advice of the NHS 111 service

What to do if a case of COVID-19 is suspected in a child or member of staff in the setting.

If anyone has been in contact with a suspected in the setting, no restrictions or special control measures are required whilst confirmation of the virus is confirmed.

There is no need to close the setting or send anyone home. As a precautionary measure, the NHS are testing large numbers of people who have travelled back from affected countries.



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What to do if a case of COVID-19 is confirmed in a child or member of staff in the setting.

The setting will be contacted by the local Public Health England Health Protection Team to discuss the case.

They will identify people who have been in contact with the infected person and will advise on any actions or precautions that should be taken.

An assessment of the setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of the children and staff within the setting will be based on this assessment.

Advice on the cleaning of communal areas such as classrooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken by Emma Flack, PreSchool Manager and Laura Leighfield, Chair of the Committee with advice from the local Health Protection Team. Closure of the setting is likely to be unnecessary, but this will be a local decision, based on various different factors.

How to clean where there is a child or member of staff with a suspected case of COVID-19

Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. These include:

- All surfaces and objects which are visibly contaminated with bodily fluids
- All potentially contaminated high contact areas such as toilets, door handles and telephones



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All waste that has been in contact with the individual, including used tissues, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. The bags should then be stored until the test results are available. If the test is negative, the bags can be placed in the normal waste.

Should the individual test positive, the setting will be instructed what to do with the waste.

Contingency for Reduced Staffing

The safety and welfare of our children is of the utmost importance and all decisions that involve staffing are made with the children and their needs in mind and legislative obligations.

The PreSchool can sustain 2 members of staff being off sick. However if any more than 2 members of staff are off at one time, then class sizes and ratios have to be reviewed.

There may be a requirement for classes to be combined in order to safely supervise the children.

A list of parents, who have DBS's is to be compiled, so that they can come in to help in sessions, if required.

What do we do if Longleaze School closes?

If Longleaze School close due to staffing issues, then the Pre-School will continue to open.

However if Longleaze School closes due to a case of COVID-19 being confirmed in a member of staff or a pupil, then is it likely that the Pre-School will close as well.



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Decision to close the PreSchool

Any decision to close the Pre-School will be taken by Emma Flack, PreSchool Manager and Laura Leighfield, Chair of the Committee, in consultation with the staff and other members of the Committee.

All decisions will be made following advice from the local authority and from the government.

Consideration will be given to the health, safety and welfare of the children and staff members in the PreSchool.

All decisions will be made rationally and will be based on fact based guidance.

Staff Renumeration

Should a member of staff self isolate or be off sick, normal sick pay will apply.

If the Pre-School closes then staffTBC