



## **CYLCH MEITHRIN Y FELINHELI PLAN FOR REOPENING FOLLOWING CLOSURE DUE TO COVID -19 INFORMATION FOR PARENTS AND GUARDIANS**

### **1. General**

#### **1.1. Aim**

The aim of the Cylch is to ensure the well-being, safety and development of each child under its care, and also that of staff members, family members and volunteers who come into contact with the setting.

This Policy is applicable to everyone who is connected with the Cylch including parents, staff members' children and volunteers.

#### **1.2. Preparations for re-opening the setting**

It is expected that Cylch Meithrin Y Felinheli will reopen in September 2020 for Meithrin children, and November 2020 (after the autumn half term) for Cylch children. We will encourage parents to allow their children to attend the Cylch Meithrin providing they are not required to isolate due to medical conditions.

Attending the Cylch is beneficial to children from an educational, developmental and well-being perspective.

### **2. Attendance at the Cylch Meithrin**

#### **2.1. Children displaying symptoms**

No child should attend the Cylch Meithrin if they, or another member of their household, are displaying symptoms which may be Covid-19. These include:

- A new, continuous cough
- High temperature
- Loss of sense of taste and smell

They should not attend the Cylch if they've received instructions from the Welsh tracking and tracing system to self-isolate at home for 14 days. Neither should they attend the Cylch if they have come into contact with a person who has been tested for Covid-19 and is waiting for the results of their test.

## **2.2. Adults displaying symptoms**

No adult should attend the Cylch Meithrin if they, or another member of their household, are displaying symptoms which may be Covid-19. These include:

- A new, continuous cough
- High temperature
- Loss of sense of taste and smell

They should not attend the Cylch if they've received instructions from the Welsh tracking and tracing system to self-isolate at home for 14 days. Neither should they attend the Cylch if they have come into contact with a person who has been tested for Covid-19 and is waiting for the results of their test.

The procedure for responding to a person displaying symptoms is noted below.

## **2.3. Groups of People with Vulnerable Health**

### **2.3.1. Children who are clinically extremely vulnerable and those who are shielding**

For the vast majority of children the Coronavirus (COVID-19) is a mild illness. Some children with pre-existing health conditions have been advised to undertake specific 'shielding' measures. These children have serious underlying health conditions which means that they are at a high risk of suffering severely with COVID-19, and as such have been advised to follow shielding measures thoroughly in order to keep themselves safe. These children will have a shielding letter from the Chief Medical Officer of Wales. We do not expect these children to attend the Cylch Meithrin at present.

When other children are clinically vulnerable (but are not shielding) we will consider their cases individually and discuss with parents / carers whether it is safe and appropriate for the child to attend the Cylch.

### **2.3.2. Adults who are clinically extremely vulnerable and those who are shielding**

The requirement to shield will end on August 16. Employers should discuss the return to work with previously shielding staff sensitively and complete an individual risk assessment.

### **2.3.3. Adults and children who are 'clinically vulnerable'**

Individuals who are clinically vulnerable are more at risk of COVID-19 than the majority. This category includes people over 70 years of age, those who are pregnant and those with a range of chronic health conditions. Pregnant women are advised to work from home after reaching the 28th week of their pregnancy. People in this category may go out to work, but they should work from home if possible. Care must be taken to ensure that vulnerable individuals and those around them strictly adhere to social distancing guidelines.

### **2.3.4. Children who attend more than one setting**

If a child attends more than one childcare provision they will be able to attend Cylch Meithrin; for example, if they receive education in school for half a day. The Cylch should aim to keep the children in the same groups as in school in order to limit contact

If the Cylch do accept children who have been in more than one setting, it will be on the basis of a thorough risk assessment.

The Cylch Meithrin leader should meet with the Head teacher and the child's parents to discuss their child's situation and safety and the Cylch will make every effort to respond to the child's needs.

## **4. Risk Reduction Measures**

Reducing the spread of the Coronavirus (COVID-19) means acting to reduce direct transmission (e.g. when someone comes into contact with bodily fluids from coughs and sneezes) and indirect transmission (by touching a contaminated surface).

The Cylch will do this by using a range of methods and steps. By implementing these steps simultaneously we create a system that is intrinsically safer, where the risk of transferring infection is significantly reduced. These include:

### **4.1. Social Distancing**

Social distancing measures are steps which can be taken to reduce social interaction between people especially adults.

This will help to reduce the risk of transferring the Coronavirus (COVID-19). It will be very difficult to implement social distancing measures in a Cylch Meithrin with young children.

We will take the measures in this policy as a means of doing everything within our ability to keep everybody safe and healthy. Adults should keep a distance of at least 2 metres between them at all times, in order to avoid spreading any infection between the small groups of children.

### **4.2. Visitors**

Only essential visitors will be admitted to the Cylch Meithrin. The Cylch will decide who these are based on a risk assessment.

Parents or prospective parents who wish to visit the Cylch Meithrin are not considered essential visitors.

Details of all visitors to the Cylch Meithrin should be kept for Test, Trace and Protect requirements and the information stored securely.

### **4.3. Infection Control Measures**

#### **4.3.1. Hand Hygiene**

An effective handwashing regimen is the most effective weapon we have in reducing the spread of infection, including COVID-19. Hands should be washed with soap and water for at least 20 seconds. This helps reduce the spread of common infections such as the cold, flu, threadworm and stomach bugs.

*Staff and children will wash their hands thoroughly and consistently, and staff will help children to understand why it is important to wash their hands, and will teach them to wash and dry their hands correctly.*

#### **Children and staff/adults should wash their hands:**

- Upon arrival at the Cylch
- After using the toilet, the potty or changing nappies
- Before and after eating or handing food and drink
- After playing outside or having a break time
- After touching other children
- After blowing their noses, coughing or sneezing

#### **Good hand hygiene habits**

- Use warm water and soap and wash hands for 20 seconds
- Never share water in a common bowl when washing hands
- Use soap (there is no need to use soaps advertised as antibacterial or antiseptic)
- Dry your hands thoroughly using paper towels
- A special, lined bin should be provided for children to easily discard their hand towels
- A 60% alcohol hand sanitizing solution should be provided at the entrance for the use of essential visitors (but it is not to be used by the children and staff in place of soap and water)
- Young children may need help washing their hands thoroughly. Remember to allow time for this in your new schedule.
- Staff will not wear wrist jewellery (including watches), false nails or nail polish.

For sneezing and coughing – ‘Catch it. Bin it. Kill it’ is key. Single-use tissues should be used to cover the nose and mouth when sneezing, coughing or drying and blowing the nose. Paper tissues should be placed in separate double-bag bins immediately after use and safely disposed of. The bins should be emptied, cleaned and disinfected regularly throughout the day. Biodegradable bin liners (e.g. starch plastic are fine to reduce plastic pollution).

### **4.3.2. Good respiratory hygiene**

It is important to establish good hygiene by encouraging the children to cough or sneeze appropriately. They should cough, sneeze or blow their nose into a disposable tissue which covers the face, or their elbow if there is no tissue to hand.

## **5. Learning, care and play**

Changes to routine can be stressful for children. Practitioners will consider how to introduce new arrangements in a fun way, and reassure children.

When planning each activity we will consider the possibility of holding the activity outdoors.

Being outside brings benefits from both a well-being and Covid-19 perspective.

- Evidence shows that the risk of infection is reduced outside
- Evidence suggests that the virus does not live long in sunlight
- Social distancing is easier to do outside and so it is easier for practitioners to supervise larger numbers of children

For children and young people who need additional support - such as children with a statement of special educational needs or those who have additional learning needs or disabilities – we will work with the Local Authority as well as with parents to decide how best to continue to help these children to stay healthy.

If the children move from one learning area to another in their groups then these areas should be cleaned. The Cylch will not allow children to bring toys from home. If a parent / carer states that this will cause unreasonable distress to a child (for example if they have additional learning needs) the Cylch will meet to discuss each individual situation.

### **5.1. Equipment and Resources**

Play with sand, water, clay / play dough and cooking and other messy play activities should be restricted. The Cylch will not allow children to bring toys from home. If a parent / carer states that this will cause unreasonable distress to a child (for example if they have additional learning needs) the Cylch will meet to discuss each individual situation.

### **5.2. Open Windows**

As it is important to keep fresh air circulating in the rooms the Cylch will open the windows as much as possible. If windows cannot be opened the Cylch will open doors and use security gates to prevent children leaving.

### **5.3. Going to the Toilet**

The practice of wearing aprons and gloves when helping a child to clean themselves will continue.

Version 1:2

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Registered Charity: 1094577

#### **5.4. Cleaning and disinfection**

A strict cleaning regime will be key when re-opening the Cylch Meithrin. All surfaces touched by children and adults will be regularly cleaned.

Equipment, toys and surfaces, including those throughout the setting, such as toilets, sinks, taps and changing areas, tables and handles, will be cleaned and disinfected often. Outdoor equipment and access gates should also be regularly cleaned and disinfected.

Cylch Meithrin Y Felinheli will maintain a cleaning rota and update as necessary.

#### **5.5. School dinner and snacks**

School dinners will continue to be offered to children in the Meithrin Mwy session. The food is prepared by the school, and transferred to the Cylch. There are strict processes in place to ensure safety whilst preparing food.

We will continue to offer snacks. The children will have their own plate and cup, and will eat outside when possible.

### **6. The Environment**

#### **6.1. Furniture**

The Cylch will consider repositioning furniture and play areas to reduce contact between groups and facilitate infection control measures. Changes made will be identified in the risk assessment.

#### **6.2. Clothing**

Staff should wear fresh and clean work clothes every day. If the member of staff travels to work he / she will need to bring a supply of clean clothes with them (or keep them at the Cylch ). Remember:

- Change to clean work clothes upon arrival at work.
- At the end of the day these clothes need to be removed BEFORE going home so that staff do not wear work clothes in their homes.
- Work clothes will need to be washed after each day and washed at the highest possible temperature for that item of clothing.
- Keep work shoes in the workplace and change them at the beginning and end of each day.

Children should wear clean clothes every day if possible. This will need to be dealt with sensitively, taking into account the practical circumstances of each child.

The Cylch Meithrin will provide additional clothing to be worn at the setting as required.

### **6.3. Soft materials**

Any soft materials such as cushions must be washed frequently. Children's bedding must be washed at the end of each day.

### **6.4. Personal Protective Equipment (PPE)**

Staff who use PPE such as gloves and aprons when looking after children will continue to do so. Under certain conditions when a child shows symptoms of Covid-19 additional equipment such as a face shield will need to be used.

## **7. Procedure for Individuals with symptoms**

If a child shows symptoms of Covid-19 while at the Cylch the following procedure will be observed. The Cylch will:

1. Call the parent to collect the child immediately
2. Move the child away from the other children and look after them separately.
3. One member of staff will stay with the child outside or in a separate room. (If no suitable outside waiting area or separate room is available, the child will be kept 2 meters away from everyone apart from the staff member caring for him / her).
4. A window will open to ensure that air circulates around the room.
5. The staff member who comforts and keeps the child company will wear rubber gloves, an apron and a mask to guard against fluid. If there is a risk that bodily fluid (for example, from sneezing) may enter the eyes then that staff member will also wear eye protection.
6. If you need clinical advice you should go online to NHS 111 (or call 111 if you do not have internet access). In an emergency, call 999 if someone is seriously ill. Do not visit the GP, pharmacy, emergency care centre or hospital.
7. The staff member who helped the individual will then remove their personal protective equipment in accordance with instructions and dispose of the waste carefully so as not to spread infection (see point 11). The staff member will also change their clothes ensuring that when their clothes are washed they only fill half the washing machine and wash with the hottest water possible for the materials.
8. If the child wants to use the toilet while they are ill, a separate toilet should be used if at all possible. The toilet must be thoroughly cleansed and disinfected before being used by any other person.
9. If a member of staff has helped someone who became ill with a new, persistent cough or high temperature, they need not go home unless they develop symptoms themselves. The member of staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
10. All areas where the child and staff member have been will need to be cleaned and all surfaces disinfected. The cleaners should wear gloves and aprons.

11. All waste must be placed in a double bag and stored securely for 72 hours before being thrown out with the rubbish. If storing the waste for at least 72 hours is not appropriate, arrange for it to be collected as Category B infectious waste by either your local waste collection authority or a specialist clinical waste contractor. They will provide you with orange or purple clinical waste bags to put your bags in so that the waste can be sent for proper treatment.
12. If it is necessary to clean an area where body fluids were spilt, then equipment should be worn to protect the eye and nose/mouth protection in addition to gloves and aprons. If an area cannot be cleaned or washed e.g. an upholstered mattress or chairs, then the items should be thrown away.
13. Inform the Local Authority(s), CIW and local Support Officer

### **If a member of staff feels unwell**

You will need to inform the manager as soon as possible. The member of staff will have to self-isolate for 14 days, in accordance with Covid-19 guidelines.

### **If someone from the Cylch receives a positive test for COVID-19**

The situation will need to be reported to local authorities. The setting will not necessarily have to close. The Test, Trace, Protect system will enable the situation to be managed. For information go to <https://llyw.cymru/mesurau-diogelu-mewn-lleoliadau-gofal-plant-cadw-gofal-plant-yn-ddiogel>

### **If several people from the Cylch receive a positive test for COVID-19**

In these circumstances you will need to inform the Local Authority, CIW and your local support officer. NHS experts and the Local Authority will work together to advise on the next steps to prevent further spread. For the groups in which the child has been receiving care, this is likely to mean that they will have to self-isolate for 14 days.

## **8. Transporting Children**

The Cylch Meithrin encourages children, parents and staff to walk or cycle to the setting if possible. The use of public transport at peak times should be avoided.

## **9. Pickup and Drop Off**

### **9.1. Social Distancing**

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

Here are some relevant steps on how the Cylch will maintain a social distance as parents drop off and collect their children:

- We will consider the timetable when receiving and releasing children. We will aim to give parents a specific time to drop their children.  
E.g. Group 1 – 5 parents 8.50am – 9.00pm

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Group 2 – 5 parent 9.00am – 9.10pm and so on.

We will do the same in arranging for parents to collect children

- We ask families to ensure that only one parent drops children off, to avoid excessive crowds at the entrance.
- A member of staff will sign children in and out  
Markings will be placed outside where parents are waiting to indicate a distance of 2 metres so that every parent can distance themselves as they wait to drop off and collect children
- Parents are encouraged to ask in advance if they wish to speak to staff so that it can be arranged and will not interfere with the arrangements for collecting and leaving children. (Sometimes this will not be possible so we will make an arrangement so that we can have a private conversation with a parent while keeping a distance of 2 metres between us.)

## **10. Health and Safety**

### **10.1. Risk Assessment**

Cylch Meithrin Y Felinheli will complete a thorough risk assessment and put in place arrangements to reduce the transmission of infection at the setting. This risk assessment will be shared with parents upon request.

### **10.2. Healthy Living**

The Cylch will change food, drink and snacking routines to ensure that the children are not able to share dishes, knives and forks or the food itself.

### **10.3. Contact details**

Please contact the Cylch via Facebook, e-mail ([post@cylchmeithrinfelinheli.org](mailto:post@cylchmeithrinfelinheli.org)) or by speaking to the leader outside the Caban.