**Checklist for Early Years and Childcare Settings Remaining Open**

**for Vulnerable Children & Children of key workers**

**Provided by Essex County Council - 23rd March 2020**

Settings should ensure processes are established to manage the following**:**

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| **Children’s arrival at the setting** | On arrival at the setting it is reasonable to ask if parents, children or any member of the household have any of the symptoms of Covid19 (high temperature or a persistent cough).  If the answer is yes, they should not be allowed to leave their child at the setting. |
| Remove coats before entering the room and store apart if possible. |
| Wash hands thoroughly on arrival at the setting, when changing rooms and before eating. |
| Check children’s temperatures if possible (37.8 degrees Celsius or above is considered a symptom). |
| Encourage children to avoid touching their face, eyes, nose, and mouth. |
| All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, minimise social interactions, as per the[**national guidelines;**](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) |
| **Play and Learning** | Implement social distancing where possible:   * Small group sizes * Ask parents to leave the site promptly after dropping off children |
| Minimise the resources available to those that can be cleaned effectively. |
| Ensure children wash hands regularly throughout the day, as well as before eating, after coughing or sneezing. |
| **Supporting children whose parents are exposed to Covid-19 (NHS/ social care)** | Parents who work with people with Covid-19 symptoms (e.g. medical and nursing staff or social care workers) wear Personal Protective Equipment (PPE), that protects them from being exposed to the virus.  PPE stock for the NHS and care homes were replenished last week. PPE delivery is continuing into this week too.  Therefore, parents who work with Covid-19 suspected people, are unlikely to be exposed to the virus, unprotected. |
| **Staffing** | All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and, outside of setting hours, should minimise social interactions, as per the[**national guidelines;**](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) |
| **If a child starts displaying symptoms** | If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines.  A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.  If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.  If clinical advice is needed, the setting staff, parent or guardian should go online to [**NHS 111**](https://111.nhs.uk/) (or call 111 if they don’t have internet access). |
| **Undertake regular  cleaning** | **Clean AND disinfect**[**frequently touched surfaces**](https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html)**throughout the day.** This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. |
| Wear disposable gloves for cleaning and dispose of immediately after cleaning. |
| Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. |
| Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. |
| **Cleaning of electronics** | Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.  Use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly. |
| **Cleaning of clothing, towels and soft furnishings** | Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely. Dirty laundry can be washed with other items. Clean and disinfect hampers according to guidance above for surfaces. |
| **Disposal of potentially contaminated waste** | Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:   * the individual tests negative; waste can then be put in with the normal waste * the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste |
| **Resources re Covid19** | Posters on general hand hygiene can be found on the **[eBug](https://campaignresources.phe.gov.uk/schools)** [website](https://campaignresources.phe.gov.uk/schools) |