



## **COVID-19 POLICY**

**Les Ateliers  
60 Clancarty Road  
SW6 3AA London**

***Ce document est disponible en français sur demande.***

Les Ateliers recognises that careful planning is essential in order to keep the children and our staff safe, and to limit the spread of coronavirus/Covid-19, within our setting. Accordingly, we have conducted a thorough Covid-19 risk assessment and will review it on a monthly basis and whenever Government guidance changes.

**This policy was originally written on 6th October 2020.**

## **Covid-19 symptoms**

Covid-19 is a viral, respiratory disease, which is spread from person to person by close contact. It typically causes fever and a dry cough, and in some cases may progress to viral pneumonia which cannot be treated by antibiotics. Symptoms of Covid-19 can include:

Continuous dry cough	Sore throat
Fever (high temperature)	Tiredness
Difficulty breathing	Loss of taste and smell

The initial symptoms are similar to colds and flu-type illnesses, but the combination of a recent onset of fever and a new continuous cough seem to be present in many cases of Covid-19. However, it is important to be aware that in some cases the symptoms may be very mild or even non-existent, especially in children.

## **Procedure for infection or suspected infection**

Any child who becomes ill with symptoms which could be Covid-19 while at Les Ateliers will be isolated from the other children by at least two metres until the child can be collected by his or her parents. If the child becomes seriously ill, we will call 999.

If a child or member of staff has suspected symptoms of Covid-19, they will be sent home and must follow the Government guidance for households with possible Covid-19 infection. This includes self-isolation and taking a Covid-19 test. See:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Most suspected cases of Covid-19 turn out to be negative, so Les Ateliers will remain open unless or until advised otherwise by the local Health Protection Team, but parents and staff will be informed, especially those in high risk groups.

If children or staff experience any symptoms of Covid-19 they must not attend Les Ateliers until all symptoms have passed and they feel well.

## **Infection control**

Like the common cold and flu viruses, Covid-19 is spread by:

- Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance.
- Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- Touching objects (eg door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent

surfaces.

We will take the following steps to reduce the risk of catching or spreading Covid-19 at Les Ateliers:

***Hygiene:***

- Staff and children will wash their hands as soon as they arrive at Les Ateliers, and will be reminded to wash their hands regularly throughout the session, especially after using the toilet, before eating food and after coughing or sneezing.
- Hand sanitiser will be available in convenient locations throughout the club.
- If they don't have a tissue to hand, children will be instructed to cough or sneeze into the crook of their arm.
- We will discourage children from touching their faces.
- We will discourage children from touching each other.
- Children will not be allowed to bring toys or games from home, and we ask that they bring only essential items with them to Les Ateliers.
- All materials used in clubs will be either strictly allocated to a single bubble, used at more than 72 hours interval or thoroughly cleaned before and after use.
- Indoor Clubs will take place in one of the bubble classrooms
- The majority of supervisors are teachers or school staff who will intervene in groups from their allocated bubble (s).
- All adults teaching another bubble will wear a mask, take care to wash their hands and limit contact as much as possible.

***Cleaning:***

- The school cleaning staff ensures that frequently-touched surfaces, such as handles, door plates, light switches and table tops are regularly cleaned with anti-bacterial spray or wipes during the day.
- We will restrict the sharing of toys and equipment between groups as much as possible. Any toys or equipment that need to be shared will be thoroughly cleaned before being used by the next group.

***Arrivals and departures:***

- We have amended our collection procedure, so parents will now collect their children from the same designated space as after class.
- The Ateliers will start after school times and are kept staggered.
  - **Bubble 1, 2 and 7 :**
    - Monday, Tuesday, Thursday & Friday - from **3.15 to 4.15 pm**
    - Wednesday – from **1.05 to 2.20 pm**
  - **Bubble 3 & 4 :**
    - Monday, Tuesday, Thursday & Friday - from **3.30 to 4.30 pm**
    - Wednesday – from **1.20 to 2.35 pm**
  - **Bubble 5 & 6 :**
    - Monday, Tuesday, Thursday & Friday - from **3.45 to 4.45 pm**

➤ Wednesday – from **1.35 to 2.50 pm**

### **Premises**

- Visitors will not be allowed to enter the premises.
- Doors and windows will be kept open where safe to do so, to keep the premises well ventilated.

### **Promoting good practice**

We will promote infection control through the methods above, and in addition we will:

- Ensure that all staff have received training in, and understand, our new procedures

### **Closure**

We may need to temporarily close the Ateliers if we have insufficient staff due to illness to run sessions safely.

In the event that we have a number of confirmed cases of Covid-19 associated with the Ateliers we may need to close if advised to do so by the local Health Protection Team in order to limit the spread of the virus.

If the Ateliers needs to close, the administrators will notify parents or carers as soon as possible. The administrators will also inform other relevant parties.

In the event that Marie d’Orliac School closes, the Ateliers will close as well.

This policy was adopted by: Les Ateliers	Date: 6th October 2020
To be reviewed: <b>November 2020</b>	Signed: by Trustee

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.44].