

COVID-19 EARLY YEARS MANAGEMENT CHECKLIST

This checklist contains measures that you can consider when you suspect rising Covid-19 case levels in your Early Years setting. Please refer to the key guidance document for more detailed information on symptoms and recommendations for Early Years settings.

Adults and children who have respiratory symptoms and a high temperature/are unwell should stay at home, avoid contact with others, and only return when well enough and have no temperature. Rooms should only be closed where they cannot be safely staffed due to staff absence. Where not all children can be accommodated, vulnerable and key worker children should be prioritised.

Whole Setting

Windows and doors opened regularly where safe to do so, to increase ventilation. Recommended: 10 minutes of ventilation per hour

Regular cleaning of touch points with antiviral cleaning products, including any equipment shared between rooms. Deep cleaning of rooms with confirmed staff/child cases, including toys and soft furnishings. All toys should be cleaned every day or rotated out of use for 72 hours

Promote vaccination amongst staff and parents, and any over-5s

Thorough and more frequent handwashing with soap and warm water

Room-Specific

Consider keeping children within specific rooms and reduce mixing outdoors. Keep sibling groups together and use furniture to separate groups if sufficient rooms are not available

Remind parents to keep an eye out for Covid-19 symptoms, encouraging them to keep children at home if unwell. Send out template letters to parents

Ask parents to drop their children off outside the main door or use different doors for different bubbles. Have staff members from each room to meet and greet the children from their room only

Staff and Visitors

Avoid staff cross-covering rooms during lunch breaks

Consider asking staff and visitors to wear masks in communal areas (e.g. staff room, corridors)

Deliver staff meetings virtually rather than face to face. Reduce staff mixing in communal areas (e.g. break rooms).

For any questions or concerns, please contact HPTeam@coventry.gov.uk or call 024 7697 8919

For more information on cleaning in Early Years settings, please refer to the government cleaning guidance: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-2-infection-prevention-and-control>