

4.4 COVID 19 GLOBAL PANDEMIC

Drop off and pick up

- Drop off and pick up will be at the front door.
- We ask that only 1 adult is with each child at every drop off or collection.
- We ask that all parents que outside the front door at a distance of 2-meters apart.
- If you feel it is more appropriate for you to wait in the car with your child and you do not feel comfortable in the que please remain in the car and a member of staff will come to you.
- If a child has siblings that must be with you for drop off or pick up, please stand by your car, or remain in your car with your other children inside your car. A member of staff will come to you to collect your child or return your child to you.
- Due to the increased cleaning required after each session we have reduced each session by 15 mins to allow the staff to clean the centre.
- The morning session will run from 9am-11.45am and the afternoon session will be from 1.15pm-4pm. We do ask that you support us by providing a prompt drop off or collection so that we are able to get the cleaning done between sessions.

Hand over information

- We will continue to use tapestry online to write your child's session notes and information. We will also provide videos of their progress.
- We have been advised to refrain from talking to parent's face to face.
- If you have any information you would like to share about your child, please post it on tapestry and we will read this before the sessions commence.
- If you would like any further information or to discuss something about your child you will be able to contact The Ark Centre staff by telephone.

Entering The Ark Centre

- The government guidelines recommend that we do not allow visitors into The Ark Centre at this time. Therefore only essential visitors will be provided access.
- Parents will only be allowed access to The Ark Centre by appointment, we ask that siblings refrain from entering The Ark Centre.
- We ask that parents refrain from using the toilet in The Ark Centre apart from in the case of an emergency.
- If you have something you require support with at home, please contact Emma via email and we will arrange for some support to be provided from Emma or Luisa.

Children's belongings

- We ask that children only bring essential items into The Ark Centre.
- Children's bags will not be permitted inside The Ark Centre.
- If your child uses nappies, please provide your child with 1 weeks' worth of nappies and wipes (minimum of 5 nappies) every Monday. Or, where possible please provide The Ark Centre with a whole pack of nappies with your child's name on them on the first day back. These will be kept and used for your child only.

- Please provide your child with 3 full changes of clothes on the first day back. These clothes will be placed into a bag and into your child's basket. They will be kept inside The Ark Centre until they are needed.
- PECS books will be cleaned by the staff on arrival with antibacterial wipes before entering The Ark Centre.
- We ask that children are prevented from bringing toys or comforters into The Ark Centre.

Snack

- Please provide your child with a snack each day inside a sealed packet or container. The packet or container will be wiped in the foyer with antibacterial wipes before entering The Ark Centre.
- If you prefer you can provide 1 weeks' worth of snack on a Monday.
- Please provide your child with a named drink bottle that can remain at The Ark Centre this will be filled with water (or squash on request) daily and throughout sessions.
- All snack that is not consumed will be thrown away.

Washing Hands

- All children will be supported to rub their hands with hand sanitiser before entering The Ark Centre.
- Frequent hand washing will be conducted throughout the session.

Soft toys and furnishings

- Due to our children's complex needs and for The Ark Centre to be able to provide effective and consistent therapy some of our soft furnishings are being used.
- Parents have been asked to provide consent if they are willing for soft furnishings to be used.

Disinfecting and Cleaning

- The toys have been placed on an increased cleaning rota (cupboard by cupboard) and will be cleaned at least once per week.
- All hard surfaces and floors will be disinfected at the end of each session.
- Each time the toilet or nappy changing facilities are used they will be disinfected.

Social Distancing

- Although we are unable to follow a 2-meter social distancing rule due to the nature of our work. We will be using our space as wisely as possible and encouraging our children to use the free spaces away from the other children in the setting as much as possible.
- Group time will be conducted but our children will be spaced out further than usual.

Staffing

- Due to COVID 19 there may be occasions and some sessions where we are unable to have 1:1 staffing ratios.
- In the case of reduced staffing we will follow our usual groups procedure which the government guidelines still allow us to follow. Each child's targets will still be run every session and the centre will not open without a high staffing ratio.

What happens in the case or suspected case of COVID 19?

Child showing symptoms on site

- The child will be sent home immediately.
- While the child is waiting to be collected, they should be separated from their group and isolated with the member of staff that has been with them that session.
- All PPE should be worn by the staff member and where possible a distance of 2 metres should be maintained from the child who is symptomatic and awaiting collection.
- Gloves, an apron, eye protection and a facemask should be worn.
- Once the child has left the setting, staff should ask families of the other children in the session to be collected follow 'Cleaning of non-healthcare settings policy' to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.
- Upon leaving the centre the child and family should immediately seek a COVID test and should self-isolate until the results are back.
- All staff and clients should be informed that a member of the centre is seeking a test so they can be extra vigilant.

Staff member showing symptoms on site

- The staff member should leave immediately while observing social distancing of 2 meters.
- Once the staff member has left the setting, the children will be supported to continue in a group format. Extra staff should follow 'Cleaning of non-healthcare settings policy' to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.
- Upon leaving the centre the staff member should immediately seek a COVID test and should self-isolate until the results are back.

Child or staff member showing symptoms off site

- Parents or staff should seek a COVID 19 test immediately and inform The Ark Centre they have done so.
- The Ark Centre should inform all clients and staff that a test has been taken.
- The child or staff member with symptoms should self-isolate at home and SHOULD NOT RETURN to The Ark Centre until the results have returned as negative.
- The Ark Centre should remain open and sessions should continue until the results are returned.

Confirmed case of COVID 19

- Where the child or staff member tests negative, they can return to The Ark Centre and the fellow household members can end their self-isolation.
- If a child or staff member tests positive The Ark Centre must contact all clients and staff and close immediately.
- All children, their parents and staff should seek an immediate COVID test. All clients and staff should self-isolate for 10 days even if they have a negative test and a deep clean should commence.
- The Ark Centre will remain closed for 14 days.
- The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

Member of child/staff household develops symptoms

- Where a member of a child/staff members household develops symptoms of COVID they should seek testing for the staff member or child immediately.

- They should contact The Ark Centre and should NOT attend the setting until 10 days after the positive test of the person in their household and a negative test has been sought.
- If they are conformed as positive, they should contact The Ark Centre immediately. The Ark Centre should contact all staff and clients and close immediately. All children and staff members should self-isolate for 14 days and a deep clean should commence.