



**Cheeky Monkeys at Durrell**

## **Covid-19 Policy and Procedure**

During the Covid-19 pandemic, we are currently only offering childcare to critical workers and vulnerable children.

### **The difference between essential workers and critical workers.**

Essential workers are people engaged in work that is essential to the continued safe running of the Island during the COVID-19 pandemic.

**Critical workers** are a smaller sub-set of essential workers in especially critical roles who, if they are parents and cannot make arrangements for their children to be looked after, ideally at home, are being offered school or nursery places.

These definitions are under frequent review. If you believe you are a critical worker but have not been offered childcare, please let us know.

This is a provision of last resort put in place to enable critical workers with childcare issues caused by the closure of schools and nurseries to return to work and to provide care to vulnerable children.

If appropriate alternative arrangements can be put in place, they should be. This helps maintain social distancing guidelines.

More information can be found here –

<https://www.gov.je/Health/Coronavirus/Pages/CriticalWorkersAndChildcare.aspx>

### **Deferring your place if circumstances change.**

If you are eligible for childcare, you can take it up at a later date. Please complete the form that you were sent if your circumstances change.

## **Parents that work irregular hours or unusual shift patterns.**

Parents should accept a place for the hours they need only. Please contact us to discuss your arrangements.

## **Arrangements in place for social distancing to feel assured that you are not putting your child at risk.**

If you are a critical worker, we are offering you a place for your child at nursery, but this is a provision of last resort put in place to enable critical workers with childcare issues caused by the closure of schools and nurseries to return to work. We are doing everything we can to follow the latest public health advice, with a much lower number of children in each room, frequent hand washing and cleaning and an adaptation to activities provided by staff members.

We ask parents to hand over their child at our first entrance gate, where the buzzer is. Parents should stay on the other side of the gate and NOT enter on to nursery premises. Your child will be taken into the nursery by a member of staff and will be brought out to you upon collection.

Nursery staff have access to regular hand washing, protective gloves and hand sanitiser.

## **If an employee has been confirmed as having the virus.**

We will be guided by the Government of Jersey health protection team and it is likely they will come in and do a risk assessment. The nursery could require a deep clean in response, but they will advise on this and whether a closure is necessary.

## **If someone becomes unwell whilst at nursery.**

If anyone becomes unwell while working or a child becomes unwell and they have symptoms of coronavirus the following steps will be followed:

- remove the person to a designated area and keep them at least two metres away from other people. Whenever possible, open the window for ventilation
- if possible, the individual should use their own mobile phone to call the coronavirus helpline on +44 (0) 1534 445566 giving information about their symptoms and any travel history. Otherwise, they should use a phone provided in the room. They should not call their GP or the Emergency Department unless they're very unwell and need an ambulance. If an individual is seriously ill and unable to call for themselves, an ambulance

must be called (not using the individual's phone). If known, symptoms and travel history must be given when calling.

- while waiting for advice from the helpline, the individual should remain two metres away from other people, avoid touching people, surfaces and objects and be advised to cover their nose and mouth with a disposable tissue when they cough or sneeze. Any tissues used should be put in a bag, sealed or tied and then thrown in our outside bin.
- if the individual needs to use the toilet while waiting for medical advice, they should use a separate bathroom. No one else must use this bathroom until a terminal clean has taken place.
- plans should be made by the individual to travel home if they are well enough.
- when the individual has vacated the building, staff will contact cleaning services to ensure all surfaces that the individual has come into contact with are cleaned. This includes all surfaces and objects that are visibly contaminated with any body fluids and all potentially high contact areas such as toilets, door handles, keyboards and telephones.
- if Covid-19 is confirmed, then the advice on Gov.je about self-isolation should be followed for anyone who has been in contact with the individual.

A list will be kept of people who have been in direct contact with the individual, including cleaning staff who have cleaned the room/any infected areas.

### **List of items available at nursery**

1. Sealable bags
2. Tissues
3. Wipes
4. Sanitiser
5. Spray disinfectant
6. Disposable gloves
7. Disposable aprons
8. Cloth masks for staff

### **Government of Jersey's response to coronavirus.**

You can find all advice on the Government of Jersey's response to coronavirus: [gov.je/coronavirus](https://gov.je/coronavirus).

You should check these pages regularly as the advice is being updated frequently

## **Staff Wellbeing and Flexibility**

We recognise that the way we are now having to work, which is so different from what we were doing before, can bring about challenges and may at times be stressful. If our employees are feeling worried or anxious they are asked to speak with the Nursery Manager.

There is also a Be Supported helpline, which is available 24/7 on +44 (0) 800 072 7072.

We know this is a challenging time for all of our employees. We know that they are all working hard to maintain services for the people of Jersey, for which they should be proud.

Many of our employees are now working under very different circumstances to those of only two weeks ago. Some will be working from home, trying to also manage the care of dependants and home schooling. Some might still be in the workplace and sharing the care of dependants with spouses or other family members. There are many new things to juggle, which may bring new emotions and stresses.

We all need to adjust our normal working practices to accommodate all of the demands upon us. Room supervisors and Managers will be speaking with staff regularly to understand the demands on them both at work and at home during this unprecedented time. Together, we are exploring ways of working differently to accommodate these demands. Perhaps that means working in the evening when your children are asleep, or at a different time of day because that is when somebody else in the household has been able to take over the care of dependants.

We welcome staff to discuss with the Nursery Manager tasks that are better suited to frequent home interruptions, rather than work which needs an urgent response. We ask staff to do what they can, when they can. We understand and it is okay to work differently and flexible or for fewer hours than contracted.