



## Covid Quarantine Policy

At Little People at the Limes we strive to ensure the safety of our staff and children is always paramount. We follow strict risk assessment and guidance from the PHE to ensure this is always possible.

During this time, we try to ensure that children and staff stay within their allocated rooms and that they do not cross bubbles. This is to ensure we are able to close a room should a child or member of staff present with a positive Covid test.

### **Returning from a country on the quarantine list**

If a child or staff member is returning from a country that has been placed on the quarantine list by PHE, they must follow the guidance and quarantine for 10 days. No Covid test at this stage will allow them to return to nursery any sooner. If a child has gone to the country knowing they must quarantine on return full fees will be due. Holiday allowances may be used if they have any remaining. If a staff member goes to a country on the quarantine list knowing it is on the list, they are able to use any leftover annual leave. In the instance that there is no annual leave to use the staff member will take this unpaid.

### **If you are abroad when your country is added to the quarantine list**

At this moment in time the government is acting in the interests of all our residents and keeping our Covid cases to a minimum. This in turn is affecting other countries and only allowing a short window for residents to return to the UK should they be added to the quarantine list.

Should a child be abroad, and their country be added to the list whilst they are away, they would be expected to quarantine for 14 days if they are unable to return within the allotted window by the government. On return children will still be required to pay their regular fees but will be able to use their allocated holiday allowances should they have any left over.

For any staff member returning they must also follow the guidance if they are unable to return in the allotted window. Staff may use left over annual leave to cover this 10-day period however if you have no left over annual this time will be taken unpaid.

### **Bubbles quarantining due to confirmed case**

Within nursery children and staff are allocated set rooms. During their time in nursery it is vital that these rooms are not crossed where possible. If a child or member of staff within this room bubble contracts Covid and has a positive test, everyone within this room would need to quarantine for 10 days. This is as per the government guidance.

In the instance where the nursery asks the room to quarantine only the child that has contracted the virus would be required to pay during the quarantine period as per our sickness policy. Staff will be paid in full for this time unless it is a staff member that has contracted the virus. If a staff member contracts the virus leading to the bubble quarantining, they will be paid SSP only.

### **Waiting on a Covid test result**

If a child or member of staff has gained symptoms of the virus and are awaiting a Covid test result they must not attend the nursery until the results have been sent. During this time children would be required to pay full nursery fees as per our sickness policy and staff members would be required to take this unpaid or use and left-over annual leave.

If you have received a negative result this must be sent to the management team with your name clearly displayed. If you have received a positive test result you must inform nursery immediately so management may take the appropriate actions. The positive result must also be sent to management with names clearly displayed.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>08/09/2020</i>	<i>Jane Priest</i>	<i>Regular review due to government guidance</i>