**St Joseph’s Pre-school Playgroup**

**COVID 19 and Flu Pandemic Policy and Procedure**

## Introduction

Influenza pandemics are not new. Three flu pandemics caused public health emergencies during the last century and experts predicted that another was due. COVID 19 has been with us and we are dealing with the consequences of this global threat to public health and it continues to be challenging.

## Signs and symptoms of flu

Symptoms can include fever, sore throat, cough, body aches, headache, chills and fatigue.

## Infection control

Covering your nose when sneezing, using a tissue when possible

Disposing of tissues promptly and carefully – bag and bin them and then washing hands or using a sanitising gel

Maintaining good basic hygiene, for example washing your hands frequently with soap and water to avoid spreading a virus from hands to face or to other people

Cleaning hard surfaces (e.g., kitchen worktops, door handles) frequently using a normal cleaning product.

Children who show any symptoms of flu should be isolated and their parents contacted for collection.

## Information and advice received

We receive regular information from Brighton and Hove City Council with up-to-date advice on current recommendations.

## Information about closure

It is the responsibility of parents to ensure that the setting has up to date contact information.

If there is any doubt in a parent’s mind about whether the setting may be closed, they are asked to look on the setting’s Facebook page or contact us on the number below, before setting out.

* **Tel: St Joseph’s Pre-school 07757 865 277**

## Decision to close

We will attempt to cause minimum disruption to the children’s care and education, but there will be circumstances when the decision to close is beyond our control.

If Brighton and Hove Council has decided to close settings to minimise cross infection, the setting will close. For all other situations, the closure of the pre-school is at the discretion of the owner and managers who will then contact all parents/carers as a matter of urgency. A newsflash will also be put on the Pre-school Facebook page.

If we are unable to provide sufficient staff levels due to staff sickness, then there is a strong possibility of closure.

If there are a small number of children who are well enough to attend and we have sufficient staff, the setting will not close.

## Use once supplies

During a pandemic, it will be necessary to follow the infection control procedure listed above. This will lead to an increase in use once supplies – tissues and cleaning products. If we find it difficult to purchase these supplies, parents/carers will be requested to bring in donations of tissues and cleaning products.

**Fees and Staff Pay during any emergency closure**

Staff will not be paid during emergency closures as there are insufficient funds to facilitate this. Hours will be deducted from overtime so there is no loss of basic pay.

Fees for hours booked in addition to the Early Years Free Entitlement will not be charged to parents/carers for emergency closures. Early Years Free Entitlement funding will not be transferrable to other hours.

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

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Name: Chloe Standing

Role: Manager

Date: 12.09.23