

Critical Incident Plan

Corona Virus.

Who?	System.
Manager/Deputy	To follow and action latest advice and guidance from Department of Education and Health Protection Agency
Manager/Deputy	To liaise with parents or carers of children with low immunity or complex medical needs and health professionals involved to risk assess children coming to nursery
Manager/Deputy	To contact these if concerned: D of E Coronavirus Helpline: 0800 046 8687 Health Protection Agency: 03442254524
Manager/Deputy	To instruct cleaners to ensure that they are using suitable cleaning products and disinfecting high contact areas every day
Manager/Deputy/Staff	To heighten awareness of good personal hygiene to staff, children and parents display posters, provide hand sanitiser, demonstrate hand washing techniques
Manager/Deputy	To following guidance from ELAS regarding employment law.
Manager/Deputy	If a high number of staff are absent from work due to them being worried about catching the virus rooms, as long as ratios can be maintained, can be merged. If there isn't enough staff to meet ratios, a decision will be made to reduce childcare spaces , priority will be given to working parents with special priority to frontline jobs (NHS, police, carers, teachers etc). Reduced hours of opening may be needed. Staff and parents to be made aware of this.
Manager/Deputy	If there is a suspected or confirmed case and it has been advised to close during the day parents to be contacted by telephone
Manager/Deputy	To decide a time to close building and then to inform All staff of closure and delegate responsibilities to staff i.e. contacting parents, notifying ofsted
Pre-school Assistants	At all times support and distract children
Manager/Deputy Manager/Administrator	Using mobile will call parents /carers of children.
Deputy Manager/Pre-school assistants	Liaise with parents /carers when collecting their children.
Manager/Deputy	If a decision has been taken overnight or at a weekend to close the nursery then parents posts will be put on Facebook and Parent Hub
Manager/Deputy	To inform the cleaning company about a suspected or confirmed case
Manager/Deputy	To organise a deep clean with a registered company
Manager	Contact All staff/bank staff, LA and Ofsted,
Manager/Deputy	To contact insurance company, cleaning company and deep clean contractors
Manager/Deputy	To run a 'skeleton staff' system while building is closed to man phones (if safe and able to do so)
Manager/Deputy	Decide when Playgroup will reopen and inform parents by either telephone, facebook, notice on door or verbally
Manager	In the event of media attention, the manager will make 'no comment' but will deal with media in a professional manner.