**Swine Flu / Covid 19 / Unknown Pandemic Policy**

Manor Farm recognises the importance of advanced planning in order to maintain services and limit the spread of infectious disease within our setting.

**Swine flu (H1N1)** is a viral infection, spread from person to person by close contact.

Symptoms include:

Sudden fever, Limb and joint pain, Sudden cough, Diarrhoea or stomach upset, Headache, Sore throat, Tiredness, Runny nose, Chills Sneezing, Aching muscles, Loss of appetite.

**COVID 19** is a viral infection, we believe it is spread from person to person by close contact.

Any child who becomes ill with symptoms which could be COVID 19 while at the setting will be isolated from the other children until the child can be collected by his or her parents or carer. We will follow the latest government advice on who to contact and whether to close our setting and or deep clean.

**Infection control**

Viruses can be spread by:

* Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance (one metre or less).
* Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
* Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. The virus can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading viruses at the setting by:

* Regular hand-washing (including hand washing on arrival at times of increased risk)
* Minimising contact between our hands and mouth/nose, unless we have just washed our hands
* Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
* Encouraging the children at the setting to follow the guidance above
* Instructing staff to remain at home if they display any relevant symptoms or sending them home if they first display symptoms while at work.

At Manor Farm we will promote infection control through the methods above, and in addition we will:

• Ensure that adequate supplies of cleaning materials are available within the setting

• Dispose of waste promptly and hygienically

• Clean hard surfaces (e.g. door handles) with sanitiser regularly

• Provide tissues and suitable facilities for their disposal.

**Closure**

There may be some occasions when we will have to consider temporarily closing the setting because we have too few unaffected staff to run sessions safely of under government advice / orders. If this occurs the manager will contact Childcare Services for further support and guidance. The setting will also have to close if advised to do so by the local authority in the interest of safeguarding the children in our care. In the event of closure, the manager will notify parents or carers as soon as possible. The manager will also inform the local childcare information service as well as other relevant parties. The manager will also notify Ofsted of the closure.

**Advance planning**

In preparation for dealing with a pandemic disease, the setting will ensure that all contact details for staff, children and parents are up to date. We will prepare letters of notification for parents and staff, so that they can be distributed as soon as an outbreak occurs. We will also ensure that we have adequate measures in place to help support staff or children who are dealing with bereavement. We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise. The setting will regularly update its information regarding swine flu (or other pandemic disease), by checking the latest guidance from DCSF and the local authority, and will inform parents and staff of any changes to our emergency plans.