



**Everything Childcare Agency**  
Your Agency



## Covid-19 Employer/Employee Process

As part of keeping everyone safe during the Covid-19 outbreak, we have designed a plan to ensure we can maintain supporting our clients needs while keeping safety as a priority. We review government guidance regularly and will make changes as they are needed. Please make yourselves aware of the method the agency is using, and we ask all clients and staff to ensure they maintain the changes.

### **Initial stage**

**Staff-** will be required to complete a short awareness course covering Covid-19 prior to taking any shift within a setting. Updates on guidelines will be sent out and staff members will be kept up to date on best practices current to the outbreak.

**Nursery-** upon needing staff we ask settings to talk with your local consultant to establish any specific measures you have in place that our agency staff will need to follow prior to their shift- This may include Face masks to be worn at the setting or methods for signing in.

### **Booking System – Nursery Bubbles**

To help stop the spread of the virus we have set up Nursery Bubbles for our agency staff. During this time availability may be more limited and we will try to maintain staff out of Bubbles who are ready to cover at short notice. This is how the system will work.

**Joining a bubble** – As a staff member takes a shift at a nursery, they will become part of that settings bubble. Staff members to be able to cover a shift at a setting, must not have worked in any other setting for a week prior to this shift. Staff members must also inform the agency the day prior to the shift that they have no symptoms of Covid-19.

**Leaving a bubble-** If the Nursery need no further cover from that staff member, the staff member then goes into a one-week Symptom check phase. This staff member will be able to take advanced bookings for other settings but will not be able to work until the one-week period is completed. The staff member must inform the agency on the last day of this week to clarify they are symptom free. This staff member would now be ready to join a new bubble.

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**Bubble bookings-** Once a staff member is in a bubble with a nursery, they will be able to work shifts agreed, depending on availability. If the staff member decides to take a shift in the near future, with another setting and start the week symptom check phase, they would be unable to cover any shifts during this time in the bubble they are leaving unless the new bubble is covered by another agency member. At no time must an agency member mix to other settings without the one-week symptom free stage passing. If a staff member has worked a shift in a setting, joining that bubble, but had no work for a week period, this would then automatically take them out of that bubble allowing them to take any shift that would come in. To help maintain for as many of our clients needs as possible we would ask all settings ideally to book shifts in advanced to help plan the bubbles appropriately, but also to inform the agency if you don't need staff for a gap so we can plan staff who will enter the one-week symptom check phase.

**Multi Agency Workers-** During this time, any agency member who also works for other agencies or nurseries must ensure they follow the rules that we have set out. The individual staff member must ensure that we are informed if they have worked in other settings within the week period, prior to any assignment given to them. If a staff member is in a bubble with a nursery and takes an assignment from another agency at another setting, the bubble will automatically be stopped and the one-week symptom check phase will have to be completed before the agency worker may cover another shift.

**One-week symptom check-** when a staff member is in the one-week symptom check phase, they must update the agency on the last day that they have no symptoms of Covid-19. This stage is crucial to stop staff members spreading the virus from one setting to another.

**Possible outbreak-** If at any time a nursery who we are working with or a staff member reports any symptoms of Covid-19 then this information should be reported to the parties involved and self-isolation guidance would come into effect. Its also important should any symptoms occur in bubbles where our staff members have been working in the past two weeks, are reported to the agency quickly to ensure we do not book any further shifts with either the setting or agency member to stop the possible outbreak until safe to do so. At no time must a staff member go into a nursery if they have any symptoms of Covid-19.

**Updates-** We will monitor the current guidance and make adjustments or amendments to our practice and plan should things change. Changes will be shared with all our team.

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