****

**12.06.20 (Fersiwn 1)**

**PARATOI I AILAGOR EICH CYLCH MEITHRIN / MEITHRINFA**

Pwrpas y pecyn hwn yw darparu cyngor a pholisïau fydd eu hangen arnoch wrth fynd ati i ail agor eich lleoliad meithrin yn sgil y cyfnod dan glo oherwydd Feirws Covid 19. Mae’r pecyn yn cynnwys:

**CYNNWYS**

Polisi ail agor lleoliad meithrin yn sgil cyfnod dan glo Covid 19

1. Ystyriaethau oherwydd cyfnod o dan glo
2. Pwy gaiff ddod i’r Cylch Meithrin?
3. Mesurau Lleihau Risg
4. Dysgu, gofal a chwarae
5. Yr Amgylchedd
6. Newid Clwt / Cewyn
7. Cyfarpar Diogelu Personol (*PPE*)
8. Unigolion gyda symptomau - Gweithdrefn
9. Cludo Plant
10. Casglu a Gadael
11. Iechyd a Diogelwch Rheoli Risgiau
12. Geirfa

2. Templed Asesiad Risg

3. Templed Llythyr i Rieni

4. Rhestr wirio cyn agor

**Mae hon yn ddogfen fyw a fydd yn cael ei diweddaru yn ôl yr angen**

**PREPARING TO REOPEN YOUR CYLCH MEITHRIN / NURSERY**

The purpose of this pack is to provide you with the advice and policies you will need as you set about reopening your nursery setting following the lockdown period caused by the Covid-19 Virus. This pack includes:

**CONTENTS**

Policy for reopening of nursery setting after period of lockdown due to Covid-19.

1. Considerations caused by lockdown
2. Who may come into the Cylch Meithrin?
3. Risk Reduction Measures
4. Learning, Care and Play
5. The Environment
6. Nappy Changing
7. Personal Protective Equipment (*PPE*)
8. Procedure for Individuals displaying Symptoms
9. Transporting children
10. Dropping off and collection
11. Risk Management Health and Safety
12. Glossary

2. Risk Assessment Template

3. Template Letter to Parents

4. Pre-opening Check List

**This is a ‘live’ document which will be updated as necessary**

**CYLCH MEITHRIN**

**POLISI AIL AGOR LLEOLIAD MEITHRIN YN SGIL CYFNOD DAN GLO COVID -19**

Bydd **Cylch Meithrin** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yn dilyn y newidiadau yn y polisi hwn a’i addasu yn ôl yr angen a’i adolygu yn unol â diweddariadau Llywodraeth Cymru.

Bydd **arweinydd Cylch Meithrin**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn trwy gymryd y camau canlynol:

(Nodwch sut byddwch yn rhannu’r wybodaeth yma e.e. Rhoi’r polisi ar wefan y cylch; rhoi’r polisi mewn llawlyfr i rieni; rhoi copi o’r polisi mewn cyntedd neu fan ble gall pobl ei weld; tynnu sylw rhieni a gofalwyr at bolisi mewn nosweithiau / boreau i rieni. Nid yw’r rhestr hon yn gyflawn)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CYFLWYNWYD GAN DYDDIAD**

(Enw) (Llofnod) (Pryd)

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**CYLCH MEITHRIN**

**POLICY APPENDICES FOR REOPENING MEITHRIN SETTING AFTER PERIOD OF LOCKDOWN DUE TO COVID -19**

**Cylch Meithrin**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ follows this policy, reviews it annually and updates it in line with Welsh Government recommendations.

The **leader** of **Cylch Meithrin**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will ensure that every member of staff understands this policy.

**Cylch Meithrin**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will ensure that parents and carers and the local authority are aware of this policy by taking the following steps:

(Note how you will share this information e.g. Policy will be placed on the Cylch Meithrin website; Policy to be given in a handbook to parents / carers; place policy in the entrance or where people are able to view it; draw the attention of parents and carers to the policy during parents evenings / mornings. This list is not exhaustive.)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCED BY DATE**

(Name) (Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nod**

Nod y cylch yw sicrhau lles, diogelwch a datblygiad pob plentyn o dan ei ofal a phob aelod staff, aelodau teuluoedd a gwirfoddolwyr sydd yn dod i gysylltiad gyda’r lleoliad.

Mae’r Polisi hwn yn berthnasol i bawb sydd yn gysylltiedig â’r Cylch / Feithrinfa gan gynnwys rhieni, plant staff a gwirfoddolwyr.

Gofynnir i bob aelod o staff arwyddo iddynt ddarllen a deall y polisi hwn a rhennir y polisi hwn gyda rhieni a gofalwyr. Mae cynnwys y polisi hwn yn orfodol. Mae’r polisi wedi ei fabwysiadu ar gyfer y cyfnod amser pan fo perygl oddi wrth y feirws Covid-19. Bydd y polisi a’r gweithdrefnau newydd hyn yn atodol ac yn cymryd blaenoriaeth dros bolisïau blaenorol y Cylch Meithrin / Meithrinfa ble mae newid arferiad yn digwydd.

Mae’r ddogfen hon wedi ei chynllunio i’w darllen ochr yn ochr a Chanllaw Llywodraeth Cymru i Ddarparwyr Gofal Plant (<https://llyw.cymru/diogelu-staff-phlant-rhag-y-coronafeirws-mewn-gofal-plant>) a Chanllawiau gweithredol i ysgolion a lleoliadau Addysg: Diogelu Addysg (COVID-19) [https://llyw.cymru/canllawiau-gweithredol-i-ysgolion-lleoliadau-addysg-diolgeu-addysg-covid-19](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fllyw.cymru%2Fcanllawiau-gweithredol-i-ysgolion-lleoliadau-addysg-diolgeu-addysg-covid-19&data=02%7C01%7Celeri.griffiths%40meithrin.cymru%7Cf58afa8b602b47b9139c08d80d4915c0%7C008a198e89cf4a938772294351f9265a%7C1%7C0%7C637273954829227058&sdata=%2BX%2B3X5QaHaPL9vLTEt%2Bj0MAW1Sk3xeTcoHW6RWPKywE%3D&reserved=0) .

**Hawliau Plant**

Mae’r Cylch Meithrin yn parchu hawliau plant yn unol â datganiadau Confensiwn y Cenhedloedd Unedig ar Hawliau Plant a Mesur Hawliau Plant a Phobl Ifanc (Cymru) 2011. Mewn amserau o argyfwng mae’n bwysicach nag erioed bod gwaith y Cylch yn parhau i amddiffyn a gweithredu hawliau plant. Gweler fersiwn Comisiynydd Plant Cymru o’r Hawliau hyn [yma.](https://www.complantcymru.org.uk/ccuhp-hawliau-plant/ccuhp-hawliau-planthttpswww-youtube-comwatchvvs1usdrn-voindex4listplgsiznczbjkhq3lfdktmsbnlhtbzu5yrc/)

**Paratoadau ail-agor y lleoliad**

Disgwylir i Gylch Meithrin / Meithrinfa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ail agor ym Mis XXXXX 2020. Byddwn yn annog rhieni i adael i’w plant fynychu’r Cylch / Meithrinfa os nad oes anghenion ynysu ganddynt oherwydd cyflyrau meddygol. Mae mynychu’r Cylch / Feithrinfa yn fuddiol o safbwynt addysg, datblygiad a lles plant.

**Ystyriaethau oherwydd cyfnod dan glo**

Os yw adeilad y Cylch / Feithrinfa wedi bod ar gau am sawl wythnos, heb unrhyw ddefnydd o’r systemau dŵr oer a phoeth, mae’r siawns y gallai’r bacteria sydd yn achosi clefyd y rhengfilwyr (‘Legionnaires’) dyfu yn y system. Gall Clefyd y Rhengfilwyr achosi math o niwmonia all fod yn angheuol.

Gyda nifer gynyddol o bobl hefyd yn fwy agored i glefyd ‘Legionnaires’ oherwydd niwed i systemau anadlu yn sgil dioddef haint â COVID-19 mae’n bwysig eich bod yn cymryd camau i wirio iechyd eich systemau dŵr.

Bydd y Cylch yn rhoi ystyriaeth i’r cyngor a geir gan Cwlwm [yma](https://www.meithrin.cymru/creo_files/upload/downloads/legionnaires_disease_factsheet_cymraeg.pdf) a gan y Chartered Institute of Environmental Health [yma](https://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf) a gweithredu yn ôl yr angen.

**Aim**

The aim of the Cylch is to ensure the well-being, safety and development of each child under its care, and also that of staff members, family members and volunteers who come into contact with the setting.

This Policy is applicable to everyone who is connected with the Cylch/Nursery including parents, staff members’ children and volunteers.

Each staff member will be asked to sign to state that they have read and understood this policy, and its contents will be shared with parents and carers. The contents of this policy is mandatory. This policy has been adopted for the period of time when there is danger from the Covid-19 virus. This policy and its new procedures are supplementary and where a change in practice occurs, this policy will take precedence over the Cylch/Nursery’s previous policies.

This document has been designed to be read alongside the Welsh Government’s Guidelines for Child Care Providers (<https://gov.wales/protecting-staff-and-children-coronavirus-childcare>) and Operational guidance for schools and settings: Keep Education Safe (COVID-19) [https://gov.wales/operational-guidance-schools-and-settings-keep-education-safe-covid-19](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Foperational-guidance-schools-and-settings-keep-education-safe-covid-19&data=02%7C01%7Celeri.griffiths%40meithrin.cymru%7Cf58afa8b602b47b9139c08d80d4915c0%7C008a198e89cf4a938772294351f9265a%7C1%7C0%7C637273954829227058&sdata=mq%2BY30i%2Fm3JtaC6R2qJP9F6Z6GhToM6RiaZNc81dXac%3D&reserved=0).

**Children’s Rights**

The Cylch Meithrin respects the rights of children as outlined by the United Nations Convention on the Rights of the Child and the Rights of Children and Young Persons Measure (Wales) 2011. In times of crisis it is more important than ever that the Cylch continues with its work to protect and implement the rights of children. See the Children’s Commissioner for Wales’ version of these rights [here](https://www.complantcymru.org.uk/ccuhp-hawliau-plant/ccuhp-hawliau-planthttpswww-youtube-comwatchvvs1usdrn-voindex4listplgsiznczbjkhq3lfdktmsbnlhtbzu5yrc/).

**Preparations for re-opening the setting**

It is expected that Cylch Meithrin / Nursery \_\_\_\_\_\_\_\_\_\_\_\_ will reopen in XXXXX 2020. We will encourage parents to allow their children to attend the Cylch Meithrin / Nursery providing they are not required to isolate due to medical conditions. Attending the Cylch / Nursery is beneficial to children from an educational, developmental and well-being perspective.

**Considerations caused by lockdown**

If the building housing the Cylch / Nursery has been closed for several weeks without any usage of its hot and cold water systems then there is a chance that the bacteria which causes Legionnaires ’ disease may be growing inside the system. Legionnaires’ disease can cause a type of pneumonia which can be fatal.

An increasing number of people may be vulnerable to Legionnaire’s Disease as their respiratory systems have been weakened after being infected by COVID-19; therefore it is important that you take steps to verify the safety of your water system.

The Cylch will give consideration to the advice provided by Cwlwm [here](https://www.cwlwm.org.uk/legionnaires-disease-a-guide-for-childcare-providers/) and the Chartered Institute of Environmental Health ([here](https://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf)) and take appropriate action.

**Presenoldeb yn y Cylch Meithrin / Feithrinfa**

**Plant gyda Symptomau**

Ni ddylai unrhyw blentyn fynychu’r Cylch Meithrin os oes ganddyn nhw neu os oes gan rywun yn eu cartref symptomau gallai fod yn Covid-19. Mae rhain yn cynnwys

* Peswch parhaus newydd
* Tymheredd uchel
* Colled synhwyrau blasu ag arogli

Ni ddylent fynychu’r Cylch os ydynt wedi derbyn cais i ynysu am 14 diwrnod oddi wrth system dracio ag olrhain Cymru. Ni ddylent fynychu’r Cylch os ydynt wedi dod i gysylltiad gyda pherson sydd wedi cael prawf Covid-19 ac yn aros am ganlyniadau.

**Oedolion gyda Symptomau**

Ni ddylai unrhyw oedolyn fynychu’r Cylch Meithrin os oes ganddyn nhw neu os oes gan rywun yn eu cartref symptomau gallai fod yn Covid-19.

* Peswch parhaus newydd
* Tymheredd uchel
* Colled synhwyrau blasu ag arogli

Ni ddylent fynychu’r Cylch os ydynt wedi derbyn cais i ynysu am 14 diwrnod oddi wrth system dracio ag olrhain Cymru. Ni ddylent fynychu’r Cylch os ydynt wedi dod i gysylltiad gyda pherson sydd wedi cael prawf Covid-19 ac yn aros am ganlyniadau.

Mae gweithdrefn ymateb i berson sydd yn dangos symptomau isod.

**Grwpiau o bobl a Iechyd Bregus**

**Plant sy'n eithriadol o agored i niwed yn glinigol a rhai sy’n gwarchod**

I'r mwyafrif helaeth o blant mae Coronafirws (COVID-19) yn salwch ysgafn. Mae rhai plant sydd â chyflyrau meddygol arbennig blaenorol wedi cael eu cynghori i ymgymryd â mesurau ‘gwarchod’ penodol. Mae gan y plant hyn gyflyrau iechyd sylfaenol difrifol sy'n eu rhoi mewn risg uchel iawn o salwch difrifol o COVID-19 ac fe'u cynghorir i ddilyn mesurau cysgodi yn drylwyr er mwyn cadw eu hunain yn ddiogel. Mae gan y plant yma lythyr gwarchod oddi wrth Brif Swyddog Meddygol Cymru. Nid ydym yn disgwyl i'r plant hyn ddod i’r Cylch / Feithrinfa ar hyn o bryd.  
Yn achos plant eraill sy'n agored i niwed yn glinigol (nad ydyn nhw'n cysgodi) byddwn yn ystyried ei hachos fesul unigolyn, ac yn trafod gyda rhieni / gofalwyr os ydyw’n ddiogel ac yn briodol i’r plentyn fynychu’r Cylch / Feithrinfa.

**Oedolion sy'n eithriadol o agored i niwed yn glinigol a rhai sy’n gwarchod**

Dylai oedolion sy'n gwarchod, gan gynnwys staff y Cylch / Feithrinfa hefyd ddilyn y canllawiau gwarchod ac felly ni ddylent fynychu'r gwaith. Mae gan yr oedolion yma lythyr gwarchod oddi wrth Brif Swyddog Meddygol Cymru.

**Attendance at the Cylch Meithrin / Nursery**

**Children displaying symptoms**

No child should attend the Cylch Meithrin if they, or another member of their household, are displaying symptoms which may be Covid-19. These include:

* A new, continuous cough
* High temperature
* Loss of sense of taste and smell

They should not attend the Cylch if they’ve received instructions from the Welsh tracking and tracing system to self-isolate at home for 14 days. Neither should they attend the Cylch if they have come into contact with a person who has been tested for Covid-19 and is waiting for the results of their test.

**Adults displaying symptoms**

No adult should attend the Cylch Meithrin if they, or another member of their household, are displaying symptoms which may be Covid-19. These include:

* A new, continuous cough
* High temperature
* Loss of sense of taste and smell

They should not attend the Cylch if they’ve received instructions from the Welsh tracking and tracing system to self-isolate at home for 14 days. Neither should they attend the Cylch if they have come into contact with a person who has been tested for Covid-19 and is waiting for the results of their test.

The procedure for responding to a person displaying symptoms is noted below .

**Groups of People with Vulnerable Health**

**Children who are clinically extremely vulnerable and those who are shielding**

For the vast majority of children the Coronavirus (COVID-19) is a mild illness. Some children with pre-existing health conditions have been advised to undertake specific ‘shielding’ measures. These children have serious underlying health conditions which means that they are at a high risk of suffering severely with COVID-19, and as such have been advised to follow shielding measures thoroughly in order to keep themselves safe. These children will have a shielding letter from the Chief Medical Officer of Wales. We do not expect these children to attend the Cylch Meithrin / Nursery at present. When other children are clinically vulnerable (but are not shielding) we will consider their cases individually and discuss with parents / carers whether it is safe and appropriate for the child to attend the Cylch / Nursery.

**Adults who are clinically extremely vulnerable and those who are shielding**

Adults who are shielding, including the Cylch / Nursery staff, should also adhere to the shielding guidelines, and as such they should not attend work. These adults will also have a shielding letter from the Chief Medical Officer of Wales.

**Oedolion a Phlant sy’n ‘Glinigol Fregus’**

Mae unigolion sy'n agored i niwed yn glinigol mewn mwy o risg na’r mwyafrif o COVID-19. Mae'r categori hwn yn cynnwys pobl dros 70 oed, y rhai sy'n feichiog a'r rhai sydd ag ystod o gyflyrau iechyd cronig. Cynghorir menywod beichiog yn benodol i weithio gartref ar ôl cyrraedd wythnos 28 o’u beichiogrwydd. Gall pobl yn y categori hwn fynd allan i weithio ond dylent weithio gartref os yn bosibl. Os yw oedolion neu blant yn mynychu, rhaid cymryd gofal ychwanegol i sicrhau bod unigolion bregus, a'r rhai o'u cwmpas yn cadw at ganllawiau pellhau cymdeithasol llym. Os oes unrhyw amheuaeth ynghylch a yw eu cyflwr iechyd yn golygu y dylent fod yn cysgodi, dylai staff, rhieni a gofalwyr gael cyngor gan eu meddyg teulu neu feddyg ysbyty.

**Oedolion a phlant sy’n byw gyda rhywun sy'n gwarchod neu'n agored i niwed yn glinigol**

Os yw plentyn neu aelod o staff yn byw gyda rhywun sy'n agored i niwed yn glinigol (ond heb gysgodi), gan gynnwys y rhai sy'n feichiog, gallent fynd i'w lleoliad gofal plant. Os yw plentyn neu aelod o staff yn byw ar aelwyd gyda rhywun sy'n gwarchod, dim ond os oes modd cadw at bellter cymdeithasol llym y dylent fynd i leoliad gofal plant, a bod y plentyn yn gallu deall a dilyn y cyfarwyddiadau hynny. Efallai na fydd hyn yn bosibl i blant ifanc i gadw at y cyfarwyddiadau ar bellhau cymdeithasol. Yn yr achosion hynny, nid ydym yn disgwyl i'r plant yma i fynychu’r Cylch Meithrin / Meithrinfa.

**Adnodd asesu risg COVID-19 Cymru gyfan ar gyfer y gweithlu**

Datblygwyd yr Adnodd Asesu Risg ar gyfer staff iechyd a gofal cymdeithasol y bernir eu bod yn agored i niwed neu’n wynebu risg uwch, waeth beth fo’u hethnigrwydd. Mae’r adnodd hwn <https://llyw.cymru/adnodd-asesu-risg-covid-19-ar-gyfer-y-gweithlu> yn asesu ffactorau risg unigol.

Mae gwaith yn digwydd i addasu’r adnodd i’r sector gofal plant/addysg. Yn y cyfamser, bydd y Cylch / Feithrinfa yn defnyddio’r adnodd hwn i helpu aelodau o staff i ystyried eu statws iechyd a lles eu hunain, a helpu gweithwyr a chyflogwyr i nodi, asesu a thrafod y risgiau a’r camau y gallant eu cymryd i’w lliniaru.

**Plant sydd yn mynychu mwy nag un lleoliad**

Os yw plentyn yn mynychu mwy nag un ddarpariaeth gofal plant ond yn aros yn yr un grŵp bach (nyth) bydd modd iddynt fynychu’r Cylch Meithrin / Feithrinfa. Mae hyn, er enghraifft, os ydyn yn derbyn addysg yn yr ysgol am hanner diwrnod gyda nyth o blant ac yna yn symud i’r Cylch gyda’r un nyth o blant)

Anogir rhieni i beidio defnyddio mwy nag un lleoliad gofal ag addysg os ydynt mewn cysylltiad â phlant gwahanol yn y ddau leoliad. Bydd y canllaw hwn yn cael ei adolygu yn rheolaidd a bydd y rheol hon yn cael ei llacio cyn gynted a bod modd. Os bydd y Cylch yn derbyn plant sydd wedi bod mewn lleoliad arall mi fydd hyn ar sail asesiad risg trylwyr. Mae’r Cylch yn gwahodd rhieni i drafod sefyllfa eu plentyn gydag Arweinydd y Cylch Meithrin / Meithrinfa a bydd y Cylch yn gwneud pob ymdrech i ymateb i anghenion y plentyn.

**Adults and children who are ‘clinically vulnerable’**

Individuals who are clinically vulnerable are more at risk of COVID-19 than the majority. This category includes people over 70 years of age, those who are pregnant and those with a range of chronic health conditions. Pregnant women are advised to work from home after reaching the 28th week of their pregnancy. People in this category may go out to work, but they should work from home if possible. Care must be taken to ensure that vulnerable individuals and those around them strictly adhere to social distancing guidelines. If there is any uncertainty around whether an individual’s condition requires them to shield then staff, parents and carers should seek the guidance of their GP or other doctor.

**Adults and children who live with an individual who is shielding or clinically vulnerable.**

If a child / staff member lives with someone who is clinically vulnerable (but who is not shielding), including those who are pregnant, they may attend a child care setting. If a child or staff member lives in a household with somebody who is shielding, they should only attend the childcare setting if it is possible to observe strict social distancing measures, and in the case of the child, if the child can understand and keep to those instructions. It may not be possible for young children to keep to social distancing rules. In these instances, we do not expect these children to attend the Cylch Meithrin / Nursery.

**All Wales COVID-19 Workforce Risk Assessment Tool**

The Risk Assessment Tool was developed for health and social care staff who are judged to be vulnerable or facing a high risk, regardless of their ethnicity. [This](https://gov.wales/covid-19-workforce-risk-assessment-tool?_ga=2.81535703.1969141796.1591814692-179819090.1589798030) resource factors in individual risks.

Work in adapting the tool for use in the childcare / education sector is progressing. In the meantime, the Cylch / Nursery will use this resource to help staff members consider the status of their own health and well-being, and this helps workers and employers to record, assess and discuss the risks present and the steps they can take to mitigate these risks.

**Children who attend more than one setting**

If a child attends more than one childcare provision but stays within the same small group (nyth) then they will be able to attend to Cylch Meithrin / Nursery; for example, if they receive education in school for half a day with a nyth / group of children and then move on to the Cylch Meithrin within the same nyth / group.

Parents are encouraged not to use more than one childcare / education setting if the children come into contact with different children at both settings. If the Cylch do accept children who have been in more than one setting, it will be on the basis of a thorough risk assessment.

Parents are encouraged to discuss their child’s situation with the Leader of the Cylch Meithrin / Nursery and the Cylch will make every effort to respond to the child’s needs.

**Mesurau Lleihau Risgiau**

Mae atal lledaeniad Coronafirws (COVID-19) yn golygu ystyried a gweithredu i leihau trosglwyddiad uniongyrchol (er enghraifft, pan fydd rhywun mewn cysylltiad agos â'r hylifau corfforol o disian neu beswch) a throsglwyddo anuniongyrchol (trwy gyffwrdd ag arwynebau wedi halogi). Bydd y Cylch yn defnyddio ystod o ddulliau a chamau gweithredu i wneud hyn. Mae'r camau hyn o'u gweithredu ar y cyd, yn creu system gynhenid fwy diogel, lle mae'r risg o drosglwyddo haint yn cael ei leihau'n sylweddol. Mae'r rhain yn cynnwys:

**Ymbellhau Cymdeithasol**

Ceir gwybodaeth manwl gan Lywodraeth Cymru [YMA](https://llyw.cymru/coronafeirws-cadw-pellter-cymdeithasol?_ga=2.216947414.1592140737.1591598005-898157265.1591598005) https://gov.wales/coronavirus-social-distancing-guidance?\_ga=2.216947414.1592140737.1591598005-898157265.1591598005.

Mae mesurau cadw pellter cymdeithasol yn gamau y gallwch eu cymryd i leihau rhyngweithio cymdeithasol rhwng pobl. Bydd hyn yn helpu i leihau trosglwyddo Coronafeirws (COVID-19). Bydd hi’n anodd iawn gweithredu mesurau ymbellhau cymdeithasol mewn Cylch Meithrin / Meithrinfa gyda phlant ifanc. Byddwn yn cymryd y mesurau yn y polisi hwn fel modd o wneud popeth yn ein gallu i gadw pawb yn ddiogel ac iach. Dylai oedolion yn y lleoliad gadw pellter o 2 fetr rhyngddynt bob amser er mwyn osgoi lledu unrhyw haint rhwng grwpiau bach (nythod) o blant.

**Gweithio mewn grwpiau bach (Nythod)**

Un o’r mesurau diogelu pwysicaf gallwn ei gymryd i leihau trosglwyddo heintiau ydy lleihau cyswllt rhwng niferoedd mawr o blant a staff. Er mwyn sicrhau bod pawb yn cysylltu gyda chyn lleied o bobl â phosibl, byddwn yn mabwysiadu dull o weithio mewn grwpiau bach (nythod). Nid oes modd disgwyl i blant 0-5 oed i gadw pellter o 2 fetr felly ein nod yw lleihau cysylltiad rhwng plant ar raddfa eang.

Bydd y Cylch Meithrin yn rhoi plant mewn grwpiau bach. Bydd (rhwng 4 a 8 o blant mewn ‘nyth’ yn dibynnu ar eich cymhareb staff). Bydd un aelod o staff yn gyfrifol am y nyth hwn trwy gydol amser y plentyn yn y Cylch Meithrin / Feithrinfa. Bydd y Cylch yn ceisio sicrhau nad yw plant o nythod gwahanol yn chwarae gyda’i gilydd os yn bosibl*.*

Bydd y Cylch yn ystyried pa newidiadau bydd angen eu gwneud i’r amgylchedd i hwyluso hyn (gweler isod).

Bydd y plant yn aros yn y nythod hyn i fynd allan i chwarae. Bydd yr un aelod o staff yn aros gyda'u nyth am ddiwrnodau yn olynol cyn belled ag sydd yn bosibl.

*(Os ydych yn darparu gofal sesiynol i fwy nag un carfan o blant mewn diwrnod dylid ystyried os oes modd cadw maint y nythod yn llai i leihau cysylltiad gyda nifer uchel o blant mewn diwrnod)*

Bydd y Cylch Meithrin / Feithrinfa yn gwneud pob ymdrech i sicrhau bod cysondeb staffio. Os bydd y Cylch / Feithrinfa yn defnyddio staff banc bydd disgwyl iddynt weithio am gyfnod o wythnos ar y tro nid am ddiwrnod ar y tro.

**Risk Reduction Measures**

Reducing the spread of the Coronavirus (COVID-19) means acting to reduce direct transmission (e.g. when someone comes into contact with bodily fluids from coughs and sneezes) and indirect transmission (by touching a contaminated surface).

The Cylch will do this by using a range of methods and steps. By implementing these steps simultaneously we create a system that is intrinsically safer, where the risk of transferring infection is significantly reduced. These include:

**Social Distancing**

*The Welsh Government provides detailed information* [*HERE.*](https://gov.wales/coronavirus-social-distancing-guidance?_ga=2.216947414.1592140737.1591598005-898157265.1591598005.)

Social distancing measures are steps which can be taken to reduce social interaction between people. This will help to reduce the risk of transferring the Coronavirus (COVID-19). It will be very difficult to implement social distancing measures in a Cylch Meithrin / Nursery with young children. We will take the measures in this policy as a means of doing everything within our ability to keep everybody safe and healthy. Adults should keep a distance of at least 2 metres between them at all times, in order to avoid spreading any infection between the small groups (nythod) of children.

**Working in small groups (nythod)**

One of the most important protective measures we can take to reduce the spread of infection is to lessen the contact between large numbers of children and staff. In order to minimise the number of people individuals come into contact with we will adopt the practice of working in small groups (‘nythod’). Children between 0 - 5 years of age cannot be expected to keep a distance of 2 metres, so our aim is to reduce large scale contact between children.

The Cylch Meithrin will place children in small groups. There will be between 4 and 8 children in a ‘nyth’ dependent on your staffing ratios. One member of staff will be responsible for each nyth for the duration of the children’s time in the Cylch Meithrin / Nursery. The Cylch will attempt to ensure, so far as possible, that children from different nythod do not play with one another.

The Cylch will give consideration to which changes need to be made to the environment in order to facilitate this (see below).

The children will remain in these nythod when they go out to play. One member of staff will stay with their nyth on consecutive days, whenever possible.

*(If you provide sessional care to more than one cohort of children a day you should consider whether it is possible to keep the size of the nythod small in order to prevent contact with a large number of children in a single day.)*

The Cylch Meithrin / Nursery will make every effort to ensure consistency in terms of staffing. If a Cylch Meithrin / Nursery uses bank staff then the staff member will be expected to work for a week rather than a day at a time.

**Ymwelwyr**

Dim ond ymwelwyr hanfodol fydd yn cael mynediad i’r Cylch Meithrin / Feithrinfa. Bydd angen i’r Cylch benderfynu pwy fydd rhain ag asesu risg cyn caniatâi ymwelwyr.

**Mesurau Rheoli Haint**

**Hylendid Dwylo**

Gweithdrefn olchi dwylo effeithiol yw yr arf arall sydd gennym i leihau trosglwyddo heintiau gan gynnwys Covid -19. Mae angen golchi dwylo gyda dŵr a sebon am 20 eiliad yn gyson. Mae hyn yn helpu i atal lledaeniad heintiau cyffredin fel annwyd, ffliw, edeulyngyr (*threadworm*) a salwch stumog.

Bydd staff a phlant yn golchi eu dwylo yn drylwyr a chyson a bydd staff yn helpu plant i ddeall pam mae’n bwysig golchi eu dwylo a’u dysgu sut i olchi a sychu eu dwylo’n gywir.

*\*Bydd adnoddau defnyddiol a phosteri sut i olchi dwylo i helpu gyda hyn yn cael eu dosbarthu gan Mudiad Meithrin*

**Dylai plant a staff/oedolion olchi eu dwylo:**

* Wrth gyrraedd y Cylch / Feithrinfa
* Ar ôl defnyddio’r toiled, y poti neu newid clwt
* Cyn ac ar ôl bwyta neu drin bwyd neu ddiod
* Wrth ddychwelyd o chwarae allan neu egwyl
* Ar ôl cyffwrdd plant arall
* Ar ôl chwythu eu trwyn, pesychu neu disian

**Arferion hylendid dwylo da**:

1. Defnyddiwch ddŵr cynnes a sebon a golchi am 20 eiliad
2. Peidiwch byth â rhannu dŵr mewn bowlen gyffredin wrth olchi dwylo
3. Defnyddiwch sebon (does dim angen defnyddio sebonau sydd wedi’u hysbysebu fel rhai gwrthfacteria neu wrthseptig)
4. Sychwch eich dwylo’n drwyadl gan ddefnyddio tyweli papur.
5. Dylai bin arbennig, gyda leinin, y mae’r plant yn gallu ei ddefnyddio’n hawdd cael ei ddarparu ar gyfer taflu’r tyweli llaw
6. Dylai sylwedd rhwbio dwylo gyda 60% ohono yn alcohol fod ar gael i’w ddefnyddio wrth y fynedfa i ymwelwyr hanfodol (ond nid i’w ddefnyddio yn lle dŵr a sebon i staff a phlant)
7. Mae’n bosibl bydd angen help ar blant bach i olchi eu dwylo yn drwyadl. Cofiwch ganiatáu amser i wneud hyn yn eich amserlen newydd.
8. Nid fydd staff yn gwisgo gemwaith arddwrn (gan gynnwys oriawr), ewinedd ffug na phaent ewinedd / ewinedd ffug.

**Visitors**

Only essential visitors will be admitted to the Cylch Meithrin / Nursery. The Cylch will decide who these are based on a risk assessment.

**Infection Control Measures**

**Hand Hygiene**

An effective handwashing regimen is the most effective weapon we have in reducing the spread of infection, including COVID-19. Hands should be washed with soap and water for at least 20 seconds. This helps reduce the spread of common infections such as the cold, flu, threadworm and stomach bugs.

*Staff and children will wash their hands thoroughly and consistently, and staff will help children to understand why it is important to wash their hands, and will teach them to wash and dry their hands correctly.*

*\*Resources and posters to help educate about handwashing will be distributed by Mudiad Meithrin.*

**Children and staff/adults should wash their hands:**

* Upon arrival at the Cylch/Nursery
* After using the toilet, the potty or changing nappies
* Before and after eating or handing food and drink
* After playing outside or having a break time
* After touching other children
* After blowing their noses, coughing or sneezing

**Good hand hygiene habits**

* Use warm water and soap and wash hands for 20 seconds
* Never share water in a common bowl when washing hands
* Use soap (there is no need to use soaps advertised as antibacterial or antiseptic)
* Dry your hands thoroughly using paper towels
* A special, lined bin should be provided for children to easily discard their hand towels
* A 60% alcohol hand sanitizing solution should be provided at the entrance for the use of essential visitors (but it is not to be used by the children and staff in place of soap and water)
* Young children may need help washing their hands thoroughly. Remember to allow time for this in your new schedule.
* Staff will not wear wrist jewellery (including watches), false nails or nail polish.

Ar gyfer tisian a phesychu – mae ‘Ei Ddal. Ei Daflu. Ei Ddifa’ yn allweddol. Dylid defnyddio hancesi defnydd un-tro i orchuddio’r trwyn a’r geg wrth disian, pesychu neu sychu a chwythu’r trwyn. Dylid rhoi hancesi papur mewn biniau ar wahân â bag dwbl yn syth ar ôl eu defnyddio a’u gwaredu’n ddiogel. Dylid gwagio’r biniau, eu glanhau a’u diheintio’n rheolaidd gydol y dydd. Mae bagiau bioddiraddadwy (*Biodegradable*) e.e. plastig startsh yn dderbyniol er mwyn lleihau gwastraff plastig)

**Hylendid anadlol da**

Mae’n bwysig sefydlu hylendid da wrth annog y plant i beswch neu disian mewn modd priodol. Dylid peswch, disian neu chwythu trwyn mewn i hances bapur defnydd un waith sydd yn gorchuddio’r wyneb neu i’r benelin lle nad oes hances gerllaw.

**Dysgu, gofal a chwarae**

Gall newidiadau i’r drefn arferol achosi straen i blant. Bydd ymarferwyr yn ystyried sut mae cyflwyno trefniadau newydd mewn ffordd hwyliog, a thawelu meddwl plant. Wrth gynllunio pob gweithgaredd bydd y posibilrwydd o gynnal y gweithgaredd tu allan yn cael ei ystyried.

Mae manteision lles i fod tu allan ac mae manteision o safbwynt feirws Covid-19.

* Mae tystiolaeth yn dangos bod risg haint yn llai tu allan
* Mae tystiolaeth yn awgrymu nad yw’r feirws yn byw yn hir tu allan mewn golau haul
* Mae ymbellhau cymdeithasol yn haws i’r wneud tu allan ac felly mae’n haws i ymarferwyr oruchwylio niferoedd mwy o blant[[1]](#footnote-1)

Ar gyfer plant a phobl ifanc sydd angen cefnogaeth ychwanegol - megis plant sydd â datganiad anghenion addysgol arbennig neu sydd ag anghenion dysgu ychwanegol neu anableddau - dylid gweithio gyda’r Awdurdod Lleol yn ogystal â gyda rhieni i benderfynu sut orau i barhau i helpu’r plant hyn i aros yn iach.

Os yw’r plant yn symud o un ardal ddysgu i ardal arall yn eu nythod dylid glanhau y mannau hyn **cyn** i’r nyth nesaf ddod i’w ddefnyddio. Bydd gweithdrefnau glanhau yn dod yn rhan naturiol o amserlen y dydd a bydd y Cylch yn annog plant i helpu a chanu tra fod y defodau glanhau byrddau a chadeiriau neu offer arall yn digwydd (os ydyw yn gorfod digwydd yng nghanol eu amser Cylch, a bod dim modd o symud y plant i ardal arall yn ddiogel er mwyn glanhau).

**(Pan mae’r Cylch ar dir ysgol neu yn rhannu tir tu allan)**

Er mwyn lleihau nifer y plant fydd yn defnyddio un ardal chwarae, bydd y Cylch yn cytuno gyda’r ysgol neu landlord amserau defnydd penodol. Cyn i blant y Cylch ddefnyddio’r iard / maes chwarae bydd y staff yn sicrhau bod offer sydd yn cael eu cyffwrdd gan blant yn cael eu glanhau yn drylwyr. Bydd y Cylch / Feithrinfa yn cynllunio'r gweithgareddau allanol i leihau cyswllt rhwng nythod o blant cymaint ag sy’n bosibl. Gwneir hyn trwy amserlenni gwahanol a marcio mannau chwarae penodol os yw’r llecyn chwarae yn ddigon o faint.

For sneezing and coughing – ‘Catch it. Bin it. Kill it’ is key. Single-use tissues should be used to cover the nose and mouth when sneezing, coughing or drying and blowing the nose. Paper tissues should be placed in separate double-bag bins immediately after use and safely disposed of. The bins should be emptied, cleaned and disinfected regularly throughout the day. Biodegradable bin liners (e.g. starch plastic are fine to reduce plastic pollution)

**Good respiratory hygiene**

It is important to establish good hygiene by encouraging the children to cough or sneeze appropriately. They should cough, sneeze or blow their nose into a disposable tissue which covers the face, or their elbow if there is no tissue to hand.

**Learning, care and play**

Changes to routine can be stressful for children. Practitioners will consider how to introduce new arrangements in a fun way, and reassure children.

When planning each activity we will consider the possibility of holding the activity outdoors.

Being outside brings benefits from both a well-being and Covid-19 perspective.

* Evidence shows that the risk of infection is reduced outside
* Evidence suggests that the virus does not live long in sunlight
* Social distancing is easier to do outside and so it is easier for practitioners to supervise larger numbers of children

For children and young people who need additional support - such as children with a statement of special educational needs or those who have additional learning needs or disabilities – we will work with the Local Authority as well as with parents to decide how best to continue to help these children to stay healthy.

If the children move from one learning area to another in their nythod then these areas should be cleaned before the next nyth arrives to use it. Cleaning procedures will become a natural part of the day's schedule. If the cleaning has to take place during the Cylch session as there is no way to safely move the children to another area staff will encourage children to help and sing whilst tables and chairs or other equipment are cleaned.

**(When the Cylch is on school grounds or shares an outdoor space)**

In order to reduce the number of children using an outdoor play area, the Cylch will agree specific usage times with the school or landlord. Staff will ensure that equipment that has been touched by other children is thoroughly cleaned before the Cylch's children use the play area. The Cylch / Nursery will plan the outdoor activities to minimize contact between nythod of children. This will be done through timetabling and marking specific play areas if the play area is of sufficient size.

Bydd cyfarfodydd staff yn digwydd tu allan (os yn bosibl) a bydd y Cylch yn rhoi ystyriaeth i gynnal cyfarfodydd gyda rhieni tu allan (os yn bosibl). Pan na fydd hyn yn bosibl bydd rhaid trefnu cyfarfod gyda rhiant mewn man ble nad oes unrhyw bersonau arall yn gweithio neu chwarae.

**Offer ac Adnoddau**

Bydd pob adnodd a thegan yn cael ei drin yn unol â’r cyngor a geir yn y [Canllawiau Atal a Rheoli Heintiau (2019) ar gyfer Lleoliadau Gofal Plant (0-5 oed) yng Nghymru (Meithrinfeydd, Lleoliadau Gwarchod Plant a Grwpiau Chwarae)](C:\\Users\\eleri\\Mudiad Meithrin\\Rheolwyr Polisi - Documents\\COVID 19\\Infection Prevention and Control Guidelines for Childcare Settings V2 September 2019 WELSH.pdf)

Ni fydd y Cylch yn caniatáu i blant ddod â theganau o’r cartref. Os ydy rhiant / gofalwr yn datgan bod hyn yn achosi gofid afresymol i blentyn (er enghraifft os oes ganddynt anghenion dysgu ychwanegol) bydd y Cylch yn cael cyfarfod i drafod pob sefyllfa unigol.

Dylid cyfyngu ar chwarae gyda thywod, dŵr, clai/toes chwarae a choginio a gweithgareddau chwarae budr eraill, a dim ond os gellir glynu wrth y canllawiau perthnasol ynghylch hylendid a glanhau yn y Canllawiau Atal a Rheoli Heintiau ar gyfer Lleoliadau Gofal Plant y dylid ymgymryd â nhw. Os na ellir cadw at y canllawiau, ni ddylid gwneud y gweithgareddau hyn. Ni ddylai gweithgareddau gynnwys cyswllt rhwng plant.

**Agor ffenestri**

Mae’n bwysig cadw cyflenwad o awyr iach yn troelli mewn ystafelloedd felly bydd y cylch yn agor y ffenestri gymaint ag sy’n bosibl. Os nad oes modd agor ffenestri bydd y Cylch yn agor drysau a defnyddio gatiau diogelwch i atal plant rhag gadael.

**Newid Clwt/Cewyn / Mynd i’r Tŷ Bach**

Bydd arferion defnyddio ffedogau a menig wrth newid Clytiau/Cewyn neu wrth helpu plentyn i lanhau ei hun pe bai angen, yn parhau.

**Glanhau a diheintio**

Bydd gosod trefn lanhau lym yn allweddol wrth ail-agor y Cylch Meithrin. Mae’n rhaid i bob arwyneb mae plant ag oedolion yn ei gyffwrdd cael ei lanhau yn rheolaidd a cheir cyngor ychwanegol am hyn yn [Atodiad 8](file:///C:\Users\Gwenllian\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\IKZ5GB4F\%3cfile:\C:\Users\eleri\Mudiad%20Meithrin\Rheolwyr%20Polisi%20-%20Documents\COVID%2019\Infection%20Prevention%20and%20Control%20Guidelines%20for%20Childcare%20Settings%20V2%20September%202019%20WELSH.pdf) (Tudalen 39) o’r Canllawiau Atal a Rheoli Heintiau (2019) ar gyfer Lleoliadau Gofal Plant (0-5 oed) yng Nghymru (Meithrinfeydd, Lleoliadau Gwarchod Plant a Grwpiau Chwarae)

Dylid glanhau a diheintio cyfarpar, teganau ac arwynebau, gan gynnwys y rheini ym mhob rhan o’r lleoliad, fel toiledau, sinciau, tapiau a mannau newid, byrddau a handlenni, yn aml yn unol â’r Canllawiau Atal a Rheoli Heintiau ar gyfer Lleoliadau Gofal Plant. Dylai darparwyr ystyried tynnu teganau meddal a theganau anodd eu glanhau (fel y rheini sydd â rhannau cymhleth). Dylid hefyd glanhau a diheintio cyfarpar awyr agored a gatiau mynediad yn aml.

Bydd Cylch Meithrin / Meithrinfa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yn cadw rota lanhau a’i ddiweddaru ‘nôl yr angen. Gweler Atodiad 9 o’r [Canllawiau Atal a Rheoli Heintiau (2019) ar gyfer Lleoliadau Gofal Plant (0-5 oed) yng Nghymru (Meithrinfeydd, Lleoliadau Gwarchod Plant a Grwpiau Chwarae)](http://www.wales.nhs.uk/sitesplus/documents/888/Infection%20Prevention%20and%20Control%20for%20Childcare%20Settings%20Final%202014%20%282%29%20-%20Welsh.pdf) am enghraifft o amserlen lanhau.

Staff meetings will take place outside (if possible) and the Cylch will consider holding meetings with parents outside (if possible). Where this is not possible a meeting with a parent must be arranged in a place where no other persons are working or playing.

**Equipment and Resources**

All resources and toys will be treated in accordance with the advice contained in the [Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding Settings and Playgroups).](https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/)

The Cylch will not allow children to bring toys from home. If a parent / carer states that this will cause unreasonable distress to a child (for example if they have additional learning needs) the Cylch will meet to discuss each individual situation.

Play with sand, water, clay / play dough and cooking and other messy play activities should be restricted and only done if the relevant hygiene and cleaning guidelines in the Infection Prevention and Control Guidelines for Childcare Settings can be adhered to. If the guidelines cannot be adhered to, these activities should not be undertaken. Activities should not involve contact between children.

**Open Windows**

As it is important to keep fresh air circulating in the rooms the Cylch will open the windows as much as possible. If windows cannot be opened the Cylch will open doors and use security gates to prevent children leaving.

**Nappy Changing / Going to the Toilet**

The practice of wearing aprons and gloves when changing nappies or helping a child to clean themselves will continue.

**Cleaning and disinfection**

A strict cleaning regime will be key when re-opening the Cylch Meithrin. All surfaces touched by children and adults must be regularly cleaned and additional advice on this can be found in [Appendix 8 (Page 39) of the Infection Prevention and Control Guidance (2019) for Childcare Settings (0 -5 years) in Wales (Nurseries, Childminding Settings and Playgroups).](https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/)

Equipment, toys and surfaces, including those throughout the setting, such as toilets, sinks, taps and changing areas, tables and handles, should be cleaned and disinfected often, in accordance with the Infection Prevention and Control Guidelines Childcare Settings. Practitioners should consider removing soft toys and hard-to-clean toys (such as those with complex parts). Outdoor equipment and access gates should also be regularly cleaned and disinfected.

Cylch Meithrin / Nursery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will maintain a cleaning rota and update as necessary. **See** [**Appendix 9 of the Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding Settings and Playgroups**](https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/)**)** for an example of a cleaning schedule.

Os yw’r Cylch yn cyfarfod mewn ystafell ble bu plant gwahanol neu ddefnyddwyr eraill yn bresennol o’u blaenau, bydd y Cylch yn gwneud trefniadau i sicrhau bod yr ystafell a’r tai bach a’r mannau cymunedol wedi eu glanhau cyn i’r plant ddod i’r lleoliad.

**Yr Amgylchedd**

**Symud o gwmpas y lleoliad**

Bydd y Cylch yn ystyried os oes modd creu system o symud mewn un ffordd o gwmpas yr adeilad i osgoi grwpiau o blant yn ymgynnull yn agos at ei gilydd. Bydd newidiadau i hwyluso’r symudedd yma yn cael eu nodi yn yr asesiad risg.

**Dodrefn y Cylch:**

Bydd y Cylch yn ystyried oes modd o newid y dodrefn a’r ardaloedd chwarae er mwyn lleihau cysylltiad rhwng nythod a hwyluso mesurau rheoli haint. Bydd newidiadau sydd yn cael eu gwneud er mwyn hwyluso gweithgareddau nythod yn cael eu nodi yn yr asesiad risg.

**Dillad**

Mae angen i staff wisgo dillad gwaith ffres a glan bob dydd. Os yw’r aelod o staff yn teithio i’r gwaith bydd angen iddo/iddi ddod a chyflenwad o ddillad glan gyda nhw (neu eu cadw yn y Cylch / Feithrinfa) fel bod modd iddynt:

1. Newid i’w dillad gwaith glan ar ôl cyrraedd y gweithle
2. Ar ddiwedd y dydd mae angen tynnu’r dillad hyn CYN mynd adref fel nad yw staff yn gwisgo dillad gwaith mewn i’w cartrefi.
3. Bydd angen golchi dillad gwaith ar ôl pob dydd a’i golchi ar y tymheredd uchaf posibl i’r eitem hwnnw o ddillad.
4. Cadw esgidiau gwaith yn y gweithle a’i newid ar ddechrau a diwedd pob dydd.
5. Dylai plant wisgo dillad glan bob dydd os yn bosibl. Bydd angen delio gyda hyn mewn modd sensitif gan ystyried amgylchiadau ymarferol pob plentyn.

Bydd y Cylch Meithrin yn darparu dillad ychwanegol i’w gwisgo yn y lleoliad yn ôl yr angen.

**Defnyddiau meddal**

Rhaid golchi unrhyw ddefnyddiau meddal fel clustogau yn aml.

Rhaid golchi dillad gwely plant ar ddiwedd pob dydd.

**Cyfarpar Diogelu Personol (*PPE*)**

Bydd staff sydd yn arfer defnyddio *PPE* fel menig a ffedog wrth ofalu ar ôl plant yn parhau i wneud. O dan amodau penodol pan fydd plentyn yn dangos symptomau Covid-19 bydd angen defnyddio offer ychwanegol fel masg rhag hylif a gorchudd llygaid.

If the Cylch meets in a room used by different people previously, then the Cylch will make arrangements to ensure that the room and toilets and communal areas are cleaned before the children enter the setting.

**The Environment**

**Moving around the setting**

The Cylch will consider whether it is possible to create a one-way system around the building to avoid groups of children congregating. Changes will be identified in the risk assessment.

**Furniture**

The Cylch will consider repositioning furniture and play areas to reduce contact between nythod and facilitate infection control measures. Changes made will be identified in the risk assessment.

**Clothing**

Staff should wear fresh and clean work clothes every day. If the member of staff travels to work he / she will need to bring a supply of clean clothes with them (or keep them at the Cylch / Nursery). Remember:

* Change to clean work clothes upon arrival at work.
* At the end of the day these clothes need to be removed BEFORE going home so that staff do not wear work clothes in their homes.
* Work clothes will need to be washed after each day and washed at the highest possible temperature for that item of clothing.
* Keep work shoes in the workplace and change them at the beginning and end of each day.
* Children should wear clean clothes every day if possible. This will need to be dealt with sensitively, taking into account the practical circumstances of each child.

The Cylch Meithrin will provide additional clothing to be worn at the setting as required.

**Soft materials**

Any soft materials such as cushions must be washed frequently. Children's bedding must be washed at the end of each day.

**Personal Protective Equipment (PPE)**

Staff who use PPE such as gloves and aprons when looking after children will continue to do so. Under certain conditions when a child shows symptoms of Covid-19 additional equipment such as a face shield will need to be used.

Os bydd y Cylch yn cael trafferth i gael offer *PPE* mae modd i Lywodraeth Cymru fod yn ddarparwyr o dan amodau arbennig.

Bydd Arweinydd y Cylch yn sicrhau fod pob aelod o staff yn gwybod sut i wisgo a dadwisgo'r cyfarpar diogelu personol yn gywir i leihau risgiau lledu haint. Mae cyngor manwl ar sut i wneud hyn yma. <ile://C:/Users/eleri/Mudiad%20Meithrin/Rheolwyr%20Polisi%20-%20Documents/COVID%2019/Infection%20Prevention%20and%20Control%20Guidelines%20for%20Childcare%20Settings%20V2%20September%202019%20WELSH.pdf>

If the Cylch is struggling to obtain PPE equipment the under certain conditions the Welsh Government may be able to provide.

The Cylch Leader will ensure that all staff know how to wear and remove the PPE correctly to minimize the risks of spreading infection. Detailed advice on how to do this is [here](ile://C:/Users/eleri/Mudiad%20Meithrin/Rheolwyr%20Polisi%20-%20Documents/COVID%2019/Infection%20Prevention%20and%20Control%20Guidelines%20for%20Childcare%20Settings%20V2%20September%202019%20WELSH.pdf).

**Unigolion gyda symptomau - Gweithdrefn**

Os ydy plentyn yn dangos symptomau Covid-19 tra eu bod yn y Cylch / Feithrinfa bydd y weithdrefn hon yn cael ei dilyn. Bydd y Cylch yn

1. Galw’r rhiant i gasglu’r plentyn yn syth
2. Symud y plentyn i ffwrdd o’r plant arall a gofalu amdanynt ar wahân.
3. Bydd un aelod o staff yn aros gyda’r plentyn tu allan neu mewn ystafell ar wahân
4. (Os nad oes man aros tu allan addas neu ystafell ar wahân ar gael bydd y plentyn yn cael ei gadw / chadw 2 fetr i ffwrdd wrth bawb arall heblaw'r aelod o staff sydd yn gofalu amdano)
5. Bydd ffenestr ar agor i sicrhau bod yr awyr yn troelli.
6. Bydd yr aelod o staff sydd yn cysuro a chadw cwmni i’r plentyn yn gwisgo menig rwber, ffedog a masg sydd yn arbed rhag hylif. Os oes risg gall hylif corfforol (er enghraifft o disian) dasgu i’r llygaid bydd yr aelod o staff hwnnw yn gwisgo gorchudd llygaid hefyd.
7. Os oes angen cyngor clinigol arnoch dylech fynd ar-lein i GIG 111 (neu ffonio 111 os nad oes gennych fynediad i'r rhyngrwyd). Mewn argyfwng, ffoniwch 999 os oes rhywun yn ddifrifol wael. Peidiwch ag ymweld â'r meddyg teulu, fferyllfa, canolfan gofal brys nac ysbyty.
8. Bydd yr aelod o staff a fu yn helpu yn diosg eu cyfarpar diogelu personol yn unol â’r cyfarwyddiadau ac yn gwaredu’r gwastraff yn ofalus i beidio lledu haint. (pwynt 11) Bydd yr aelod o staff hefyd yn newid eu dillad gan sicrhau pan fydd eu dillad yn cael eu golchi eu bod ond yn llenwi dim ond hanner y peiriant golchi ac yn golchi gyda’r dŵr poethaf posibl i’r defnyddiau.
9. Os ydy’r plentyn am ddefnyddio’r tŷ bach tra’u bod yn sâl, dylid defnyddio tŷ bach ar wahân os yn bosibl. Rhaid i’r tŷ bach gael ei lanhau a’i ddiheintio yn drylwyr cyn i unrhyw berson arall gael ei ddefnyddio.
10. Os yw aelod o staff wedi helpu rhywun a oedd yn mynd yn sâl gyda pheswch newydd, parhaus neu dymheredd uchel, nid oes angen iddo fynd adref oni bai ei fod yn datblygu symptomau ei hun. Dylai'r aelod staff olchi eu dwylo'n drylwyr am 20 eiliad ar ôl unrhyw gyswllt â rhywun sy'n sâl.
11. Bydd angen glanhau pobman lle bu’r plentyn ar aelod o staff a phob arwyneb iddynt gyffwrdd diheintydd. Dylai’r glanhawyr wisgo menig a ffedog.
12. Rhaid gosod y gwastraff i gyd mewn bag wedi ei ddyblu a’i storio yn saff am 72 awr cyn ei daflu allan gyda’r sbwriel. Os nad yw’n briodol storio am o leiaf 72 awr, trefnwch iddo gael ei gasglu fel gwastraff heintus Categori B naill ai gan eich awdurdod casglu gwastraff lleol neu gan gontractwr gwastraff clinigol arbenigol. Byddant yn rhoi bagiau gwastraff clinigol oren neu borffor ichi i roi eich bagiau ynddynt fel y gellir anfon y gwastraff i gael ei drin yn briodol.
13. Os angen glanhau ardal ble roedd hylifau corfforol dylid defnyddio cyfarpar diogelu llygaid ceg a’r trwyn yn ogystal a menig a ffedog. Os nad oes modd glanhau neu olchi ardal e.e. gyda matres neu gadeiriau wedi eu gorchuddio â deunydd (*upholstered*) dylid taflu’r eitemau ffwrdd.
14. Hysbysu'r Awdurdod(au) Lleol, AGC a’r Swyddog Cefnogi lleol

**Os ydy aelod o staff yn teimlo yn anhwylus**

Bydd yn rhaid i chi roi gwybod i’r rheolwr cyn gynted â phosibl. Bydd yn rhaid i i’r aelod o staff hunan ynysu am 14 o ddiwrnodau, yn unol â chanllawiau Covid-19.

**Os bydd rhywun o’r Cylch yn derbyn prawf positif am Covid -19**

Bydd angen adrodd y sefyllfa i’r awdurdodau lleol. Ni fydd rhaid cau'r lleoliad o’r rheidrwydd. Bydd y system Profi, Olrhain a Diogelu yn galluogi rheolaeth o’r sefyllfa. Am wybodaeth ewch i https://llyw.cymru/mesurau-diogelu-mewn-lleoliadau-gofal-plant-cadw-gofal-plant-yn-ddiogel

**Os bydd sawl person yn derbyn prawf positif am Covid-19**

Dan yr amgylchiadau hyn bydd angen i chi hysbysu’r Awdurdod Lleol. Bydd arbenigwyr GIG a’r Awdurdod Lleol yn cydweithio i gynghori ar y camau nesaf i atal lledaenu pellach. I’r grŵp bach y mae’r plentyn wedi bod yn derbyn gofal ynddo neu y mae’r aelod staff wedi bod yn darparu gofal iddo, mae hyn yn debygol o olygu y bydd yn rhaid iddynt hunan-ynysu am 14 diwrnod.

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| Rhif / E-bost ar gyfer Ymateb Brys Cymru Gyfan y Tîm Diogelu Iechyd (AWAReTDI): | Rhif ffôn: 0300 003 0032  E-bost: AWARe@wales.nhs.uk <mailto:AWARe@wales.nhs.uk>  (Nid yw’r e-bost hwn yn cael ei fonitro tu allan i oriau swyddfa) |
| Rhif cyswllt ar gyfer Swyddog Iechyd yr Amgylchedd | Rhif ffôn: |

**Procedure for Individuals with symptoms**

If a child shows symptoms of Covid-19 while at the Cylch / Nursery the following procedure will be observed. The Cylch will:

1. Call the parent to collect the child immediately
2. Move the child away from the other children and look after them separately.
3. One member of staff will stay with the child outside or in a separate room. (If no suitable outside waiting area or separate room is available, the child will be kept 2 meters away from everyone apart from the staff member caring for him / her).
4. A window will open to ensure that air circulates around the room.
5. The staff member who comforts and keeps the child company will wear rubber gloves, an apron and a mask to guard against fluid. If there is a risk that bodily fluid (for example, from sneezing) may enter the eyes then that staff member will also wear eye protection.
6. If you need clinical advice you should go online to NHS 111 (or call 111 if you do not have internet access). In an emergency, call 999 if someone is seriously ill. Do not visit the GP, pharmacy, emergency care centre or hospital.
7. The staff member who helped the individual will then remove their personal protective equipment in accordance with instructions and dispose of the waste carefully so as not to spread infection (see point 11). The staff member will also change their clothes ensuring that when their clothes are washed they only fill half the washing machine and wash with the hottest water possible for the materials.
8. If the child wants to use the toilet while they are ill, a separate toilet should be used if at all possible. The toilet must be thoroughly cleansed and disinfected before being used by any other person.
9. If a member of staff has helped someone who became ill with a new, persistent cough or high temperature, they need not go home unless they develop symptoms themselves. The member of staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
10. All areas where the child and staff member have been will need to be cleaned and all surfaces disinfected. The cleaners should wear gloves and aprons.
11. All waste must be placed in a double bag and stored securely for 72 hours before being thrown out with the rubbish. If storing the waste for at least 72 hours is not appropriate, arrange for it to be collected as Category B infectious waste by either your local waste collection authority or a specialist clinical waste contractor. They will provide you with orange or purple clinical waste bags to put your bags in so that the waste can be sent for proper treatment.
12. If it is necessary to clean an area where body fluids were spilt, then equipment should be worn to protect the eye and nose/mouth protection in addition to gloves and aprons. If an area cannot be cleaned or washed e.g. an upholstered mattress or chairs, then the items should be thrown away.
13. Inform the Local Authority(s), CIW and local Support Officer

**If a member of staff feels unwell**

You will need to inform the manager as soon as possible. The member of staff will have to self-isolate for 14 days, in accordance with Covid-19 guidelines.

**If someone from the Cylch receives a positive test for COVID-19**

The situation will need to be reported to local authorities. The setting will not necessarily have to close. The Testing, Tracking and Safeguarding system will enable the situation to be managed. For information go to https://llyw.cymru/mesurau-diogelu-mewn-lleoliadau-gofal-plant-cadw-gofal-plant-yn-ddiogel

**If several people from the Cylch receive a positive test for COVID-19**

In these circumstances you will need to inform the Local Authority, CIW and your local support officer. NHS experts and the Local Authority will work together to advise on the next steps to prevent further spread. For the small groups (nythod) in which the child has been receiving care, this is likely to mean that they will have to self-isolate for 14 days.

|  |  |
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| The All Wales Rapid Resonse Health Safeguarding Team (AWAReTDI): | Phone: 0300 003 0032  E-mail: [AWARe@wales.nhs.uk](mailto:AWARe@wales.nhs.uk)  (This e-mail is not monitored outside of office hours) |
| Contact phone number for Environmental Health Officer | Phone: |

**Cludo Plant**

Mae’r Cylch Meithrin / Feithrinfa yn annog plant, rhieni a staff i gerdded neu feicio i’r lleoliad os yn bosibl. Dylid osgoi defnyddio trafnidiaeth gyhoeddus ar adegau prysur.

Ble mae’r Cylch Meithrin yn cynnig gwasanaeth gofal cofleidiol (*wrap-around*) gyda darparwr addysg leol, mae’r Cylch Meithrin yn cydnabod pwysigrwydd sicrhau diogelwch plant a staff tra’u bod yn teithio i ac o’r lleoliadau hyn.

Os bydd angen cludiant, dylai hyn sicrhau bod plant yn cadw’n briodol at fesurau ymbellhau cymdeithasol.

Os yw plant yn teithio mewn tacsi gyda phlant eraill, dylid sicrhau bod y plant hyn yn yr un grŵp / nyth os yn bosibl.

Ceir manylion pellach am y camau bydd y Cylch yn ei gymryd yn yr asesiad risg.

**Ymbellhau Cymdeithasol wrth deithio**

***(Ceir gwybodaeth fanwl gan lywodraeth Cymru YMA <https://llyw.cymru/coronafeirws-cadw-pellter-cymdeithasol?\_ga=2.165571452.256685571.1590160393-707764401.1563457496>)***

Mae mesurau cadw pellter cymdeithasol yn gamau y gallwch eu cymryd i leihau rhyngweithio cymdeithasol rhwng pobl. Bydd hyn yn helpu i leihau trosglwyddo Coronafeirws (COVID-19).

Dyma rai camau perthnasol i gludo plant ar sut i gadw pellter cymdeithasol:

* Osgoi defnyddio trafnidiaeth gyhoeddus nad yw'n hanfodol, gan amrywio'ch amseroedd teithio er mwyn osgoi’r adeg brysuraf, pan fo hynny'n bosibl.
* Sicrhau os byddwn yn defnyddio bws mini i gludo plant bod pellter o 2 fetr rhwng pob plentyn.
* Bydd hyn yn golygu mai nifer fach o blant fydd yn gallu teithio mewn bws mini neu fws mawr.
* Rhaid i unrhyw gerbydau a ddefnyddir i gludo plant gael eu glanhau oleuaf bob dydd a mannau sydd yn cael eu cyffwrdd gan ddefnyddwyr eu di-heintio yn drylwyr ar ôl pob taith
* Dylid ystyried a oes osgoi defnyddio cerbydau a sefydlu trefn bws gerdded gan sicrhau bod plant a staff yn cadw yn eu grwpiau bach y maent yn rhan ohonynt yn y lleoliad
* Pan fo staff a phlant yn cerdded rhwng lleoliadau rhaid sicrhau bod pellter o ddau fetr rhwng pob nyth (Nyth yw grwpiau o blant a gweithiwr sydd yn aros gyda’i gilydd yn ystod y dydd ac yn derbyn pob agwedd o’r gofal gyda’i gilydd).
* Dylai plant a staff olchi eu dwylo cyn mynd ar daith gerdded neu daith bws a dylent olchi dwylo eto ar ôl cyrraedd eu cyrchfan
* Wrth adolygu trefniadau cludo a throsglwyddo bydd angen nodi ardaloedd a gweithredoedd newydd yn asesiad risg y lleoliad.
* Rhaid parhau i ddilyn yr holl ganllawiau yn y Polisi Cludo a Throsglwyddo.

**Transporting Children**

The Cylch Meithrin / Nursery encourages children, parents and staff to walk or cycle to the setting if possible. The use of public transport at peak times should be avoided.

Where the Cylch Meithrin offers a wrap-around care service with a local education provider, the Cylch Meithrin recognizes the importance of ensuring the safety of children and staff while traveling to and from these settings.

If transport is needed, it should be ensured that children adhere appropriately to social distancing measures.

If children are traveling by taxi with other children, these children should be in the same group / nyth if possible.

Further details of the steps the Cylch will take are set out in the risk assessment.

**Social Distancing when Travelling**

*(Detailed information from the Welsh government* [*HERE*](https://gov.wales/coronavirus-social-distancing-guidance?_ga=2.127003341.1969141796.1591814692-179819090.1589798030)*)*

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

Here are some steps to preserve social distancing when transporting children:

* Avoid using non-essential public transport, varying your journey times to avoid the peak time, where possible.
* Ensure that if we use a minibus to transport children there is a distance of 2 metres between each child.
* This will mean that only a small number of children will be able to travel by a mini bus or large bus.
* Any vehicles used to transport children must be cleaned every day and areas touched by users must be disinfected thoroughly after each journey
* Consideration should be given to the avoidance of vehicle use and the establishment of a walking bus, ensuring that children and staff remain in their small groups (nythod)
* When staff and children walk between locations there must be a two metre distance between each nyth (the nyth is the groups of workers and children who remain together all day and receive every aspect of their care together.)
* Children and staff should wash their hands before going on a walk or bus trip and should wash their hands again after arriving at their destination
* When reviewing transport and transfer arrangements all new fields and actions will need to be identified in the setting's risk assessment.
* All guidelines in the transportation and transfer policy must continue to be followed

**Casglu a Gadael**

**Ymbellhau Cymdeithasol**

***(Ceir gwybodaeth fanwl gan Lywodraeth Cymru YMA <https://llyw.cymru/coronafeirws-cadw-pellter-cymdeithasol?\_ga=2.165571452.256685571.1590160393-707764401.1563457496>)***

Mae mesurau cadw pellter cymdeithasol yn gamau y bydd y Cylch yn eu cymryd i leihau rhyngweithio cymdeithasol rhwng pobl. Bydd hyn yn helpu i leihau trosglwyddo Coronafeirws (COVID-19).

Dyma rai camau perthnasol i ar sut bydd y Cylch yn cadw pellter cymdeithasol wrth i rieni adael a chasglu eu plant:

* Byddwn yn ystyried yr amserlen wrth dderbyn a ffarwelio gyda phlant. Byddwn yn anelu i roi amser penodol i rieni ollwng eu plant. e.e.

Grŵp 1 – 5 rhiant 8.50yb – 9.00yb

Grŵp 2 – 5 rhiant 9.00yb – 9.10yb ac yn y blaen.

Gwnawn yr un fath wrth drefnu i rieni gasglu plant

* Er mwyn hwyluso trefniadau bydd y Cylch yn ceisio grwpio plant fesul ‘Nyth’ gofal i’w croesawu a ffarwelio.
* Gofynnwn i deuluoedd sicrhau mai dim ond un rhiant sydd yn gollwng plant er mwyn osgoi gormod o dorf wrth y fynedfa.
* Bydd aelod o staff yn arwyddo plant mewn ac allan
* Bydd marciau yn cael eu gosod y tu allan ble mae rhieni yn aros i ddangos pellter o 2 fetr fel bod modd i bob rhiant ymbellhau wrth iddynt aros i ollwng a chasglu plant
* Anogir rhieni i ofyn ymlaen llaw os am sgwrs gyda’r staff fel bod modd trefnu nad yw hyn yn amharu ar drefniadau casglu a gadael plant. (Weithiau ni fydd modd gwneud hyn felly byddwn yn gwneud trefniant fel bod modd cael sgwrs breifat gyda rhiant wrth gadw pellter o 2 fetr rhyngom ni.)

**Iechyd a Diogelwch**

**Asesiad Risg**

Bydd Cylch Meithrin ./ Meithrinfa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yn cwblhau asesiad risg trylwyr ac yn rhoi trefniadau ar waith i leihau trosglwyddiad heintiau yn y lleoliad. Mae modd rhannu’r asesiad risg hwn gyda rhieni os daw cais i’w weld.

**Byw yn Iach**

Bydd y Cylch yn newid arferion bwyd, diod a snac er mwyn sicrhau nad oes modd i’r plant rannu llestri, cyllyll a ffyrc na’r bwyd ei hun.

**Pickup and Drop Off**

**Social Distancing**

*(Detailed information from the Welsh Government is* [*HERE*](https://gov.wales/coronavirus-social-distancing-guidance?_ga=2.127003341.1969141796.1591814692-179819090.1589798030)*)*

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

Here are some relevant steps on how the Cylch will maintain a social distance as parents drop off and collect their children:

* We will consider the timetable when receiving and releasing children. We will aim to give parents a specific time to drop their children.

E.g. Group 1 – 5 parents 8.50am – 9.00pm

Group 2 – 5 parent 9.00am – 9.10pm and so on.

We will do the same in arranging for parents to collect children

* To facilitate arrangements the Cylch will try to group children by 'nyth' when receiving and releasing them.
* We ask families to ensure that only one parent drops children off, to avoid excessive crowds at the entrance.
* A member of staff will sign children in and out

Markings will be placed outside where parents are waiting to indicate a distance of 2 metres so that every parent can distance themselves as they wait to drop off and collect children

* Parents are encouraged to ask in advance if they wish to speak to staff so that it can be arranged and will not interfere with the arrangements for collecting and leaving children. (Sometimes this will not be possible so we will make an arrangement so that we can have a private conversation with a parent while keeping a distance of 2 metres between us.)

**Health and Safety**

**Risk Assessment**

Cylch Meithrin /Nursery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will complete a thorough risk assessment and put in place arrangements to reduce the transmission of infection at the setting. This risk assessment will be shared with parents upon request.

**Healthy Living**

The Cylch will change food, drink and snacking routines to ensure that the children are not able to share dishes, knives and forks or the food itself.

**ADNODDAU DEFNYDDIOL**

Mae gan Ymgyrch Hylendid Dwylo Cenedlaethol yr Alban becyn wedi’i gynllunio’n benodol ar gyfer plant rhwng tair a chwech oed. Mae cynnwys y pecyn ar gael i’w weld a’i lawr lwytho ar gyfer ei ddefnyddio yn http:// www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx.

Yn ogystal, yn 2017, cynhaliodd ICC gystadleuaeth poster golchi dwylo ar gyfer plant oedran cynradd. Mae’r posteri buddugol ar gael i’w lawrlwytho a’u harddangos wrth fasnau ymolchi i annog plant i olchi eu dwylo yn gywir: http://www.wales.nhs.uk/sitesplus/888/page/93629

**MANYLION CYSWLLT LLEOL**

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| Rhif / E-bost ar gyfer Ymateb Brys Cymru Gyfan y Tîm Diogelu Iechyd (AWAReTDI): | Rhif ffôn: 0300 003 0032  E-bost: AWARe@wales.nhs.uk <mailto:AWARe@wales.nhs.uk>  (Nid yw’r e-bost hwn yn cael ei fonitro tu allan i oriau swyddfa) |
| Rhif cyswllt ar gyfer Swyddog Iechyd yr Amgylchedd | Rhif ffôn: |
| Rhif cyswllt ar gyfer Arolygaeth Gofal Cymru: | Rhif ffôn: 0300 7900 126 NEU  E-bost:ciw@gov.uk |
| Gyda phwy ddylid cysylltu os oes achosion: | AWARe TDI ar  Rhif ffôn: 0300 003 0032  E-bost: AWARe@wales.nhs.uk <mailto:AWARe@wales.nhs.uk>  Arolygaeth Gofal Cymru ar  Rhif ffôn: 0300 7900 126 NEU  E-bost:ciw@gov.uk |

**USEFUL RESOURCES**

The Scottish National Hand Hygiene campaign has a package designed specifically for children aged three to six. The contents of the kit are available for viewing and downloading for use at: http://www.washyourhandsofthem.com/the-campaign/childrens-pack.aspx.

In addition, in 2017, ICC held a hand-washing poster competition for primary-aged children. The winning posters are available to download and display at wash hand basins to encourage children to wash their hands correctly: <http://www.wales.nhs.uk/sitesplus/888/page/93629>

**LOCAL CONTACT DETAILS**

|  |  |
| --- | --- |
| The All Wales Rapid Resonse Health Safeguarding Team (AWAReTDI): | Phone: 0300 003 0032  E-mail: [AWARe@wales.nhs.uk](mailto:AWARe@wales.nhs.uk)  (This e-mail is not monitored outside of office hours) |
| Environmental Health Officer | Phone number: |
| Care Inspectorate Wales | Phone number: 0300 7900 126 NEU  E-mail:ciw@gov.uk |
| Whom to contact if there is an outbreak: | AWARe TDI on  Phone number: 0300 003 0032  E-mail: [AWARe@wales.nhs.uk](mailto:AWARe@wales.nhs.uk)  Care Inspectorate Wales on  Phone number: 0300 7900 126 NEU  E-mail:ciw@gov.uk |

1. Keep Education Safe – Operational guidance for schools and settings [↑](#footnote-ref-1)