

# Covid 19 procedures

## Introduction

It is important that everyone complies with the latest Government guidance on Coronavirus.

We have developed these Safe Operating Procedures based on guidance from the Department of Education and Public Health England specifically for Early Years. It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone.

Compassionate leadership is at the heart of this setting and we will do everything we can to be honest, open and to communicate with you. There will be a lot of anxieties and we acknowledge that it is OK to feel worried and that COVID-19 and the lockdown has had an impact on everyone.

Everyone involved in the day to day running of the nursery will receive appropriate instruction and training on how to operate under the terms of the Safe Operating Procedures.

There is always a risk when children come into a childcare setting but we are doing everything possible to minimise this risk. We are constantly updating our procedures to take account of any changes in government or local authority guidelines.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

The key principles of these procedures are:

1. Any pupil, staff member, parent or visitor with coronavirus symptoms must not attend nursery and must isolate at home for the recommended time and not return to nursery until everyone is well.
2. Increased cleaning processes are in place, throughout and at the end of the day
3. Children and team members will be social distancing as far as possible
4. Children will each day stay in key family groups (a bubble) with a buddy group working alongside to ensure continuity of staffing and children
5. Key family groups will be in place inside and outside
6. Arrival and departure will be staggered and children will be dropped off at separate entrances, where this is possible.
7. Parents will not come on site or visit the nursery rooms unless this is explicitly arranged with the Nursery Manager
8. The process for settling in sessions will be managed and arranged Via the nursery manager.

## Attendance

Staff must not come to work if they are displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell.

As the symptoms in children are not as clear **it is important that children do not attend nursery if they are at all unwell for their own wellbeing and for the safety of others.**

## **It is important that you seek medical advice if you are unsure.**

If anyone is experiencing any symptoms they cannot return to nursery until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending nursery.

It is preferable that your child only attends one setting to avoid mixing with different groups of children. Please speak with the Nursery Manager if this is going to be a problem or to make them aware that this is the case.

## **Drop off and collection of children**

Parents are asked to drop off and collect their children at designated entrances and not to enter the nursery. Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of 2 metres apart. It is preferable if only one parent does the drop off and collection.

Children will be assigned to a key family group based on the room they are in and a team member from that group will be responsible for collecting and delivering that child back to the parents. We will give you a limited handover, unless there is an important issue to discuss, as other parents may be waiting. We understand this isn't our normal practice and we will endeavour to try and make these feel personal to you. We are here to provide continued support so please don't hesitate to ask as we will always have time for you.

## **Temperature and symptom monitoring**

Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough

Temperatures will be checked as part of normal practice if your child presents unwell.

Please do not give your child Calpol to disguise temperatures, we understand it's a challenging time however we all have a duty of care to keep everyone as safe as we can.

## **Self Isolation**

It is vital that you observe government advice in respect of self isolation rules when returning from abroad. If the government has advised 14 days self isolation,

If your child is absent due to any period of self-isolation you will be required to pay fees for that time which is in line with our standard fees policy.

## **Implementing social distancing**

It is very difficult to avoid a level of physical interaction with young children and it is important to have their wellbeing at the centre of everything we do. If a child is in need of a hug, then it would not be fair to deny this. To help with social distancing the children will be grouped in ROOM groups (a bubble) with a practitioner and this group will work alongside a buddy group to ensure that an adult is always available.

Social distancing will also apply to, hand washing, toileting, seating arrangements and sleeping (clean bedding at all times as part of normal procedure).

## **Playrooms and groups**

We aim to keep children in their groups which will be identified by their usual room name

We are fortunate that we already have a system in place of key family groups and so this arrangement will not be unusual for the children and will not interrupt their play.

However during the hours of 7:30 and 8:30 am all children will be together whilst we are waiting for the whole staffing team to arrive to allow for room bubbles.

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From 3:30-6pm the babies and the 2 years old will merge and the 3 year old's will join this group around 4:00 pm.

The practitioners will organise designated areas, indoors and outdoors, for the children in their groups. Children will have access to the full range of activities that are considered safe at this time.

## **Mealtimes**

- As always, children will eat in their rooms.
- The practitioners will support the children.
- No food will be eaten out of shared platters or containers.
- The children will need to bring in their own, named, drinking cup and take it home to be washed.
- Drinks will be offered at 30 minute intervals instead of cups being at the children's level to avoid accidental sharing of cups.

## **Employees**

All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing,

## **Fire drills and lockdown practice**

If we have to respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible. The safety of the children and employees will always come first.

## **Wellbeing**

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness are safe operating procedures; we do not forget that care and consideration must be taken of the need to ensure that everyone within the nursery community feels safe and secure. We will try our best to create a normal nursery environment and hope that you will bear with us.

We will be concentrating on fostering those secure attachments and, whilst we will be constantly observing and assessing the children, we will not be posting online observations or carrying out lengthy handovers. We want our team to spend time with the children, playing and building their relationships.

We would always speak with you immediately if we had any concerns. If your child is expressing any concerns or worries, it is important that you inform the keyperson/Nursery Manager.

## **Visitors**

### **Settling in sessions/transitions**

Parents may enter the nursery for the purpose of settling-in sessions, if not doing so would cause a child distress. The Manager will give further guidance on the day. It is important that social distancing continues to be maintained. The parents will not be able to spend time in the children's rooms in order to minimise any risk of infection.

We will aim to organise groups of children who are due to transition so they can transition together. However, some children who were due to transition might need the reassurance of the family group they were part of in order to feel safe and secure and parents might prefer them to stay within a particular age group. The Nursery Manager will assist with this.

### **Visitors**

Visitors to the nursery will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meetings will be conducted via videoconference.

### **Nursery show-rounds**

Prospective parents should make use of the nursery website for information relating to the ethos and organisation of the nursery. There are videos showing the nursery via our Facebook page and also the activities that take place. The Nursery Manager will be able to give you all the information you require.

Show rounds are happening in PPE at pre- arranged times by APPOINTMENT ONLY. We ask that any parent entering the building wears a mask.

## **Contractors**

Any contractors to the nursery will follow nursery coronavirus protocols which will be explained prior to entering the building. PPE MUST BE WORN If entering the building.

# Health, Hygiene and Safety

## Reducing the spread of the virus

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

## Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities e.g. iPads, telephones etc. must be regularly cleaned.

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands on arrival at nursery. If no washbasins are available, sanitiser will be available. There will be regular opportunities for hand washing throughout the day.

## Use of tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

## Toileting

We are still actively promoting independence but numbers of children going to the toilet at any one time will be limited to support social distancing, a staff member will supervise if necessary. Hand washing signs are displayed to support thorough hand washing and the practitioners will talk to the children about why we are washing our hands.

Under twos have a separate toilet area from the 3 year olds and will always be supervised.

## Clothing

All employees will leave their uniforms at work which will be laundered at the end of the day and dried overnight, upon arrival they will change from the clothes they have travelled to work in.

Children should wear clean clothing every day.

## Risk assessments

All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk e.g. going on trips using coaches

## **Items from home**

If your child requires a comforter e.g. soft toy or blanket, please bring it in a bag and then take home at the end of the day and wash it. We are happy with toys or comforters to be brought into nursery to avoid causing distress to your child.

## **Resources at Nursery**

Toys and resources that are difficult to clean will be removed, including cushions and soft toys.

The children will only share toys and activities within their groups.

We will aim to sanitise items at the end of each day.

## **Responding to a person displaying symptoms of COVID-19**

### **A child**

If a child is suspected of displaying coronavirus symptoms whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with NHS guidance. The child must be tested before they return.

Whilst waiting to be collected, they will be isolated from others in a designated area. An employee will stay with them and will wear PPE.

If the child becomes very unwell, we will follow our normal emergency procedures and call 999.

The isolation area will be cleaned once the child has been collected.

### **An employee who displays symptoms**

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. They will be required to have a test before they return.

### **PPE Equipment**

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. Gloves and aprons will be used for nappy changing and first aid.

Each member of staff will carry their own hand sanitiser.

We provide masks for meetings which are carried out inside or within the recommended 2 meters.

## **Reporting, testing and tracing**

Everyone over the age of five, children, parents and members of their households, is now eligible for a COVID-19 test, should they display coronavirus symptoms.

Any suspected or confirmed case must be reported to the Nursery Manager as soon as possible. If a positive result is confirmed, the practitioners and children associated with that group/bubble must self-isolate for 14 days before returning to nursery. Positive tests will be reported to Public Health England and Ofsted by the Nursery Manager.

If there is reasonable evidence that a positive diagnosis was caused by exposure at work, this will be reported to RIDOR.

The Government's tracing app is a way of helping to protect everyone

## **Further guidance**

[www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19)

[www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)

[www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms)

[www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms)

[www.gov.uk/apply-coronavirus-test](https://www.gov.uk/apply-coronavirus-test)