

COVID-19 NURSERY OPERATING PROCEDURES

These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. The design of the nurseries as relatively small communities for day care on non-domestic premises and further subdivided rooms, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'.

CHILDREN



ATTENDANCE

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Juniors will be taking temperatures of children on arrival and risk assessing with health questionnaires for returning children.
- Parents will be asked to send in children wearing sun cream.
- Parents are asked to send in children wearing freshly laundered clothes.
- Parents are asked to provide clothes for all weathers.
- Children who have had Calpol due to teething or any other reason will be asked not to attend nursery as it may mask symptoms.

PHYSICAL DISTANCING/GROUPING

- Children are usually organised into small groups or rooms within early years settings.
- Wherever possible groups of children should not mix during the day.
- Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each 'bubble' wherever possible.
- The use of communal internal spaces should be restricted as much as possible.
- Outdoor spaces should be used by different 'bubbles' at different times of the day.
- Distancing of beds/cots should be facilitated wherever possible.
- Handwashing – children will wash their hands upon entering the nursery and then again throughout the day, with every transition/change in routine as well as toileting and a meal times.

WELLBEING AND EDUCATION

- Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.



WORKFORCE

ATTENDANCE

- Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.
- Juniors will be taking temperature of staff on arrival and risk assessing with health questionnaires for returning staff.
- Consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day.

PHYSICAL DISTANCING/GROUPING

- Wherever possible staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.
- Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Where possible, meetings and training sessions should be conducted through virtual Conferencing.
- Staff are to wear visors during parent handovers. Staff are responsible for cleaning and maintaining their own visors.

TRAINING

- All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.

PARENTS

PHYSICAL DISTANCING

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible.
- Arranged drop off and pick up times at the nursery entrance to avoid parents entering the nursery unnecessarily.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area.
- Buzzers and doorbells will be sanitised regularly.
- Consider allowing parents to enter the nursery for the purpose of settling in sessions. The provider should consider measures to minimise contact between the parent and other children and staff members.

COMMUNICATIONS

- Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

VISITORS

VISITS

- Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless necessary (e.g. essential building maintenance).
- All visitors will be asked to complete a health questionnaire and wear a mask.
- Prospective parents will be encouraged to view our virtual show arounds and restricted viewings will be taking place where the nursery layout allows viewings without entering classrooms.
- Settling in sessions will take place with one parent only wearing a mask, where outside spaces will be utilised and contact minimised.



TRAVEL

TRAVEL ASSOCIATED WITH SETTING OPERATIONS

- Wherever possible staff and parents should travel to the nursery alone, using their own transport.
- If public transport is necessary, current guidance on the use of public transport must be followed. Staff are advised not to use public transport but in situations where it is unavoidable, staff are asked to wear a mask (a separate mask to the one worn at nursery).
- Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises, but rather in external buggy areas if necessary.
- Outings from the setting into the local community should be restricted unless the setting has no or very limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered.

HYGIENE, HEALTH & SAFETY

HAND WASHING

- All children and staff must wash their hands upon arrival at the nursery, extra handwashing sinks have been installed.
- Children and staff members are encouraged to wash their hands frequently.

CLEANING

- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment.
- Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly.

WASTE DISPOSAL

- All waste must be disposed of in a hygienic and safe manner.
- Tissues must be immediately disposed of.
- To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:
 - i) put it in a plastic rubbish bag and tie it when full.
 - ii) place the plastic bag in a second bin bag and tie it.
 - iii) put it in a suitable and secure place marked for storage for 72 hours.

LAUNDRY

- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.
- Items such as towels, flannels and bedding must not be shared by children.

RISK ASSESSMENT

- All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable and the suspension of the sharing of food and utensils.
- Messy play – to be used by one 'bubble' only and thrown away at the end of the day.
- Children will no longer be self serving at mealtimes. Staff will pour drinks at mealtimes.

PPE

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid. Juniors will be providing face masks and visors.
- Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.



PREMISES

BUILDING

- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.
- Keep windows open where possible to ensure ventilation.
- Allocate specific toilets and sinks to certain groups/bubbles.

RESOURCES

- Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilised.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.
- Fresh soft toys are available to children daily.

SUPPLIES

PROCUREMENT & MONITORING

- The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control.
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.
- In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.

RESPONDING TO A SUSPECTED CASE

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
- The staff member responsible for the child during this time should be a staff member from their 'bubble'. Juniors will provide suitable PPE for this staff member.
- The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.
- The person responsible for cleaning the area should wear appropriate PPE.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance.

