

## Springwood Nursery - COVID-19 Safe Operating Procedures

This guidance is to ensure physical distancing between identified groups and to implement good hygiene practices. The design of our nursery as a relatively small community 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’.

Date: 24/06/2020	Assessed by: Sheri Oni	Review date 11/03/2021
Focus	Area of consideration	Actions
Children	Attendance	<ul style="list-style-type: none"> <li>All Parents will complete a back to nursery questionnaire before returning to the setting and agree that if there are any medical changes within your household then full disclosure must be made to the setting.</li> <li>When necessary families to be issued with staggered times to drop off/collect. Social distancing must always be adhered to.</li> <li>We aim to limit drop off and pick up to 1 adult per family.</li> <li>Parents to drop off and pick up the children at the arranged entrance, no parents will be permitted inside the setting.</li> <li>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>Only children who are symptom free or have completed the required isolation period can attend the setting.</li> <li>On arrival at the setting parents will be asked if any member of their household have any of the symptoms of COVID-19 (high temperature or a persistent cough, loss of taste/smell). If the answer is yes, they will not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with the setting or current isolation guidelines followed.</li> <li>Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting.</li> <li>Children use hand sanitizer or staff take them to wash hands thoroughly on arrival.</li> <li>We will encourage children to avoid touching their face, eyes, nose and mouth.</li> <li>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 would prefer no toys or comforters to be brought into nursery but we understand this could cause distress.</li> <li>Please make sure your child has everything they may need in their bag to last them through the week to prevent further risk of items being brought in daily.</li> </ul>

	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Children are usually organised into small groups or rooms. Wherever possible the small groups (bubbles) will not mix during the day.</li> <li>• Small group activities will be planned.</li> <li>• Care routines including provision of meals, nappy changing and toileting will be within the space allocated to each 'bubble' wherever possible.</li> <li>• The use of communal internal spaces will be restricted as much as possible.</li> <li>• Outdoor spaces will be used by different 'bubbles' at different times of the day that is staggered outdoor play times.</li> <li>• Cots and mats will be spaced out</li> </ul>
	Play and learning	<ul style="list-style-type: none"> <li>• Implement social distancing where possible: Small groups Minimise the resources available to those that can be cleaned effectively. Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> </ul>
	Wellbeing and education	<ul style="list-style-type: none"> <li>• Children will 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</li> <li>• Children will be supported to understand the changes and challenges they may encounter as a result of Covid-19 and our staff will ensure they are aware of children's attachments and their need for emotional support at this time</li> <li>• If necessary snack and mealtimes will be arranged at slightly different times to ensure that all children can wash hands thoroughly at different times</li> <li>• As always, children will eat in their rooms.</li> <li>• The practitioners will serve the children.</li> <li>• No food will be eaten out of shared platters or containers.</li> <li>• The children will need to bring in their own, named, drinking cup.</li> <li>• Drinks will be offered at regular intervals instead of cups being at the children's level to avoid accidental sharing of cups.</li> <li>• Staff will monitor self-care routines and adapt new procedures to ensure high levels of care and hygiene routines are included in continuous provision</li> </ul>
	Toileting, nappy changing and cleaning up of accidents	<ul style="list-style-type: none"> <li>• Older children will be supported to do as much for themselves as possible.</li> <li>• We will limit number of children using sinks.</li> <li>• When changing nappies toilets are to be closed off to all other children.</li> <li>• When changing nappies staff are to wear a different apron and pair of gloves on separate children.</li> <li>• Children should not attend if unwell.</li> </ul>

		<ul style="list-style-type: none"> <li>• If an accident happens, no one should use the bathroom while it is been dealt with.</li> <li>• After the incidence the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff will only attend the nursery if they are symptom-free, have completed the required isolation period or have a negative test result</li> <li>• Staff to fill health questionnaires</li> <li>• All staff should wear clean clothing every day</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Wherever possible staff will remain with the small group of children or 'bubble' who they are allocated to and avoid coming into contact with other groups</li> <li>• Emergency revisions to the EYFS have been implemented, this provides some flexibility on ratios and qualifications to make it feasible</li> <li>• Social distancing will be maintained during breaks. This is to be achieved through the staggering of break times</li> <li>• Staff members to avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Meetings and training sessions will be conducted through virtual medium such as video conferencing</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All employees will undergo a return-to-work induction and training on the COVID-19 Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom-free and or have completed the required isolation periods will be able to drop off or collect their child</li> <li>• We will limit drop off and pick up of children to 1 parent per family and we will stagger the timings where possible</li> <li>• Parents to drop off and pick up at the nursery entrance in order to avoid parents entering the nursery unnecessarily. For instance, Toddlers and Pre-school children to be dropped off at the main entrance while babies to be dropped off using the forward-facing side door of the baby room</li> <li>• When parents are waiting to drop off or collect their child, physical distancing must be maintained</li> <li>• We will only allow parents to enter the nursery for the purpose of settling in sessions if by not doing so would cause the child distress. We will minimise contact between the parent and other children as well as staff members.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• Parents will receive clear information and communication regarding the role they are to play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves</li> </ul>

Visitors	Visits	<ul style="list-style-type: none"> <li>• 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. There will be no parents' evenings for the time being, nor any other mass events such as pre-school graduations.</li> <li>• Attendance to the nursery will be restricted to children and staff as far as practically possible</li> <li>• Visitors will not be permitted into the nursery unless essential (e.g. essential building maintenance), any contractors to the nursery will be reminded of Public Health England guidance prior to entering the building.</li> <li>• Where essential visits are required these will be made outside of the usual nursery operational hours where possible.</li> </ul>
	Nursery show-rounds	<ul style="list-style-type: none"> <li>• We are working on updating our nursery website so that prospective parents can get information relating to the ethos and organisation of the nursery. There will be are videos showing the nursery and also the activities that take place.</li> <li>• The Nursery Manager will give you all the information required.</li> </ul>
	Settling in sessions/transitions	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to the nursery alone, using their own transport</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed. If you have travelled on public transport, it is advised that you change your clothing on arrival at nursery.</li> <li>• Parents must not bring travel accessories including buggies, car seats, scooters into the nursery premises, rather, they may leave such items outside the building in and safe/ designated locations</li> <li>• There will be no outings from the setting into the local community until further notice.</li> </ul>
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> <li>• All children and staff must wash their hands upon arrival at the nursery</li> <li>• Children and staff members will be encouraged to wash their hands frequently during the day</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule will be implemented to include furniture, surfaces and children's toys and equipment</li> <li>• Communal area, touch points and hand washing facilities will be cleaned and sanitized regularly</li> </ul>

		<ul style="list-style-type: none"> <li>• Shared facilities e.g. iPads, must be regularly cleaned</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>• All waste will be disposed of in a hygienic and safe manner</li> <li>• Tissues will be immediately disposed of</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundry will be washed in line with NHS laundry guidelines</li> <li>• Items such as towels, flannels and bedding will not be shared by children</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>• All activity will be risk assessed and due consideration will be given to any adaptations to usual practice. This will include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.</li> </ul>
	PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. We will continue to wear PPE as normal for nappy changing and the administration of first aid</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Due to the temporarily closure of the building during the lockdown, appropriate Health &amp; Safety checks will be conducted prior to reopening. This will include legionnaires checks etc</li> <li>• We will keep windows open where possible to ensure ventilation</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children are not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival</li> <li>• All resources required for play and learning experiences of children will be regularly washed and/or sterilised</li> <li>• Equipment used by staff such as stationery, tablets etc. will be allocated to individual staff members where possible and cleaned regularly</li> <li>• Packs of pencils, coloring pencils, rubber, scissors, glue to be allocated to individuals</li> </ul>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>• We will ensure that adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. We will not operate without essential supplies required for ensuring infection control.</li> <li>• There will be a monitoring system for the usage of PPE to ensure that a supply of stock is available to all who require it as and when required to meet our operational needs. When stocks are low, we will consider other options such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.</li> <li>• In the case the supply of food is interrupted, procedures will be implemented to ensure the appropriate food</li> </ul>

		alternatives are sourced and normal food safety and hygiene processes are followed.
Responding to a suspected case		<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending nursery, they must be collected as soon as possible and isolate at home in line with the NHS guidance</li> <li>• Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, window will be opened for ventilation</li> <li>• The staff member responsible for the child during this time will be a staff member from their 'bubble'. We will provide suitable PPE for this staff member.</li> <li>• The area will be thoroughly cleaned immediately especially if it cannot be left unused. Where the area can be left unused, then it will be cleaned after 72 hours</li> <li>• The person responsible for cleaning the area must wear appropriate PPE</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they must return home immediately and isolate at home in line with the NHS guidance.</li> <li>• If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</li> </ul>
	Reporting, testing and tracing	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• If there is reasonable evidence that a positive diagnosis was caused by exposure at work, this will be reported to RIDOR.</li> </ul>