



## COVID-19 Setting Operating Procedures

These guidelines are intended to assist our provision in implementing precautionary measures to reduce the spread of COVID-19 disease in our childcare setting.

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 settings 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'.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"><li>• Only children who are symptom free or have completed the required isolation period should attend the setting.</li><li>• We may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children</li></ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"><li>• Children are usually organised into small groups or rooms within our setting. Wherever possible these small groups or 'bubbles' should not mix during the day.</li><li>• Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each 'bubble' wherever possible.</li><li>• The use of communal internal spaces should be restricted as much as possible.</li></ul>

		<ul style="list-style-type: none"> <li>• Outdoor spaces should be used by different 'bubbles' at different times of the day.</li> <li>• Distancing of beds/cots should be facilitated wherever possible.</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 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.</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 achieved a negative test result.</li> <li>• We may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff.</li> <li>• Consideration will 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.</li> </ul>
	Physical distancing / grouping	<ul style="list-style-type: none"> <li>• Wherever possible staff will remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.</li> <li>• During lockdown, Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. However, such changes will not impact quality or health and safety.</li> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff members will avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing – our preferred route is Zoom or Facetime.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.</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 request a limit drop off and pick up to 1 parent per family. Many of our parents drop and collect at staggered times so we deem this effective. We have changed our Full Day Session Rate to an open drop off and collection time between our hours of operation of 7.30am to 6pm. This was a decision made around affordability and to allow staggered start and finish times.</li> <li>• Parent will be required to drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily, however, we do not wish to take away the option of settling children in by their parents as these are important times for both parent and child and times for staff to gather information and feedback and will be accommodated in the garden area but respecting social distancing.</li> <li>• When parents are waiting to drop off or collect their child, physical distancing must be maintained.</li> <li>• Virtual show arounds can be provided in the first instance. A new film introducing the setting can be found on our website and Facebook. A introductory video explaining how we are operating during the pandemic can also be found on our Facebook page.</li> </ul>

	Communications	<ul style="list-style-type: none"> <li>• Parents will 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. Please inform us if you feel we have not met this element. Our current communication channels are by telephone, direct email, virtual, survey, social media and website updates. Feedback to date has been that this has been effective but we wish to ensure that we continue to be fully transparent and communicable at all times.</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>• Attendance to the setting will be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours where possible. An attendance questionnaire will be required to be completed prior to entering the building.</li> <li>• For parents considering registering their children with us, we are happy to hold virtual meetings and show arounds in the first instance.</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.</li> <li>• We would encourage parents to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises.</li> <li>• Outings from the setting into the local community will be restricted.</li> </ul>
Hygiene and Health and 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.</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule has been implemented that includes doors, furniture, surfaces and children's toys and equipment.</li> </ul>

		<ul style="list-style-type: none"> <li>• Communal area, touch points and hand washing facilities will be cleaned and sanitised regularly.</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 laundering must be washed in line with NHS laundry guidelines.</li> <li>• Items such as towels, flannels and bedding must 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 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 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. PPE should continue to be worn as normal for nappy changing and the administration of first aid. We have ensured stocks are plentiful and provided additional hand sanitising areas as part of our own risk assessment. Colourful material masks are available for role play assigned to individual staff and not for sharing to teach the children to understand what they are seeing in the wider community and to not be scared by this. Masks may be used however if we are isolating a child in our soft play room that is displaying symptoms and waiting for their parent to collect.</li> <li>• Staff are encouraged not to wear their uniform to work or on return to home. We suggest they change within the workplace at the start and end of the day and wash their uniform after each shift.</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Our building has remained open during the lockdown period and so checks following closure are not required.</li> </ul>

		<ul style="list-style-type: none"> <li>• Taps not in use have been run regularly to reduce any risk of legionnaires.</li> <li>• The nursery has received a complete refurbishment and redecoration during the period of lockdown.</li> <li>• Ongoing maintenance will continue during lockdown and at weekends following lifting of restrictions unless requires emergency attention.</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children will 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.</li> <li>• All resources required for play and learning experiences of children should be regularly washed and/or sterilised.</li> <li>• Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.</li> </ul>
Supplies	Procurement & Monitoring	<ul style="list-style-type: none"> <li>• The setting will 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.</li> <li>• 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.</li> <li>• In the case the supply of food is interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.</li> </ul>

<p>Responding to a suspected case</p>		<ul style="list-style-type: none"> <li>• 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. A test will be requested and return possible if shown to be negative. If a parent does not wish to have their child tested, the child must isolate at home for 14 days prior to returning if fit and well.</li> <li>• Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. A window will be opened for ventilation</li> <li>• The staff member responsible for the child during this time should be a staff member from their 'bubble'. We will provide suitable PPE for this staff member.</li> <li>• The area should be thoroughly cleaned immediately.</li> <li>• The person responsible for cleaning the area should wear appropriate PPE</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance. This staff member will be able to access a check of their symptoms.</li> </ul>
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