

## 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 distancing between identified groups and to implement good hygiene practices.

Updated 18/8/2020

Focus	Area of consideration	Recommendation
Workforce	Attendance	<ul style="list-style-type: none"><li>• Staff will only attend the nursery if they and the people they live with are symptom free, have completed the required isolation period or achieved a negative test result.</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>
Children	Attendance and grouping	<ul style="list-style-type: none"><li>• Children will only attend the nursery if they and the people they live with are symptom free, have completed the required isolation period or achieved a negative test result.</li><li>• Bigs room and baby room children will use separate resources, which will be cleaned daily. The children will mix after 3.30, when the number of children in the nursery is quite low.</li><li>• Staff will work in their designated group for the majority of the day, but will cover all groups as and when needed.</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. Parents meetings, maintenance contractors visits etc will be arranged a time when the nursery is quiet and social distancing rules can be observed. All visitors will be asked to wash their hands on entering.</li><li>• For parents considering registering their children with us, we can arrange viewings at the end of the day.</li></ul>

Travel	Getting to and from nursery and outings	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to the nursery, using their own transport.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed.</li> <li>• Buggies etc can be left chained in our buggy store in front on the nursery.</li> <li>• Outings from the setting into the local community will not take place at the moment.</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 and always after going to the toilet, before and after eating and after water play (sand play will not take place at the moment). Play dough will only be used in the same small group and will not be shared with other groups.</li> <li>• All visitors entering the setting are asked to wash their hands.</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. A limited number of toys will be used in each of the groups. These will be cleaned daily. All surfaces in the areas will be wiped down daily. Toilets will be cleaned regularly. The floors and carpets will be hoovered/moped at the end of each day and all surfaces will be wiped down regularly.</li> <li>• Communal area, touch points and hand washing facilities will be cleaned and sanitised regularly throughout the day.</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, the bin is accessible for the children to dispose of their own tissues.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• All laundry is washed at the highest temperature possible. Sheets and blankets are never shared between children.</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. Masks may be used however if we are isolating a child who is displaying symptoms and waiting for their parent to collect.</li> <li>• Staff are encouraged not to wear their uniform to work, when using public transport or on return to home. Staff change into their private clothing at the end of the day and wash their uniform after each shift.</li> </ul>
	Snack and lunch	<ul style="list-style-type: none"> <li>• Snack: parents to bring in a piece of fruit for snack. This will be cut up in the kitchen. The children can choose a piece of fruit which they can either pick up with tongs, or if this is too difficult the supervising adult will help. This is to avoid children touching several pieces of fruit. After fruit, the children will be offered a breadstick.</li> <li>• Lunch: to be brought in as usual, plates, cups and cutlery get washed in the dishwasher after each use. Staff helping with lunch will always wash their hands before assisting and supervising children .</li> </ul>



	<p>Responding to a suspected case of Covid 19</p>	<p>nursery, they will return home immediately and isolate at home in line with the NHS guidance. This staff member will be able to access test. All who have been in contact with this person will be informed.</p> <p>We will inform Public Health England of any positive cases and follow their guidance.</p>
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