

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. 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	Recommendation
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period should attend the setting. • Children with a temperature and/or a new cough will not be allowed in the nursery. Parents to ensure that their child is well enough to attend. Children's well being will be closely observed throughout the day. If any concerns arise the parent/carer will be contacted and asked to pick up the child immediately.
	Physical grouping	<ul style="list-style-type: none"> • Children will be divided in to small groups of around 5-6 children, these groups will each be looked after by one adult. Wherever possible these small groups or 'bubbles' should not mix during the day. The rooms will be divided to accommodate these small groups. Transitional pinch points will be monitored and cleaned. • 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. Where this is unavoidable, such as in the outside and toilet area, the areas will be monitored and cleaned down after the use of each group, the toilets will be

	Wellbeing and education	<p>cleaned after each person using them.</p> <ul style="list-style-type: none"> • Distancing of beds/cots should be facilitated wherever possible. • 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. • 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.
Workforce	Attendance	<ul style="list-style-type: none"> • Staff will only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. • We may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff. • 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.
	Physical distance/grouping	<ul style="list-style-type: none"> • Wherever possible staff will remain with the small group of children, the

	Training	<p>'bubble' of children who they are allocated to and not come into close contact with other groups.</p> <ul style="list-style-type: none"> • 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 of care and education or health and safety. • 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 will avoid physical contact with each other including handshakes, hugs etc. keeping the 2m rule. • Where possible, meetings and training sessions should be conducted through virtual conferencing – our preferred route is Zoom or Facetime. • 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.
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. • We request a limit drop off and pick up to 1 parent per family. • As our entrance is quite small, we ask for parents to wait outside, at a distance of 2m from other families dropping off or picking up. A member of staff will come

		<p>outside to talk to you and take your child and their belongings in the nursery. As this may be difficult for some children in the beginning, we would aim to admit the majority of the children and for this parent and child to wait until others have entered and then enter the nursery with the child to help settle them. We are aware that feedback is important at the beginning and end of the day, but hope that some of this can be done by phone, email or Tapestry at a suitable time. We are always available on the phone if you want to check up on your child's well being during the day. It is of great importance to us to communicate well with our families so please get in touch if you have any concerns.</p> <ul style="list-style-type: none"> • When parents are waiting to drop off or collect their child, physical distancing must be maintained.
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the setting will be restricted to children and staff as far as practically possible and visitors should not be permitted into 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. • For parents considering registering their children with us, we are happy to hold virtual meetings and show arounds in the first instance.
Travel	Getting to and from nursery and outings	<ul style="list-style-type: none"> • 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. • Buggies etc can be left chained in our buggy store in front of the nursery.

		<ul style="list-style-type: none"> • Outings from the setting into the local community will not take place at the moment.
Hygiene and Health and safety	Hand washing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the nursery . • Children and staff members will be encouraged to wash their hands frequently and always after going to the toilet, before 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.
	Cleaning	<ul style="list-style-type: none"> • 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 frequently. All surfaces in the areas will be wiped down daily. Toilets will be cleaned after each use. The floors and carpets will be hoovered/moped at the end of each day and all surfaces will be wiped down regularly. • Communal area, touch points and hand washing facilities will be cleaned and sanitised regularly.
	Waste disposal	<ul style="list-style-type: none"> • All waste will be disposed of in a hygienic and safe manner.

		<ul style="list-style-type: none"> • Tissues will be immediately disposed of, the bin is accessible for the children to dispose of their own tissues.
	Laundry	<ul style="list-style-type: none"> • All laundry is washed at the highest temperature possible. Sheets and blankets are never shared between children.
	PPE	<ul style="list-style-type: none"> • 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. • 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.
	Snack and lunch	<ul style="list-style-type: none"> • Snack: parents to bring in snack (some fruit, a cracker, breadsticks) in a small container for the child to eat at snacktime. This avoids children touching several pieces of fruit before deciding on one. • Lunch: to be brought in as usual, plates, cups and cutlery get washed in the dishwasher after each use. Staff helping with lunch will use gloves after having washed their hands and supervise children to avoid sharing of food.
	Premises and building	<ul style="list-style-type: none"> • Taps not in use have been run regularly to reduce any risk of legionnaires disease and the water has been tested. • The windows will be kept open whenever possible to allow for good ventilation. • The preschool room has been redecorated during the period of lockdown.

	Resources	<ul style="list-style-type: none"> • Ongoing maintenance will continue during lockdown and at weekends following lifting of restrictions unless requires emergency attention. • 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. • All resources required for play and learning experiences of children should be regularly washed and/or sterilised. Sand play will not take place at the moment, water in water trays will be changed regularly and will not be shared between groups. • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.
	Responding to a suspected case of Covid 19	<ul style="list-style-type: none"> • 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. A window will be opened for ventilation • The staff member responsible for the child during this time should be a staff member from their group. We will provide suitable PPE for this staff member. All who have been in contact with this child will be informed. • The area should be thoroughly cleaned immediately. • 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 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.
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