

COVID-19 Setting/Nursery Operating Procedures: Little Explorers Rainford

These procedures are intended to reduce the spread of COVID-19 disease.

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 our nursery, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'.

Focus	Area of consideration	Action/ Operating Procedure
Children	Attendance	<p>Only children who are symptom free or have completed the required isolation period should attend the nursery</p> <p>Staff when greeting children into nursery should discuss with parents/carers about the general health of their child/ren. This will be a quick welcoming; we will use the EY Log for further information on the child's day</p>
	Physical distancing/ grouping	<p>Children are organised into small groups or rooms within the nursery. Wherever possible these small groups or 'bubbles' should not mix during the day</p> <p>Care routines including provision of meals, nappy changing, and toileting should be within the space allocated to each 'bubble' .</p> <p>The use of communal internal spaces should be restricted as much as possible and disinfected after use antibacterial spray or soap and hot water should be used.</p> <p>Outdoor spaces should be used by different 'bubbles' at different times of the day, and will be used as part of the learning environment</p> <p>While the children are indoors the windows and free flow doors will be open for ventilation.</p> <p>Distancing of beds/cots should be facilitated wherever possible. All sleeping mats will be wiped with Anti-bacterial spray, they should be allowed to air as per the instructions of the spray, wiped with a paper towel and then stored in the correct way. The paper towel should be discarded in the appropriate refuse bin.</p>

		Care is taken when children are eating, the space between tables has been widened giving the children more room. There is no sharing of utensils at mealtimes for example no self-serving of food for the moment, children are no longer encouraged to give out plates and cutlery to their friends.
	Wellbeing and education	<p>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. We will ensure there are adequate tissues available at all times and the bin is emptied as required.</p> <p>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</p> <p>Children will be offered the same level of care and education by practitioners and key workers that they would receive during none Covid-19 crisis times.</p>
Workforce	Attendance	<p>Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.</p> <p>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</p> <p>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.</p>
	Physical distancing/ grouping	<p>Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible.</p> <p>Social distancing must be maintained during lunch breaks. This may be achieved through a range of strategies including the staggering of breaks,</p> <p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p> <p>Staff need to wear a clean uniform daily at work. Staff to bring a spare uniform in daily.</p>
	Training	<p>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.</p> <p>All Staff members will need to have completed the Prevent COVID-19 and An Introduction to Infection</p>

		Prevention and Control modules provided by the Virtual College before they are allowed to Return to Work Where possible, meetings and training sessions should be conducted through virtual conferencing i.e. ZOOM
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 Parents are only allowed into rear outdoor area of the nursery and are not allowed to go any further into the nursery premises. We are asking parents to stagger their drop off and collection times so that we can be aware and manage busier times therefore eliminate or reduce queuing When parents are waiting to drop off or collect their child, physical distancing of 2 metres apart should be strictly adhered to.
	Communications	When communicating with parents in person, social distancing should be maintained wherever possible. At least 2 metres. Parents will be contacted weekly via EY log, and telephone to ensure they are up to date with all current information, i.e. changes to procedures, and to gather information about the family's wellbeing and progress. Payment of nursery fees SHOULD ONLY be by bank transfer/card payments/Vouchers etc.
Visitors	Visits	Attendance at nursery should be restricted to children and staff as far as practically possible and visitors should not be permitted in to the nursery unless in the event of an emergency. Where essential visits are required these should be made outside of the usual nursery operational hours where possible. Deliveries are to be left at the door No show rounds will be conducted unless outside operational hours (e.g. at weekends, or after hours)

Travel	Travel associated with setting operations	<p>Where possible staff encouraged to walk, cycle or drive to nursery</p> <p>Any staff using public transport should wear a face covering and NOT travel to or from work in their uniform</p> <p>Where possible they should be alert and socially distance at all times and when needed use their personal hand gels that have been issued to them</p> <p>Wherever possible parents should travel to the nursery alone, using their own transport</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed</p> <p>Parents should be encouraged to ensure they do not leave travel accessories including buggies and car seats in the nursery premises, but rather in external buggy areas if necessary and where available.</p>
Hygiene and Health & Safety	Hand Washing	<p>All children and staff must wash their hands upon arrival at the nursery following the 20 second rule</p> <p>All children and staff must be encouraged to wash their hands frequently following the 20 second rule</p> <p>All handwashing for children will also be logged by staff</p>
	Cleaning	<p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment. Please refer to the additional cleaning methods for Coronavirus</p> <p>Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly at least 4 times per day</p> <p>All staff members will need to keep up to date with the changes in Government briefings in respect of COVID - 19.</p>
	Waste Disposal	<p>All waste must be disposed of in a hygienic and safe manner</p> <p>Tissues must be immediately disposed of in the clinical waste bins</p>
	Laundry	<p>All items within the nursery requiring laundering must be washed in line with NHS laundry guidelines</p> <p>Bedding bags must be used at all times. The bedding/sheets will be washed on a daily basis as required.</p> <p>As with normal practice, sleep mats will be sanitised before and after use</p>
	Risk Assessment	<p>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</p>

		materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils
	PPE	Government guidance is that PPE is not required for general use in early year's settings to protect against COVID- 19 transmission. Supplies of all PPE is very high and monitored daily so that levels are always re stocked PPE should continue to be worn as normal for nappy changing and the administration of first aid
Premises	Building	Keep windows and appropriate doors open where possible to ensure ventilation
	Resources	Children should not be permitted to bring items from home into nursery 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
Supplies	Procurement & monitoring	We will always ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it. This will be carried out at the end of each working day. 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 could be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed. This will be carried out at the end of each working day
Responding to a suspected case		In the event of a child developing suspected coronavirus symptoms whilst attending our nursery, they should be collected as soon as possible and isolate at home in line with the NHS guidance

	<p>Whilst waiting for the child to be collected the child should be isolated from others in a previously identified room or area. This should be communicated to each staff member so that everyone is aware of the designated area. If possible, a window should be opened for ventilation</p> <p>The staff member responsible for the child during this time should be a staff member from their 'bubble'. We will ensure that this staff member has suitable PPE.</p> <p>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</p> <p>The person responsible for cleaning the area should wear appropriate PPE. Please ensure you have read 'What happens if someone becomes unwell at an educational or childcare setting' pg. 10-11 in Coronavirus (COVID-19): implementing protective measures in education and childcare settings published 11th May 2020.</p> <p>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</p>
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This Setting/Nursery Operational Procedure should be read in conjunction with the following documents

1. Covid-19 Policy May 2021
2. Covid-19 Risk assessment February 2021

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