

COVID-19 Operating Procedures

The fundamental principle of these procedures is to ensure the safety and reduction of risks of all children, carers and staff with regards to COVID-19 as this must be paramount within all practice. This will be achieved through following the “system of controls” set out by the government to effectively reduce risks in the nursery and create an inherently safer environment.

The system of controls are:

Prevention - You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
6. Consider how to minimise contact across the setting and maintain social distancing wherever possible
7. Keep occupied spaces well ventilated

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
9. Promote and engage in asymptomatic testing, where available Response to any infection You must always:
10. Promote and engage with the NHS Test and Trace process
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the setting community
12. Contain any outbreak by following local health protection team advice

Children, staff and other adults **must not** come into the setting if:

- they have one or more coronavirus (COVID-19) symptoms:
 - high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

- a member of their household (including someone in their support group or childcare group if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test
- they have been in close contact with someone who tests positive for coronavirus (COVID-19) They must not attend with immediate effect and for at least 10 days from the day after:
 - the start of their symptoms
 - the test date, if they did not have any symptoms but had a positive test (whether this was a lateral flow device (LFD) or polymerase chain reaction (PCR) test). Staff with a positive LFD test result will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result, if the LFD test was done at home.

These procedures will be further developed and adapted as new guidance is provided by Government <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

They will also be reviewed and adapted by staff team as we consider individual requirements of the setting.

Where changes are made we will communicate these with all carers, staff and visitors

Expectations	<ul style="list-style-type: none"> • By attending the setting there is an expectation that all carers and staff adhere to social and professional rules to protect themselves and others from being exposed to the virus. • Failure of staff to comply with government legislation and setting policies will be investigated and may result in disciplinary action. • Failure of carers to comply with government legislation and setting policies may result in withdrawal of the nursery place.
Attendance	<ul style="list-style-type: none"> • All children and staff attending nursery and members of their house hold must be symptom free and any child showing symptoms while at nursery will be isolated and sent home immediately. • Children, staff and other adults must not come into nursery if they have met any of the criteria detailed above in the systems of control. • Children, staff and other adults who have had symptoms can return to nursery if the required isolation period is completed or they have had a negative test. • Carers and staff must notify the nursery of any symptoms of themselves, child or household members whether due to attend or not. • Symptoms and isolation periods are recorded on the register to ensure isolation periods are completed. • Staff will be provided with voluntary lateral flow tests for twice weekly testing at home. Staff who have had COVID-19 will start these tests 90 days after they completed their isolation period. • All carers have been provided with a copy of the nursery COVID -19 Operational Procedures and expectations for children returning to nursery. • All parents will be provided with updated copy of COVID-19 Operational Procedures and expectations as they change and before they return to nursery. • Children and staff will be in small consistent groups and mixing between these groups during the day will be minimised. • Age groups will be mixed before 9am and after 4.30pm as necessary to ensure safety and ratios are maintained. This will be recorded on a daily basis as a separate group of contacts.

	<ul style="list-style-type: none"> • Where necessary, children’s hours and days will be reduced or changed to staggered arrival and leaving times and additional cleaning time. • Individual risk assessments will be completed for children with special educational needs and disabilities (SEND) who are unable to attend nursery to ensure that the right support is in place for them within the home. • Individual risk assessments for staff members to identify possibly risk factors and measures that may be necessary as a result. • Children and staff may attend more than one setting however are encouraged to limit this as little as possible. Any other settings attended must follow the system of controls and any risks identified and addressed. • Where there is a need to prioritise places and unable to operate at full capacity due to staff isolating, priority will be given in the following order ensuring that full ratios are maintained: <ul style="list-style-type: none"> • Vulnerable children and children of critical workers • Children attending Day Care • 3 & 4 year olds who are transitioning to reception • followed by younger age groups
Social distancing	<ul style="list-style-type: none"> • Children and staff will be in small consistent groups and these will be documented daily. • Care routines including sleep, meals, nappy changing and toileting will be within the space allocated to each group of children. • Records will be kept of any close contact that takes place between children and staff in different groups/rooms • All outside areas on site will be fully utilised and zoned to reduce mixing groups together. • Social distancing must be maintained during staff breaks and staggered, or in different areas if necessary, to achieve this. • Where possible meetings and training will be conducted through virtual conferencing. • Only one carer per family allowed on site to collect or drop off children and timings will be staggered if necessary. • Carers encouraged to social distance with signs to indicate this. • Wherever possible carers should social distance from staff members and where this is not possible must wear a face covering. • Carers entering the nursery for the purpose of settling in a new child or in an emergency must wear a face covering, wash hands as per guidelines and try to socially distance from other children and staff members.
Drop off & collection	<ul style="list-style-type: none"> • Only carers who are symptom free and/or have completed the required isolation period or had negative test can drop off or collect their child. • Drop off and collection will be done at internal entrances to the nursery. • Wherever possible staff must social distance from carers at drop off and collection times. • Drop off & collection times to remain brief & feedback regarding child’s day will be sent electronically. Carers can phone to discuss any concerns or ask any questions throughout the day. • Parents must not come onto site unless dropping off, collecting or have made an appointment.
Face coverings	<ul style="list-style-type: none"> • Carers and visitors are expected to wear face coverings at all times when in the building unless exempt. • Staff members must wear a face covering leaving the room they are based in. The only exception to this is when seated in the staff room. • Staff members should follow government guidance when removing or putting face coverings on, including washing hands before and after touching. • Staff face coverings must be stored in individual, sealable and labelled bags when not being worn. • Where a face covering becomes damp, it should not be worn and the face covering should be replaced.

Snack & Meal times	<ul style="list-style-type: none"> ● Staff & children’s hands washed thoroughly for 20 seconds prior to and after any eating or drinking. ● Free access snack bar replaced by supervised snack time within each group. ● Free access to water replaced by continuous provision of drinks from staff throughout the day. ● Children will eat within the designated area of their groups. ● Meals and snacks brought through from kitchen for each group and served by staff from the relevant group. ● All Food Hygiene procedures followed as previously. ● Packed lunch boxes brought from home must be sanitised before storing in the fridge.
Wellbeing & Education	<ul style="list-style-type: none"> ● Safety of children and staff must be paramount in all areas of the nursery; however, the emotional wellbeing of children will also be prioritised at all times with regards to decisions made. ● EYFS curriculum guidance and learning experiences will be provided at all times, however adaptations will be made from previous practice to ensure reduction of risks relating to COVID-19. ● Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and proper use of tissues and their disposal. ● Children will be supported to understand the changes and challenges encountered as a result of COVID-19 with an awareness of children’s attachments and need for emotional support.
Activities & Resources	<ul style="list-style-type: none"> ● Current Government Guidance followed at all times. ● All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. ● Resources minimised to enable effective cleaning. ● All resources for play and learning experiences will be regularly washed and/or sterilised as appropriate. Alternatively, they must be stored and removed from circulation for 48 hrs (72 hrs for plastics). ● Malleable resources and resources that cannot be cleaned or stored for 48hrs, such as playdough and goop will be used by a consistent group of children and disposed of daily. ● Individual activity risk assessments updated. ● All activities risk assessed continuously throughout the day. ● Equipment used by staff such as stationery, tablets etc. should be allocated to individual groups and cleaned regularly. ● Children and staff can now take books and shared resources home if necessary for learning. These should be cleaned or sanitised on return and hands washed. ● Equipment used by staff such as stationary, tablets etc. should be allocated to individual groups and cleaned regularly.
Safeguarding	<ul style="list-style-type: none"> ● Current Government Guidance followed at all times and setting procedures followed at all times. All concerns to be documented and reported as appropriate. ● Staff to be vigilant and aware of impact that COVID-19 will have had on many children and their families ● Where children do not attend nursery on the days expected, carers must contact the nursery by telephone to advise the reason for absence. Where carers do not report absence, existing missing child procedures will be followed. ● All concerns must be documented and acted upon as appropriate in accordance with current Safeguarding Policy.
Emotional and mental wellbeing	<ul style="list-style-type: none"> ● All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made.

	<ul style="list-style-type: none"> • Emotional wellbeing of children and staff must remain a priority at all times when making changes and decisions • Children supported in age appropriate ways to understand keeping themselves safe in relation to infection control. • Children supported to understand the changes and challenges encountered as a result of changes made. • All parents kept informed of procedures and any changes. • Feedback of child's day will be sent electronically to parents. • Parents are encouraged to phone staff throughout the day should they feel this is necessary. • Ongoing contact with families and staff members who have not returned to nursery to continue and support provided as necessary. • Staff and carers encouraged to share concerns and suggestions about changed ways of working and concerns about children in their care.
Communication	<ul style="list-style-type: none"> • All carers and staff provided with updated copies and changes of the nursery COVID -19 Operational Procedures and expectations for children attending nursery. • Where requested, feedback of child's day will be sent electronically. Carers of children attending the nursery are encouraged to download footsteps app for this purpose. • Wherever possible, discussions with carers about children's day or progress are needed, these will be done by phone.
Travel	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • Wherever possible staff and carers to travel to the nursery alone or with member of their own household, using their own transport. • Where public transport is necessary, current guidance on the use of public transport must be followed. • Outings off site will currently not happen. Resources on site will be fully utilised.
Handwashing	<ul style="list-style-type: none"> • Current Government Guidance followed at all times - to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or where this is not possible to use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • All children and staff must wash their hands on arrival at the nursery and when leaving. This must also be done by staff before and after breaks and if moving between groups • Children and staff members must wash their hands frequently throughout the day – this will always be done after using toilet or changing children, before and after eating or serving meals and snacks, when changing rooms and after removing any PPE. • Hands must be washed for 20 seconds with running water and soap and dry them thoroughly or where this is not possible to use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Children will be supported in doing this as necessary and their learning will be reinforced through play, songs and repetition. • Children and staff will be encouraged as appropriate to not touch their mouth, eyes or nose. This message will be reinforced through play, songs and repetition.
Clothing	<ul style="list-style-type: none"> • Each group will have their own storage area for children and staff's coats. • Jewellery restricted to a maximum of one plain band ring and small stud earrings or sleepers. • Finger nails must be clean and short.
Personal Items	<ul style="list-style-type: none"> • Staff must lock all personal items in lockers provided and not be brought into the nursery • Children should not bring in items from home on a daily basis unless essential such as; medical supplies, lunch boxes, hats & coats, comforters • Supplies of nappies, wipes and clothes, dummies, bottles etc. must be brought in as complete packs and stored permanently at the nursery to prevent moving items back and forth from the setting.
Cleaning	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings must be followed at all times and any updates implemented.

	<ul style="list-style-type: none"> • St Paul Community Development Trust Cleaning Risk Assessment relating to COVID-19 followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • Furniture, surfaces and toilets being used cleaned and sanitised twice a day. • Floors swept and sanitised once a day. • Carpets and any soft furnishings sprayed with disinfectant spray once a day. • Touchpoints and hand washing facilities will be cleaned and sanitised twice a day at minimum. • Cleaning records completed each day to monitor cleaning of environment
Waste disposal	<ul style="list-style-type: none"> • Current Government Guidance followed at all times. • All staff members must receive appropriate instruction in infection control, new operating procedures, changes in policy and risk assessments in place. This will be ongoing as changes are made. • All waste disposed of in a hygienic and safe manner. • Used tissues must be immediately disposed of. • Catch it, bin it, kill it approach must be continuously promoted. • Waste bins emptied as necessary throughout the day. • Where a child or staff member shows symptoms all cloths, mops and PPE used must be double bagged, labelled with date and stored in external waste bin for 72 hrs before leaving site.
Laundry	<ul style="list-style-type: none"> • All items within the setting requiring laundering will be washed in line with NHS laundry guidelines. • Laundry baskets will be cleaned and sanitised between each use. • Items such as towels, flannels and bedding must not be shared by children between laundering.
Risk Assessment	<ul style="list-style-type: none"> • All activities will be risk assessed formally and continuously throughout the day. This may result in removal or adaptation of how some learning experiences are provided e.g. malleable materials, self-service of food and shared utensils.
PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use but should continue to be worn as normal for nappy changing and administration of first aid. • Gloves will be provided for staff members to use for individual tasks should they feel this is needed for their own mental wellbeing. • Full PPE should be worn by staff member if with a child who is showing symptoms while waiting for carer to collect them.
Building	<ul style="list-style-type: none"> • Windows will be open wherever possible to ensure proper ventilation. • Lift must not be used unless essential.
Communal Areas	<ul style="list-style-type: none"> • Staff toilet seat and flush handle should be sanitised after use and toilet lid closed before flushing. • Where carers, children and staff need to move through communal areas they must not remain in these areas unnecessarily.
Supplies	<ul style="list-style-type: none"> • The setting will ensure an adequate supply of essential supplies to minimise the impact of any shortages of supplies. Should there be any difficulties acquiring essential supplies for infection control the setting will not be able to operate.
Symptoms of COVID-19	<ul style="list-style-type: none"> • Children displaying symptoms will be isolated at least 2 metres away from others, with any siblings who are attending the nursery. Wherever possible, this will be in a separate, well ventilated room. • They must be collected immediately and will not be able to return until negative test result or isolation period completed. • The isolation period includes the day the symptoms started and the next 10 full days.

	<ul style="list-style-type: none"> • Parents of children with symptoms will be emailed a link to the stay at home guidance (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and advised to get a PCR test for all with symptoms. • The staff member responsible for the child during this time should be a staff member from their group and must wear full PPE of a fluid-resistant surgical face mask, face shield, disposable gloves and apron. If possible distance should be maintained. PPE should be properly removed as per guidance and hands thoroughly washed for 20 seconds. • If clinical advice is needed 111 will be called or if someone is seriously ill or injured 999 will be called. • Following collection, the room should be thoroughly cleaned by staff member in full PPE. Cloths used must be double bagged with PPE and kept in external waste bin for 72 hours before being placed in normal waste collection. Waste bin for this purpose must be outside of the building, away from children's access and clearly labelled. Mops and buckets used must be soaked in bleach solution in cleaning cupboard. • In the event of a staff member developing suspected coronavirus symptoms whilst working at the setting they should return home immediately and isolate at home and access coronavirus test. This can be arranged by staff member through 111 online or through HR. • If a child or staff member, displaying symptoms, uses the bathroom before leaving, the bathroom should be cleaned and sanitised before being used by anyone else. • Any member of staff or child who has been in close contact to someone with symptoms regardless of wearing PPE or not will not need to go home unless they develop symptoms themselves, the symptomatic person tests positive or they are requested to do so by NHS Test and Trace or PHE.
Positive case of Covid-19	<ul style="list-style-type: none"> • If either a child or member of staff tests positive they must notify the setting immediately by telephone on 0121 464 1886, 0121 464 1887 or 07812761242 if out of nursery hours. • Upon notification the rest of their group and close contacts at the setting will be immediately sent home and advised to self-isolate for 14 days. Household members of those in that group do not need to self-isolate unless the children or staff member who they live with develops symptoms. • Any positive case will be reported to Public Health England through DFE Helpline on 0800046 8687 and advice will be followed. Ofsted will also be notified.
Staff well-being	<ul style="list-style-type: none"> • Staff well-being and mental health must remain paramount. Carers will be expected to understand the need for flexibility with regards to times and days available and changes in day to day practice, workload, reduced staffing and adopting new procedures and practice. • Staff will need support and guidance as they adjust to changes and new practice. • Managers and senior staff will be supported and workload managed. • Staff will be given regular opportunities to share concerns and suggestions about changed ways of working and concerns about children in their care.
Staff with increased risks	<ul style="list-style-type: none"> • Government guidance will be followed for any members of staff who are clinically vulnerable or pregnant. • System of controls will be followed by all staff, parents and visitors.
External Visitors	<ul style="list-style-type: none"> • Attendance in the setting will be restricted to children and staff as far as practically possible. Any visitors must have a pre-arranged appointment and be made aware of system of controls • Parents settling children in will be expected to social distance, wear a mask and sanitise their hands. We will aim to reduce the number of times where parents enter the nursery rooms to two sessions at the start of the induction period. These sessions must not be for more than 1hr. • Essential visits (e.g. maintenance contractors) will be made before 8.30am, after 4.45pm or outside of the nursery operational hours where possible. They will be expected to sanitise hands and wear face coverings before entering. • A record will be kept of all visitors to the setting

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| | <ul style="list-style-type: none">• Prospective parents will be shown the setting virtually through social media or invited to view the nursery before 8.30am or after 4.45pm when numbers are reduced. They must sanitise hands, wear face coverings and social distance at all times |
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