

Beeches Day Nursery

Enhanced Cleaning Schedule

1. The nursery underwent a deep clean prior to reopening
2. We have implemented an enhanced cleaning schedule to include furniture, toys, surfaces, equipment etc, twice per day, morning & afternoon with a lighter clean over lunch time & touch points such as door handles to be cleaned & sanitised regularly
3. Resources/toys to be cleaned after each use. Use dishwasher if possible
4. Staff responsible for keeping their own group area clean and disinfected
5. Children to wash their hands upon entering the nursery before going to their area
6. Staff to use fobs to enter Nursery and immediately wash their hands upon entry, sanitiser can be accessed prior to entering Nursery wash their hands/sanitise before entering nursery.
7. Children and staff to wash hands regularly, after going to toilet/potty, sneezing/coughing into a tissue, before and after meals & activities etc. If staff are unable to wash their hands, they must sanitise
8. Continue with the catch it, kill it, bin it for coughs and sneezes
9. PPE must be worn for general cleaning – gloves and apron
10. Please see the Health & Safety appendix on how cleaning products will be stored and used during the Coronavirus pandemic
11. When mopping use 2 separate buckets, one is for the multiuse cleaner and the empty bucket is to wring the mop out in. Mop heads must be washed daily, dried and kept in a plastic lidded box. The mop buckets must then be washed with hot soapy water and dried after each use.
12. Bedding for each individual child to be washed weekly, or as and when required
13. Bins are to be emptied as soon as they are full or at the end of the day, whichever is soonest. They should be washed with hot soapy water and then disinfected with antibac spray/wipes
14. Staff tablets to be cleaned with antibac wipes, if staff have to share the tablet it must be cleaned before and after before handing back to its owner
15. Staff to use their own stationery and pens – do not share. Staff to inform management if there is anything, they need
16. Children' soiled laundry is to be double bagged, placed in the child' bag and sent home. Nursery laundry is to be washed on the highest possible setting for the material.
17. Contaminated PPE is to be double bagged, labelled with time and date and stored safely for 72 hours in a sealed container before being disposed of in the general waste
18. To open windows and door to the garden for ventilation
19. Management will carry out checks morning and afternoon to ensure the cleanliness and hygiene standards of the nursery is always maintained.

Beeches Day Nursery

Admittance of staff – Amended 11.9.2020

1. Wherever possible staff should travel to nursery alone, using their own transport. If public transport is necessary, then the current guidance on the use of public transport should be followed
2. New procedures have been put in place for the centre, which reopens on Monday 14th September. A one-way walk-through procedure has been implemented, which must be followed. There will be guides to help you along. Masks must also be worn when inside the centre, including in the toilets. Only every other cubicle will be in operation to observe social distancing measures. Red crosses will be on the ones that are not in use. The sink directly opposite the cubicle you use is the one that you must wash your hands in. Hand dryers will not be in use, instead there will be paper towels/roll available. Hand sanitizer will also be available. Staff must adhere to the centre's procedures.
3. Staff are to arrive at work in their own clothing and then change into their uniform using the centre toilets before the start of their shift. Staff will also need to bring spare clothing in case they need to remain with a symptomatic child. Any uniform or clothing that is worn will need to be washed daily following the NHS laundry guidelines
4. Staff will use their fobs to enter nursery, and wash their hands for 20 seconds upon arrival. Staff will then maintain a high level of hygiene throughout the day, as stated in the nursery risk assessment and Site Operating Procedure. Soap and hand sanitizer will be readily available
5. Staff must complete a health questionnaire prior to the nursery re-opening. Only attend work if you or the people in your household have not had to isolate within the last 24 hours and have shown no signs of COVID 19 (see government guidelines updates daily). DO NOT attend work if you or anyone you live with has any of the 3 symptoms: a new or persistent cough, fever or Anosmia. In this instance you must follow the Government's guidelines for isolation
6. Adhere to the social distancing rules and the cleaning regimes put in place to keep everyone safe.
7. Follow the relevant policies & risk assessments including grouping of the children. Follow the nursery procedures
8. Once staff are in the building, they will remain in the building until they finish their shift. You MUST NOT leave the building until your shift is over
9. Should staff need to use the centre's toilet facilities, they must wear a visor, which they will then clean and sanitize when they take off
10. No bags or coats are to be brought into the nursery, you may leave a coat for outdoor use in the storeroom, but this will need washing regularly
11. If staff are prescribed antibiotics, they must inform management via telephone before arriving to work to ensure they are well enough to do so.

Beeches Day Nursery

Procedure for admitting children to nursery – Updated 4.9.2020

1. The gate at the front of the building is where parents will drop off and pick up (it is to the left of the building).
2. A poster will be on the gate to let parents know that this is now the entrance, and a sign on the floor will remind parents of the 2 metres social distancing rules. Please adhere to this when forming a queue. Parents will need to queue along the path to the left-hand side, keeping your child with you until they have been handed over to a staff member
3. We will ask that only 1 parent (who is symptom free) per family drop off and pick up
4. Children should be symptom free of any illness. We may ask parents if they have given their child any medication prior to them coming into nursery
5. Parents will not be allowed onto the premises. A staff member will greet you at the gate to welcome your child and bring your child to you at the end of their session. Please maintain the social distancing rules between yourselves and the staff member & do not gather into groups at the gate when the staff member arrives. She will greet each of you individually whilst maintaining a 2metre distance
6. Children must not bring in any comforters, soft toys, blankets and toys. A dummy will be allowed although you will need to provide a container for it to be kept in when not in use. Children should bring in their coat, spare change of clothes and sun cream. We are limiting how much comes into nursery
7. If a child is suffering from separation anxiety and is refusing to come into nursery & becomes upset, staff will not take the child from a parent, as this would negate the social distancing measures put in place and put the staff member at risk. Therefore, if a child cannot be coaxed into nursery, the staff will simply ask the parent to take them home, but to try again the next day
8. Staff will sign the children in and out. in the book as well as on the Parenta app
9. Staff and children will wash their hands upon arrival at nursery. Catch it, Kill it, Bin it, wash your hands will remain our policy – please continue this at home.
10. If it is sunny then parents will need to apply sun cream prior to children coming to nursery. If your children is attending for a full day please put sun cream (labelled) in their bag and staff will apply more as and when required, whilst wearing PPE
11. If children have been prescribed Antibiotics then they should remain at home until the course has finished and they are well enough to be at nursery
12. For funded children, staggered times have been implemented as of Monday 7th September 2020: **2-3's – (AM) 9am – 12pm, (PM) 1pm – 4pm. Pre-school – (AM) 8.30am – 11.30am, (PM) 12.30pm – 3.30pm. No children will be admitted after these times.** If staff have to keep going out to the gate it undermines our Safeguarding Policy
13. Parents of children who do different sessions, such as a full day, will also be asked to bring their children in before the cut off times so that we can maintain our staff to child ratios and adhere to our Safeguarding Policy
14. Parents who have appointments etc, will be asked to phone into nursery and arrange a drop off time in advance
15. No feedback will be given at the gate. Feedback will be given on Parenta, through a note or a staff member will telephone. We would ask that you collect your child and go, as this is safer for yourself as well as staff

16. If your child has an accident or is involved in an incident, a staff member will call you to discuss it. The form will then be completed on the Parenta app, and will be emailed to you, so that you can confirm that you have been informed. Please provide an email if there isn't one on file, or if you have changed your email
17. Blank medication forms, incoming injuries forms etc will be supplied to parents. They will be put in your child' bag. Please complete them as and when required and bring them with you to give to the staff member at the gate
18. Parents can still contact the nursery at any time via telephone or email if you have any concerns or queries, or simply wish to know how your child is getting on. If you wish to speak to someone within the nursery please call: **0787415892**. If you wish to speak to someone in the office regarding invoices or appointments, then please dial the usual number: **01922 620524**
19. The `open-door' policy will not be in use during the Coronavirus Pandemic, so parents will be unable to simply drop in and have a chat. If there is something you feel cannot be dealt with over the phone, then you would need to contact the office to make an appointment. Only one person will be allowed into the office due to the small area, so please only make an appointment if it is important
20. Please ensure your contact details are up to date, along with your emergency contacts, to ensure someone is able to collect your child in the event of an emergency or they become ill. You must be able to collect your child within 30 minutes of receiving a telephone call.

COVID-19 - Procedure for making and attending an appointment at Beeches Day Nursery

Updated 11.9.2020

- During the Coronavirus Pandemic we are following Government guidelines and not admitting anyone onto the premises unless absolutely necessary
- Ideally, in the first instance, please email or call the nursery to speak to someone: southwatt@aol.com / 01922 620524
- If it becomes absolutely necessary for you to come onto the premises, then an appointment will be made at a suitable time and date
- Only 1 person may attend due to the small size of the office and adhering to the social distancing measures in place
- Please do not attend if you are showing any symptoms of the COVID-19
- You must follow all procedures that are in place for the centre (there will be guides to show you which door to enter through), and masks must be worn when inside the building
- When arriving, please press the bell at the front of the building and a member of staff will come and greet you
- At the signing in desk, you will be asked to use the hand sanitizer and complete a disclaimer form before entering nursery
- The meeting will take place in the office and no entry into the nursery itself will be allowed
- Once the meeting is concluded you will be escorted to the door and asked to use the hand sanitizer before signing out and leaving the building
- Whilst in the building please adhere to all health and safety measures that are in place, as well as any procedures put in place to minimise the risk to contracting COVID-19

Thank you for your cooperation

COVID-19 Procedure for Walking Bus – Updated 11.9.2020

AM:

1. We will ask that only 1 parent (symptom free) drop off and collect from the nursery. If other parents are also dropping off, please maintain social distancing. If travelling to nursery via public transport, then the current guidance on travelling by public transport should be followed
2. Children should be free of any illness or symptoms of COVID-19 prior to coming to nursery
3. Walking bus children will enter and leave through the cloak area. Due to the new measures implemented by the Centre the nursery is housed in, we will ask that parents wait at the outer doors to the building and a member of staff will come and greet you and bring your child into nursery
4. Children will wash their hands upon entering the nursery & remain in the designated area set aside for them in 2-3's.
5. Walking bus children will not have contact with nursery children, but will remain in their own group to minimize any risks
6. The children will then leave for school via the cloak room and the designated area will then be cleaned and sanitized before 2-3's arrive.

PM:

1. The children will again enter and leave via the cloak room and wash their hands upon arrival
2. A designated walk way will be set up and the children will follow this directly into pre-school
3. Walking bus children will remain in their own group in a designated area set aside for them. This area will be cleaned and sanitized prior to the children entering, once pre-school have left
4. Activities will be planned for, prepared and set out in that area to keep the children engaged
5. We will ask that only 1 parent (symptom free) collect and wait for their child to be brought to them at the outer doors of the building. Again, if other parents are collecting at the same time, please maintain social distancing
6. As the open-door policy is not in affect during COVID-19, parents will be contacted via telephone if there are any concerns, and parents can also call the nursery if they need to speak to a member of staff in regards to their child.

Please note that the intake times for 2-3's & pre-school have been staggered so that 2-3's do not arrive until after the walking bus children have left, and pre-school will leave before walking bus children arrive. This will allow staff time to clean and sanitize the areas in between the changeover of children. This will also help us to keep walking bus children in their own group, with little or no contact with the nursery children, thus complying with Government guidance.

This procedure will be monitored for its effectiveness and reassessed as and when it becomes necessary.

Beeches Day Nursery:

COVID-19 Symptomatic Child Procedure – Update 1.9.2020

1. If a child is showing symptoms of COVID-19: A new or persistent cough, a fever, or Anosmia, then they will be taken to the designated isolation area. This area will be cordoned off using dividers with some visible tape so children are aware of the visual signs. The staff member accompanying the child would wear full PPE, including, apron, gloves, face mask and eye goggles, to ensure that you are taking the correct precautions when dealing with COVID symptoms.
2. When the child is sitting in the isolation area you should reassure and sit with the child and check & record the child's temperature and see to their needs.
3. There will be a COVID-19 symptom book where we can record the symptoms of the child
4. The parent would be called and asked to come and collect their child immediately. The staff member that remains with the child will then take the child out to the gate to meet the parent when they arrive. Parents will be asked to call nursery when they arrive and to wait at the gate
5. The parent will be advised that as the child is under 5 years of age, they will need to call NHS 111 for advice. The family will then be advised to follow the Government guidelines, which are currently: **10 days isolation** for the child and 14 days isolation for others in the household. We would not expect a child to return to nursery until after the 14-day isolation period, as all the household should be quarantined for this length of time.
6. When the child is collected, the staff member that has remained with the child will clean the designated isolation area using hot soapy water and then disinfect the area
7. The member of staff will then remove their PPE and dispose of the items following the nursery' guidelines (see site operating procedure), and clean and disinfect the eye goggles. They will then change out of their uniform into spare clothing, and wash their hands thoroughly before returning to work. Their uniform should be double bagged and placed in their locker, and then taken home to be washed immediately following the NHS laundry guidelines
8. All parents within that child' group in nursery would then need to be informed about the child with possible symptoms & to stay alert. Should the child receive a positive test for COVID-19, the parents of the other children in the group will be informed immediately, and asked to take or not bring their child to nursery and to seek medical advice themselves if they are not alerted by the Track and Trace system
9. No child will be allowed to return earlier than the 14-day isolation period unless parents can provide the nursery with a negative test result

Beeches Day Nursery

Procedure for symptomatic staff

1. If staff begin to show symptoms of the COVID-19 whilst at work then they must alert a member of management. It will be recorded in the staff COVID symptom book, which is stored in the First aid cupboard. The staff member will leave work immediately and return home, in the safest way possible. You should then isolate for 7 days, whilst the other members of your household should isolate for 14 days. Staff should use the online 111 system to seek medical help. Staff will not be allowed back to work until the 14 days isolation period is up, unless you can provide a negative test result
2. If Staff display any symptoms, Management will notify the parents of their group, and of any other children they may have come into contact with. Staff will also be notified