

BEECHES DAY NURSERY COVID-19 SITE OPERATING PROCEDURES: Update 12/11/2020

FOCUS	AREA OF CONSIDERATION	PROCEDURES IN PLACE
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or who have completed the required isolation period should attend the nursery
	Physical distancing/Grouping	<ul style="list-style-type: none"> • Following changes to the Government guidance, from Monday 20th July children will no longer be organised into small 'groups', within their own areas. Instead we will erect the dividers between pre-school & 2-3's, keeping these groups separate. Baby room is already separate • Only 2 children to go into the bathroom at the same time, and they will be accompanied by a staff member to ensure they use separate cubicles and sinks. The staff member will then disinfect the toilets and sinks • Following changes to Government guidance. from Monday 20th July pre-school & 2-3's will remain in their own rooms during snack and meal times. • The use of communal internal spaces should be restricted as much as possible • From the 20th July the garden area will no longer be split into 2. Instead pre-school and 2-3's will use the area separately and staff will still maintain 1 or 2 metre social distancing where possible. Resources and apparatus will still be cleaned in between use. • Cots and coracles will be set apart when babies attend – 2 metres if there is space • The settling in procedure will be followed for new children
	Wellbeing & Education	<ul style="list-style-type: none"> • Children will be supported through songs and stories, to understand the ways in which they can keep themselves safe, such as regular hand washing, sneezing into a tissue etc (catch it, kill it, bin it) • Children will be supported to understand the changes & challenges possibly faced as a result of Covid-19, through activities & stories • Staff will be aware that children may need more emotional support at this time
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend if they are symptom free, have completed the required isolation period, or a negative test result. However, even following a negative test result, staff should not return to work until the symptoms have cleared and they are feeling better • If staff are notified that they have been in close contact with a confirmed case, then they must isolate for 14 days • Staff will complete a health questionnaire before returning to work • Staff will read and sign to say they understand all of the Covid-19 related risk assessments, procedures and the nursery' Site Operational Plan prior to returning to work

		<ul style="list-style-type: none"> • Staff must comply with the government guidance, depending upon which tier their area comes under (where they live)
	Physical distancing/grouping	<ul style="list-style-type: none"> • From the 20th July, wherever possible, staff will remain in their own areas i.e. pre-school etc. This will only change if cover is needed for another staff member • Only one staff member to take children to the bathroom at any one time • Only one staff member should be in the kitchen at any one time • Social distancing will remain in place during breaks in the staff room, by sitting 2 metres apart. Staggered breaks may be implemented when there is a full accompaniment of staff
		<ul style="list-style-type: none"> • Staff should avoid physical contact with each other, such as handshakes, fist bumps, hugs etc • Where it is possible, we will conduct meetings virtually. If it is not possible, then we will ensure the social distancing measures are followed • Face coverings/visors are to be worn within the building, including when visiting the office or any communal area where it is difficult to maintain social distancing. These should also be worn when greeting parents at the gate
	Training	<ul style="list-style-type: none"> • All staff are to complete the 'Illness and Infection Control' training on Noodle Now prior to returning • All staff have been given the link & will complete 'Prevent COVID-19' training with the Virtual College prior to returning • Staff will be guided on how to action the new procedures that have been put in place
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 and collect their child • Only 1 parent to accompany a child to drop off and collect. A sign will be in place informing parents of the new entrance & where to wait • Parents will now wait outside the gate at the front of the building to bring children, standing in line at the required 2 metres distance apart. Markings will be in place to remind them. Face coverings should be worn • Staggered times have been implemented for funded children to reduce the build-up of parents at the gate • Staff will be at the gate to receive and take children. Parents will not enter the nursery • Should a settling in session be necessary, then the 'Settling In Procedure' will be followed
	Communications	<ul style="list-style-type: none"> • Parents will be kept up to date via the Ourschools App, emails and letters, regarding the new Site Operating Plan, and the role they have to play to ensure the safety of their children and themselves

		<ul style="list-style-type: none"> • Parents will be issued with the Site Operating Plan, the overall nursery risk assessment, and the new admittance procedure relating to Covid-19 • Parents will be made aware that the open-door policy on the premises will not be in operation during the Coronavirus pandemic, but staff will maintain contact via telephone, and if they wish to contact us at any time, they can do so via telephone or email.
Visitors	Visits	<ul style="list-style-type: none"> • Parents can arrange a meeting on the premises, but only when absolutely necessary, by calling the office to arrange an appointment. Only 1 parent will be admitted due to the lack of space in the office, and a face covering must be worn whilst on the premises. The Procedure for Making Appointments will be followed at all times • Attendance at nursery will be restricted to children and staff only • Outside companies who come in to administer lessons, such as Animaltastic and French are suspended until further notice unless they can be carried out virtually • Visitors will not be admitted into nursery unless absolutely essential, such as essential building maintenance. Where this is required, we will ask that they be conducted outside of business hours. If this is not possible, we will arrange a suitable date and time, where the least children are in attendance, and can be removed from the area in question • No visitors will be admitted into the office without a prior appointment. Appointments will only be made if it is felt it is absolutely necessary to do so & the procedure for admitting visitors will be followed • The outside catering company has been suspended, and nursery will provide a packed lunch for the children • A procedure for showing new admissions around has been implemented
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Wherever possible, staff and parents should travel to nursery alone, using their own transport • Staff and parents will be advised to follow the Governments advice on the use of public transport, if they have to use this mode of transport • Parents will be encouraged to walk or cycle with their children if possible • Parents will be informed that they cannot leave bikes, pushchairs, car seats etc at the nursery • Outings and visits are to be suspended until further notice • Staff and parents are to inform nursery if they plan to travel abroad and to what country. If travelling to a 'hot spot' country, they will need to quarantine upon return
Hygiene and Health & Safety	Hand washing	<ul style="list-style-type: none"> • All staff and children will wash their hands upon arrival at nursery • Staff will encourage children to wash their hands frequently and often: before and after activities, snacks and meals. After going to the toilet/potty, sneezing, coughing etc. Staff will also demonstrate good hygiene to the children by following this themselves

	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule has been put in place (please refer to the Enhanced Cleaning Schedule Procedure) • A deep clean of the nursery premises will be done prior to re-opening. The enhanced cleaning schedule will then come into effect • Alongside the enhanced cleaning schedule, touch points such as door handles etc, will be cleaned and sanitized throughout the day • All staff will be given a copy of the Enhanced Cleaning Schedule, and management will ensure they are fully aware of the procedures prior to returning
	Waste Disposal	<ul style="list-style-type: none"> • Tissues will be disposed of immediately. Children will be encouraged to follow the 'Catch it, Bin it, Kill it' directions • Bins will be emptied once they are full, or at the end of each day. They will then be cleaned and sanitized (see Enhanced Cleaning Schedule) • PPE will be disposed of in the usual way, unless it has been used after coming into contact with symptoms of Coronavirus. In this instance we will follow the Government guidelines (see procedure on dealing with a symptomatic child)
	Laundry	<ul style="list-style-type: none"> • Items such as flannels, towels, bedding etc will not be shared amongst children • All items requiring laundering will be washed in accordance with the NHS laundry guidelines
	Risk Assessment	<ul style="list-style-type: none"> • A full risk assessment of the nursery overall has been completed • Risk assessments on individual areas have been completed • Risk assessments on staff have been completed • Stress risk assessments on staff have been completed • Risk assessments on individual children have been completed • Risk assessments on activities carried out to be completed for each activity, taking into consideration any adaptation to normal practice, e.g. sharing of utensils, suspension of learning experiences involving soft toys, malleable materials etc • Health and Safety risk assessments have been completed
	PPE	<ul style="list-style-type: none"> • Government guidance states that PPE is not required for general use in early years settings to protect against COVID-19, unless staff are with a child who develops symptoms • Staff should wear face coverings when inside the building, in communal areas • PPE that is normally used for nappy changing will remain in place

		<ul style="list-style-type: none"> • Some staff are nervous about returning & being in close contact with their group. Therefore, they will make clear face visors with the children, so that if they choose to wear them, the children will not be afraid, and can also wear one of their own during play • Staff will follow the 'Procedure for Dealing with a Symptomatic Child', in regards to wearing full PPE attire and the disposal of it • As well as PPE, frequent washing of hands for 20 seconds is to be maintained
Premises	Building	<ul style="list-style-type: none"> • As the building has been temporarily closed during the lockdown period, health and safety checks have been carried out prior to re-opening • The nursery has arranged for the Centre Manager to ensure other tests are conducted prior to re-opening, such as the water for legionnaires & that the windows can be opened • Windows will be opened for ventilation, along with the door to the back garden and baby room outer door when the room is not being used & it is safe to do so, taking fire regulations into account. Should the temperature in nursery drop too low during winter because of the opening of the windows and doors, then this will be reassessed.
	Resources	<ul style="list-style-type: none"> • Children will not be permitted to bring items from home into the nursery • Soft toys and toys with small parts will be removed, as these will be difficult to keep clean and sanitized • All resources will be cleaned and sanitized twice daily under the enhanced cleaning regime • From the 20th July staff in each area and group will be responsible for ensuring that resources are cleaned and sanitized after use, ready for the next group • Electronics such as tablets, touch screens, keyboards, telephones, and remote controls will be cleaned within the enhanced cleaning schedule, but also throughout the day. • Each staff member has their own tablet to use and is responsible for the cleaning and safety of it. If they have to share then it will be cleaned before use and when finished with before handing it back to its owner
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • PPE is ordered including full PPE equipment. A staff member will be nominated to monitor stock levels for re-ordering. Should we be unable to purchase PPE from regular suppliers, we have the list of local Government suppliers that we can contact if we need an emergency supply • Cleaning supplies have been purchased and stocked up. We will continue to maintain the level in case there are times when we are unable to purchase any. During the pandemic we will source all suppliers as well as our regular ones to ensure stocks levels are maintained • An electronic temperature metre will be purchased to record children' temperatures. This is safer for both the staff member and child

		<ul style="list-style-type: none">• Food for snack will be purchased as normal from local shops• Milk will be dropped off by Cool Milk. The amount ordered will reflect the number of daily children who are entitled to it
Responding to a suspected case		<ul style="list-style-type: none">• A procedure has been put in place for any child who may be suspected of displaying Coronavirus symptoms (please read procedure for `dealing with a symptomatic child`)• A procedure has been put in place for any staff member who may be suspected of displaying Coronavirus symptoms (please read procedure for dealing with symptomatic staff)