

**BEECHES DAY NURSERY COVID-19 SITE OPERATING PROCEDURES: Update 24/3/2021**

FOCUS	AREA OF CONSIDERATION	PROCEDURES IN PLACE
Children	Attendance	<ul style="list-style-type: none"> <li>• Only children who are symptom free or who have completed the required isolation period should attend the nursery</li> </ul>
	Physical distancing/Grouping	<ul style="list-style-type: none"> <li>• Following changes to the Government guidance, from Monday 20<sup>th</sup> July children will no longer be organised into small 'groups', within their own areas. Instead we will erect the dividers between pre-school &amp; 2-3's, keeping these groups separate. Baby room is already separate</li> <li>• 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</li> <li>• Following changes to Government guidance. from Monday 20<sup>th</sup> July pre-school &amp; 2-3's will remain in their own rooms during snack and meal times.</li> <li>• The use of communal internal spaces should be restricted as much as possible</li> <li>• From the 20<sup>th</sup> 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.</li> <li>• Cots and coracles will be set apart when babies attend – 2 metres if there is space</li> <li>• The settling in procedure will be followed for new children</li> </ul>
	Wellbeing & Education	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Children will be supported to understand the changes &amp; challenges possibly faced as a result of Covid-19, through activities &amp; stories</li> <li>• Staff will be aware that children may need more emotional support at this time</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• 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</li> <li>• If staff are notified that they have been in close contact with a confirmed case, then they must isolate for 10 days. This begins the day after their last contact with the confirmed case</li> <li>• If staff carry out a LFD test at home and receive a positive test, they must begin self-isolating for 10 days from the day of the result, and book a PCR test to confirm the result</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff will complete a health questionnaire before returning to work</li> <li>• 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</li> <li>• Staff must comply with the government guidance, depending upon which tier their area comes under (where they live)</li> <li>• From March 2021 Staff will be encouraged to engage in asymptomatic testing twice weekly, to rapidly detect cases that would otherwise go undetected</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• From the 20<sup>th</sup> 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</li> <li>• Only one staff member to take children to the bathroom at any one time</li> <li>• Only one staff member should be in the kitchen at any one time</li> <li>• 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</li> </ul>
		<ul style="list-style-type: none"> <li>• Staff should avoid physical contact with each other, such as handshakes, fist bumps, hugs etc</li> <li>• Where it is possible, we will conduct meetings virtually. If it is not possible, then we will ensure the social distancing measures are followed</li> <li>• Face coverings are to be worn within the building, including when visiting the office or any communal area where it is difficult to maintain social distancing (visors should not be worn without a face mask in communal areas – see also the procedure for Admittance of Staff). These should also be worn when greeting parents at the gate (see nursery risk assessment for the wearing and removal of face masks)</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff should have their own items</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff are to complete the 'Illness and Infection Control' training on Noodle Now prior to returning</li> <li>• All staff have been given the link &amp; will complete 'Prevent COVID-19' training with the Virtual College prior to returning</li> <li>• Staff will be guided on how to action the new procedures that have been put in place</li> </ul>

Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off and collect their child</li> <li>• Only 1 parent to accompany a child to drop off and collect.</li> <li>• Parents will wait outside the doors at the front of the building to drop off and collect children, standing in line at the required 2 metres distance apart. Face coverings should be worn</li> <li>• Staff will be at the doors to receive and take children. Parents will not enter the building</li> <li>• Should a settling in session be necessary, then the 'Settling In Procedure' will be followed</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• 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</li> <li>• Parents will be issued with the Site Operating Plan, the overall nursery risk assessment, and the new admittance procedure relating to Covid-19</li> <li>• 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.</li> <li>• Should the nursery have to close then we will follow the 'contingency plan for closure' to keep in contact with our parents &amp; children</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>• 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</li> <li>• Attendance at nursery will be restricted to children and staff only</li> <li>• 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</li> <li>• 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</li> <li>• 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 &amp; the procedure for admitting visitors will be followed</li> </ul>

		<ul style="list-style-type: none"> <li>• The outside catering company has been suspended, and nursery will provide a packed lunch for the children</li> <li>• A procedure for showing new admissions around has been implemented</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• Wherever possible, staff and parents should travel to nursery alone, using their own transport</li> <li>• 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</li> <li>• Parents will be encouraged to walk or cycle with their children if possible</li> <li>• Parents will be informed that they cannot leave bikes, pushchairs, car seats etc at the nursery</li> <li>• Outings and visits are to be suspended until further notice</li> <li>• Staff and parents are to inform nursery if they plan to travel abroad and to what country. If travelling to or through a country on the `red list`, they will need to quarantine upon return as per government guidance</li> </ul>
Hygiene and Health & Safety	Hand washing	<ul style="list-style-type: none"> <li>• All staff and children will wash their hands upon arrival at nursery</li> <li>• 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 or changing rooms. Staff will also demonstrate good hygiene to the children by following this themselves</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule has been put in place (please refer to the Enhanced Cleaning Schedule Procedure)</li> <li>• A deep clean of the nursery premises will be done prior to re-opening. The enhanced cleaning schedule will then come into effect</li> <li>• A deep clean of the nursery will also be carried out following any outbreaks, as advised by the local PHE</li> <li>• Alongside the enhanced cleaning schedule, touch points such as door handles etc, will be cleaned and sanitized throughout the day</li> <li>• 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</li> </ul>
	Waste Disposal	<ul style="list-style-type: none"> <li>• Tissues will be disposed of immediately. Children will be encouraged to follow the `Catch it, Bin it, Kill it` directions</li> <li>• 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)</li> </ul>

		<ul style="list-style-type: none"> <li>• 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)</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• Items such as flannels, towels, bedding etc will not be shared amongst children</li> <li>• All items requiring laundering will be washed in accordance with the NHS laundry guidelines</li> </ul>
	Risk Assessment	<ul style="list-style-type: none"> <li>• A full risk assessment of the nursery overall has been completed</li> <li>• Risk assessments on individual areas have been completed</li> <li>• Risk assessments on staff have been completed</li> <li>• Stress risk assessments on staff have been completed</li> <li>• Risk assessments on individual children have been completed</li> <li>• 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</li> <li>• Health and Safety risk assessments have been completed</li> </ul>
	PPE	<ul style="list-style-type: none"> <li>• 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</li> <li>• Staff should wear face coverings when inside the building, in communal areas</li> <li>• PPE that is normally used for nappy changing will remain in place</li> <li>• Some staff are nervous about returning &amp; 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 (face visors should not be worn routinely as an alternative to face coverings, as they are unlikely to be effective in reducing aerosol transmission when used without an additional face covering, therefore staff have the option to wear a face covering if it makes them feel safer)</li> <li>• Staff will follow the 'Procedure for Dealing with a Symptomatic Child', in regards to wearing full PPE attire and the disposal of it</li> <li>• As well as PPE, frequent washing of hands for 20 seconds is to be maintained</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• As the building has been temporarily closed during the lockdown period, health and safety checks have been carried out prior to re-opening</li> </ul>

		<ul style="list-style-type: none"> <li>• The nursery has arranged for the Centre Manager to ensure other tests are conducted prior to re-opening, such as the water for legionnaires &amp; that the windows can be opened</li> <li>• It is important that the nursery is ventilated, therefore, windows will be opened to allow natural ventilation. In colder weather they will be opened just enough to provide constant background ventilation, and will then periodically will be opened more fully when the nursery is not in use, to purge the air in the space. Convector heaters can be used to warm the rooms once a risk assessment has been completed to ensure comfort levels are maintained.</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children will not be permitted to bring items from home into the nursery</li> <li>• Soft toys and toys with small parts will be removed, as these will be difficult to keep clean and sanitized</li> <li>• All resources will be cleaned and sanitized twice daily under the enhanced cleaning regime</li> <li>• From the 20<sup>th</sup> 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</li> <li>• Resources (inc books) that are shared within a room will be cleaned regularly, along with all frequently touched surfaces</li> <li>• Outdoor play equipment will be more frequently cleaned than normal.</li> <li>• Electronics such as tablets, touch screens, keyboards, telephones, and remote controls will be cleaned within the enhanced cleaning schedule, but also throughout the day.</li> <li>• 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</li> </ul>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• An electronic temperature metre will be purchased to record children' temperatures. This is safer for both the staff member and child</li> <li>• Food for snack will be purchased as normal from local shops</li> <li>• Milk will be dropped off by Cool Milk. The amount ordered will reflect the number of daily children who are entitled to it</li> </ul>

Responding to a suspected case		<ul style="list-style-type: none"><li>• 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`)</li><li>• 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)</li></ul>
--------------------------------	--	--

**Beeches Day Nursery**  
**Enhanced Cleaning Schedule**  
**Amended 24.3.21**

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, table tops & electronic devices such as phones, tablets etc to be cleaned & sanitised regularly
3. Resources/toys to be cleaned after each use. Use dishwasher if possible
4. Resources, such as books, toys and equipment, that are shared within a group, will be cleaned regularly, along with all frequently touched surfaces
5. Outdoor equipment will be cleaned more frequently than normal
6. Staff responsible for keeping their own group area clean and disinfected.
7. Children to wash their hands upon entering the nursery before going to their area
8. Staff to use fobs to enter Nursery and immediately wash their hands upon entry. Sanitiser can be accessed prior to entering Nursery.
9. 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
10. Continue with the catch it, kill it, bin it for coughs and sneezes
11. PPE must be worn for general cleaning – gloves and apron. Disposable masks can be disposed of as general waste
12. Please see the Health & Safety appendix on how cleaning products will be stored and used during the Coronavirus pandemic
13. 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.
14. Bedding for each individual child to be washed weekly, or as and when required
15. 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
16. 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
17. Staff to use their own stationery and pens – do not share. Staff to inform management if there is anything, they need
18. 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.
19. 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
20. To open windows for ventilation
21. 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 1.3.21**

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 14<sup>th</sup> 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. Face visors/shields are provided by the nursery for staff, however these are not recommended as an alternative to face coverings. The Government advice is that face coverings should be worn with them. Staff have the option to use face coverings if they wish. Staff can use their own face coverings and they should be stored in individual, sealed plastic bags when not in use. Where a face covering becomes damp, it should not be worn, so staff would need to bring a spare in case of this eventuality. Staff should not touch the face masks whilst they are being worn, as this could contaminate them, and they would need to be replaced. Face masks should be disposed of or washed after use. The nursery will keep a small contingency supply available for emergencies (please also see number 12)
5. Staff will download the NHS COVID-19 app to check-in when they arrive with the NHS QR number. This is for the purpose of Track and Trace in the case of an outbreak. The QR poster will be displayed on the parent board by the signing in desk
6. 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
7. Staff must complete a health questionnaire prior to the nursery re-opening and after any extended closure. 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
8. If you are informed by Test & Trace that you have been in close contact with a confirmed case, you must isolate as per government guidelines. This begins the day symptoms begin and then for 10 days after
9. Adhere by the social distancing rules and the cleaning regimes put in place to keep everyone safe.
10. Follow the relevant policies & risk assessments including grouping of the children. Follow the nursery procedures
11. 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
12. The use of face coverings: Staff must wear a face covering when attending the gate, using the centre's facilities or in any communal spaces of the nursery where it is difficult to maintain social

distancing (please see number 4). Nursery will provide visors that will be kept in separate, sealed bags. Staff should wash their hands before and after using the visor, and clean & anti-bac the visor before returning it to its bag. There are exemptions for wearing a mask, and the government states:

- Physical or mental illness, impairment or disability
- Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expressions to communicate

13. 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
14. 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 11.12.2020

*To commence from January 4<sup>th</sup> 2021*

1. **Parents will drop off and collect at the building's main doors.**
2. Please adhere to **the social distancing rules of 2 metres when forming a queue**. Parents will need to queue to the left of the entrance door when dropping off, and to the right of the exit door when collecting. Please keep your children 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, and you **will be required to wear a mask when dropping off and collecting**
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 doors (also wearing masks) 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 doors when the staff member arrives**. She will greet each of you individually whilst maintaining a safe 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 are 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, times have been amended as of Monday 4<sup>th</sup> January 2021: **Morning sessions will be: 8.30am-11.30am. Afternoon sessions will be: 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 by not meeting our staff to child ratios
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, prior to the appointment taking place
15. No feedback will be given at the doors. Feedback will be given on Parenta, through a note or a staff member will contact you via telephone. We would ask that you collect your child and go, as this is safer for everyone

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. Please confirm that you have received and read the form via email. This will then be printed off and put on your child's file. Please provide an email if there isn't one on file, or if you have changed your email address
17. Blank medication forms, incoming injuries forms etc will be supplied to parents. They will be put in your child's 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 (see the procedure for making an appointment)
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 1.3.2021**

- 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](mailto: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, or you have come into close contact with a confirmed case and are following the isolation period as set out in government guidelines
- 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/face coverings must be worn at all times
- When arriving, if the front door is locked, please call the nursery number to let us know you have arrived, and a member of staff will come and greet you
- There is a NHS QR number displayed on the parent board by the signing in desk for visitors to check in using the NHS COVID-19 app. If you do not have the app on your phone, then you will be asked for your name & contact number for the purposes of Track & Trace
- 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**

## Procedure for Settling-In Sessions during COVID-19

Updated: 12.11.2020

1. 2 Settling in sessions will be arranged
2. The child's key person will phone and arrange a suitable date and time to arrange a virtual meeting, and complete the All About Me form. This also gives the family a chance to get to know their child's key person and get answers to any queries they may have. If parents do not have internet access, then this will be carried out via telephone
3. Parents will be informed at the virtual meeting about our non-visitor policy during the Coronavirus Pandemic, however they will also be reassured that if it is absolutely necessary for their child that a parent can accompany them inside on their first visit. The following will then be explained:
  - A face covering must be worn
  - They will only be allowed to stay for a limited amount of time (ideally, less than the 1 hour allocated slot)
  - Close contact with other children must be avoided
  - The nursery's System of Controls, how it impacts them & their responsibilities during their visit. These will be explained verbally before or upon arrival at the nursery.
4. A section will be set aside for parents to remain whilst inside the nursery. This is to maintain social distancing from the other children and staff members & to keep everyone safe
5. Parents will be asked to drop the child off at the gate with staff for the second visit and collect after the 1-hour session, and not to enter nursery if possible
6. If a child struggles to settle then the key person will discuss options with parents, such as further settling in sessions, or shorter sessions until the child feels more comfortable
7. We will adhere to the systems and procedures that have been put in place during the Coronavirus pandemic, whilst ensuring that the needs of the child are met fully
8. At any time during their child's session parents can call staff on **0748 7415892**, to find out how their child is getting on.

## **COVID-19 Procedure for Walking Bus**

### **Amended – 11.12.2020**

#### **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 measures. If travelling to nursery via public transport, then the current guidance on travelling by public transport should be followed. Please wear a face covering/mask when dropping off and collecting your child
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. We will ask that the parent leave the child at the door and not to enter the building
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 come in

#### **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. Again, if other parents are collecting at the same time, please maintain social distancing measures and wear a face covering/mask
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.

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 19.4.2021**

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. Anyone who has come into close contact with the child (staff or children) will wash their hands immediately for 20 seconds. Areas that the child has played in will also be cleaned
3. 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.
4. If the child needs to use the bathroom, the member of staff will accompany them. The cubicle and sink will then be cleaned and sanitized before allowing other children to use them
5. There will be a COVID-19 symptom book where we can record the symptoms of the child
6. 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 front doors of the building to meet the parent when they arrive. Parents will be asked to call nursery when they arrive and to wait at the doors
7. 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 10 days isolation also for all others in the household. The isolation period includes the day the symptoms started and the next 10 full days
8. Any sibling of the symptomatic child who is on the premises will also be isolated and sent home
9. 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
10. 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
11. 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, anyone who has been in close contact will be sent home & must isolate for 10 days as per government guidelines. The isolation period would begin from the day after their last contact with the confirmed case. The definition of 'close' contact is:
  - Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
  - Face to face contact including being coughed on or having a face-to-face conversation within 1 metre
  - Been within 1 metre for 1 minute or longer without face-to-face contact
  - Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - Travelled in the same vehicle or a plane
12. No child will be allowed to return earlier than the 10-day isolation period. 1 in 5 COVID-19 tests are showing to be false negatives. Therefore, new guidance states that even if a child receives a

negative test result, they should not return to nursery until their symptoms have cleared and they are feeling better.

**Beeches Day Nursery**  
**Procedure for symptomatic staff**

**Amendment: 1.3.2021**

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.
2. Areas where the staff member have worked or been present will be cleaned
3. Testing is available to all key workers by accessing the self-referral portal: <https://www.gov.uk/get-coronavirus-test> and ticking the relevant box for essential workers. In the event that this becomes unavailable then staff should book a test through NHS Test and Trace or call 119
4. Staff must inform management of the result of the test. If the test is positive then staff must complete the required isolation period (along with everyone in their household) before returning to work. This is currently 10 days. The isolation period includes the day the symptoms started and the next 10 full days.
5. If the test is negative but the staff member is still displaying symptoms or is still unwell, they are to remain at home until they are well enough to return

**PROCEDURE TO FOLLOW FOR A CONFIRMED CASE OF  
COVID-19**

1. Ensure you have a record of what children and staff are in specific rooms, and any close contact that has taken place between staff and children (particularly the confirmed case), contact numbers will be required for Test & Trace. PHE will request this information
  
2. **Contact Walsall Council Public Health Protection Team:**  
Nursing Single Point Access – 01922 423349 (9am-5pm Monday – Friday).  
[schoolnursing@walsallhealthcare.nhs.uk](mailto:schoolnursing@walsallhealthcare.nhs.uk)  
  
Out of hours/weekends on-call team: 01922 658065 (8am-8pm). [Walsall.healthprotection@nhs.net](mailto:Walsall.healthprotection@nhs.net)
  
3. Follow advice from PHE & inform all staff and parents of children who have had close contact with the confirmed case. Ask them to order a test and comply with the NHS Test and Trace process if they have not already been contacted by the Test and Trace
  
4. Notify Ofsted: **0300 123 1231**