



## COVID-19 CONTINGENCY FRAMEWORK

The nursery will continue to operate during an outbreak, albeit with tighter restrictions (please see Outbreak Management Plan). However, there may be a rare instance that a ministerial decision by the DfE is made to close the nursery to address a high rate of transmission within the local area, or Public Health England (PHE) may advise us to close if there is an outbreak within nursery. Should this be the case the contingency framework below will to be implemented to ensure a continuing link between the nursery, children and families.

We will:

- Provide communication, stories, recipes and activities via the nursery' Facebook page that children and parents can join in with. This way, children will be able to see & remain familiar with their key worker and other members of staff.
- Remain in contact with all parents via email, and send activity ideas/sheets that they can carry out with their children based on their child' learning needs.
- Ask parents to contact us via their child's file on Parenta to keep us updated on how their child is progressing. This can then be added to the child's learning journey
- The DSL will work from home but be available. The DSL will keep in regular contact with our most vulnerable children and their families to offer support.



## **Enhanced Cleaning Schedule - to be followed during a COVID outbreak**

1. The nursery will undergo a deep clean
2. The cleaning schedule will 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 throughout the day
3. Resources/toys to be cleaned after each use. Then steam cleaned thoroughly at the end of the day or put in the 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 are 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. 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.
13. Bedding for each individual child to be washed weekly, or as and when required
14. 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
15. 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
16. Staff to use their own stationery and pens – do not share. Staff to inform management if there is anything, they need
17. 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.
18. 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
19. To open windows for ventilation
20. Management will carry out checks morning and afternoon to ensure the cleanliness and hygiene standards of the nursery is always maintained.



## COVID-19 EQUIPMENT AND RESOURCES POLICY APPENDIX

To be followed during an outbreak

We will carry out more frequent cleaning of toys and resources in line with our Enhanced Cleaning Schedule

Equipment and resources that cannot be easily cleaned, for example soft toys, may not be put out during this time (as per our risk assessment). Any unnecessary items in rooms will be stored elsewhere, where possible.

Children are discouraged from bringing items from home into the setting unless it is absolutely essential for their well-being. Where this is the case, items will be cleaned appropriately upon arrival.



## COVID-19 Food play policy APPENDIX

To be followed during an outbreak

Should an outbreak occur at nursery or within the local area, where we are required to implement tighter restrictions, the nursery will not be using food in activities and play. This will reduce the risk of the spread of the virus.



## Outdoor Play Policy APPENDIX

### To be followed during a COVID outbreak

Unfortunately, during an outbreak there will be no visits and outings taking place, although this will remain under constant review as guidelines change

The Sun Care policy and Parents and Carers as Partners policy have also been amended to include new procedures during the Coronavirus pandemic.

The resources in the garden will be limited and stored appropriately when not in use. After each session the resources will be washed down with hot soapy water and disinfected. The door will be wiped with Antibac spray and kitchen roll. When the children go outside there will be a small waste bin for tissues to go into.

Risk assessments will be carried out on any activities that involve malleable materials, such as sand, mud and water. The materials will be handled by a consistent group of children, and only those children. The materials will then either be cleaned or replaced before another group use them. All frequently touched surfaces, equipment, tools and resources for the messy play will be thoroughly cleaned and dried before they are used by a different group.

When bicycles have been used, they will be cleaned with hot soapy water.

The nursery will have use of the carpark for the bicycles and scooters. This will be risk assessed beforehand and the number of children at any one time will be limited.

When planning for the outdoor garden the following will be considered:

- How all children can be given equal opportunities for outdoor learning, while ensuring outdoor equipment and toys are appropriately cleaned between being used by each room.



## **Procedure for admitting children to nursery during an outbreak**

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 continue to 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 are: **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 doors, it undermines our Safeguarding Policy by not meeting our staff to child ratios
13. 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
14. 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
15. 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

16. 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**
17. The 'open-door' policy will not be in use during the outbreak, and as the outbreak procedures will only be in place for a short period, we would ask that parents contact us either by telephone or email. No on-site appointments will be made until the outbreak is over
18. 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.



## **Procedure for Walking Bus during a COVID Outbreak**

### **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. Please wear a face covering 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 main outer doors. Parents are not to enter the building. A staff member will greet you at the door and walk your child into nursery
4. Children will wash their hands upon entering the nursery & remain in a designated area set aside for them, which will have already been cleaned and sanitized.
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 and the designated area will then be cleaned and sanitized

### **PM:**

1. The children will again enter 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
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
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.





## **Admittance of staff procedure**

### ***To be followed in the event of a COVID outbreak***

1. 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
2. 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 within nursery 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
3. Staff must wear a face covering (unless exempt) when attending to parents at the doors, using the centre' facilities or in any communal spaces of the nursery where it is difficult to maintain social distancing.
4. Staff will continue 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. Hand sanitizer is available at the desk
5. 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. Soap and hand sanitizer will be readily available
6. DO NOT attend work if you or anyone you live with has any of the 3 symptoms: a new persistent cough, fever or Anosmia. In this instance, you must book a PCR test
7. 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 (unless you have been double jabbed & show no symptoms). This begins the day symptoms begin and then for 10 days after
8. Social distancing will be adhered to as far as is practicable, as will the enhanced cleaning regime, which is put in place to keep everyone safe.
9. Follow the relevant policies & risk assessments including grouping of the children. Follow the nursery procedures
10. 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
11. 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
12. If staff are prescribed antibiotics, they must inform management via telephone before arriving to work to ensure they are well enough to do so.