



COVID-19 OUTBREAK MANAGEMENT PLAN

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 • Parents will be asked to follow the Procedure for Admitting Children during an Outbreak • No settling in sessions will take place during an outbreak
	Physical distancing/Grouping	<ul style="list-style-type: none"> • We will erect the dividers between rooms, keeping groups of children in their own space, and try to keep the children within their key groups as much as possible. • 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 • The children will remain in their own rooms during snack and meal times, and maintain social distancing at the tables as far as is practically possible. • The use of communal internal spaces should be restricted as much as possible • Groups will use the outdoor area separately and staff will maintain 1 or 2 metre social distancing where possible. Resources and apparatus will be cleaned in between use. • Cots and coracles will be set apart when babies attend – 2 metres if there is space
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 (see Procedure for Admitting Staff during an Outbreak) • If staff are notified that they have been in close contact with a confirmed case, they may continue to attend work if they have been double jabbed, show no symptoms and are following the latest government advice • 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. Should the PCR test come back negative, this will override the LFD test result • Staff will continue to be encouraged to engage in asymptomatic testing twice weekly, to rapidly detect cases that would otherwise go undetected

	Physical distancing/grouping	<ul style="list-style-type: none"> • Staff will remain in their own groups/rooms. 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 • Staff should avoid physical contact with each other, such as handshakes, fist bumps, hugs etc • 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 during an Outbreak). These should also be worn when greeting parents at the door • For individual and very frequently used equipment, such as pencils and pens, staff should have their own items & not share with others • Only 2 members of staff will be permitted to work in the office at any one time, to maintain social distancing measures
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and or have completed 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. • 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 • Staff will be at the doors to receive and take children. Parents will not enter the building • Please also see Procedure for Admitting Children during an Outbreak
	Communications	<ul style="list-style-type: none"> • Parents will be informed of an outbreak and the temporary systems in place, via the Ourschools App & an email. They will be informed of the role they have to play to ensure the safety of their children and themselves • Parents will be issued with the Outbreak Management Plan, the Procedure for Admitting Children during an Outbreak & the procedure for a symptomatic child relating to Covid-19. They will also be informed that ALL of our temporary systems can be found on the COVID page of the nursery website

		<ul style="list-style-type: none"> • Parents will be made aware that the open-door policy on the premises will not be in operation during the outbreak, 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. • Should the nursery have to close following advice from PHE, then we will follow the 'contingency plan for closure' to keep in contact with our parents & children
Visitors	Visits	<ul style="list-style-type: none"> • Attendance at nursery will be restricted to children and staff only. As these restrictions will only be temporary due to an outbreak, all settling in sessions and showarounds will not be held until it is safe to do so • Outside professionals will be asked to postpone their visits, or if necessary, conduct them virtually
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Outings and visits will be suspended until further notice • Staff and parents are to complete a Travel Log if they plan to travel abroad, as advice on each country is constantly changing. We can then ensure that everyone is following the correct guidelines & not increasing the risk of transmission
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 or changing rooms. 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 carried out following the outbreak. If we are advised by PHE to close, then a deep clean will be undertaken before we re-open • 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 and are maintaining the schedule
	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
	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 • 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"> • 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.
	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 • Staff in each area and group will be responsible for ensuring that resources are cleaned and sanitized after use, ready for the next group • Resources (inc books) that are shared within a room will be cleaned regularly, along with all frequently touched surfaces • Outdoor play equipment will be cleaned after each group use. • 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

Walking Bus	Attendance	<ul style="list-style-type: none"> • During an outbreak, only the children of critical workers will be able to access the walking bus • The procedure for Walking Bus during an outbreak will be implemented
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 follow the 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 follow the procedure for dealing with symptomatic staff)



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 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 Anti-bac 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 face covering 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. In line with government guidance, we will only be able to provide this service to children of key workers
2. 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
3. Children should be free of any illness or symptoms of COVID-19 prior to coming to nursery
4. 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
5. 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.
6. Walking bus children will not have contact with nursery children, but will remain in their own group to minimize any risks
7. 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.