

# The Enchanted Rose Garden Nursery and Preschool



## **Covid-19 Site Operating Procedures**

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<b>Focus</b>	<b>Area of consideration</b>	<b>Procedures</b>
<b>Children</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Only children who are symptom free or have completed the required isolation period can attend nursery.</li> <li>• Staff will ask parents/carers for an update on health of the household upon arrival.</li> <li>• Staff will sign children in/out on the registers to limit contact.</li> <li>• Staff may take children's temperatures upon arrival when they deem appropriate. Any child with temperature above 37.8 degrees celsius will not be allowed into the nursery. Staff will take all children's temperature once during each session am &amp; pm using a non contact head thermometer.</li> <li>• When returning from a period of absence, whether Covid-19 related or not, parents/carers will be required to complete a 'return to nursery' form for their returning child.</li> <li>• If a child becomes unwell whilst at nursery, parents/carers will be contacted and the child will be cared for by a member of staff in a separate space, until they are collected. <b>(See responding to a suspected case)</b></li> </ul>
	<b>Social distancing/grouping</b>	<ul style="list-style-type: none"> <li>• Children will be organized into small groups within the nursery. Where feasible, these will be within their normal classrooms. These groups will not mix during the day.</li> <li>• Outdoor spaces will be used as much as possible.</li> <li>• Care routines including meals, nappy changing and toileting should be within the space allocated to each group wherever possible.</li> <li>• The use of communal internal spaces will be restricted as much as possible.</li> <li>• Distancing of beds/cots will be facilitated wherever possible.</li> </ul>
	<b>Wellbeing and education</b>	<ul style="list-style-type: none"> <li>• Children will be supported in age/stage appropriate ways to understand the steps they can take to keep themselves safe including hand washing and sneezing into a tissue.</li> <li>• Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</li> </ul>
<b>Workforce</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Staff will only attend the nursery if they are symptom free, have completed the required self-isolation period or achieved a negative test result.</li> <li>• Staff will have their temperatures checked once during each session am &amp; pm using a non contact head thermometer.</li> <li>• Staff will complete a return to work form after any period of absence and have a back to work interview with management.</li> <li>• Staffing levels will be limited in accordance with expected daily occupancy levels and the smooth running of the nursery.</li> </ul>
	<b>Social distancing/grouping</b>	<ul style="list-style-type: none"> <li>• Wherever possible staff should remain with the same small group of children, and not come into contact with other groups.</li> </ul>

		<ul style="list-style-type: none"> <li>Emergency revisions to the EYFES have been implemented which provides some flexibility on ratios and qualifications to make this feasible. A child's safety and wellbeing will not be compromised.</li> <li>Social distancing must be maintained during breaks. To achieve this, breaks will be staggered, and communal staff areas will be divided into spaces 2metres apart.</li> <li>Staff are not to undertake any form of physical contact with each other such as handshakes, hugs etc.</li> <li>Where possible, meetings, training and supervisions will be conducted through virtual conferencing. Where not possible staff will be kept 2 meters apart.</li> </ul>
	<b>Training</b>	<ul style="list-style-type: none"> <li>All staff must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.</li> </ul>
	<b>Uniform</b>	<ul style="list-style-type: none"> <li>All staff must clean uniform daily.</li> </ul>
<b>Parents</b>	<b>Social distancing</b>	<ul style="list-style-type: none"> <li>Only parents who are symptom free or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>Only 1 parent from the child's household can drop off or collect their child at any one time.</li> <li>We may ask parents/carers to stagger their drop off and pick up times to avoid high volumes of people queuing to drop off/collect their child.</li> <li>Drop off and pick up will take place at the nursery entrance(s). No parents/carers will be admitted into the nursery.</li> <li>When parents/carers are waiting to drop off or pick up their child, social distancing must be maintained. There are markings along the path as a guide. Alternatively, parents/carers can wait in their cars until a safe space to socially distance is available.</li> <li>Settle sessions will be discussed on an individual basis with parents.</li> </ul>
	<b>Communications</b>	<ul style="list-style-type: none"> <li>Parents/carers will receive a copy of the nursery Covid-19 procedure via email (or post where email is not accessible). This is to ensure parents/carers are aware of the role they play in the safe operating procedure and all measures being taken to maintain the safety of their children and themselves.</li> <li>Any updates to our procedures will be shared via email and telephone.</li> </ul>
<b>Visitors</b>	<b>Visits</b>	<ul style="list-style-type: none"> <li>Attendance to the nursery is restricted to children and staff where feasible. Visitors are not be permitted to the nursery unless essential e.g. essential building maintenance. Where essential visits are required these should be made outside of the usual nursery operational hours where possible.</li> </ul>
<b>Travel</b>	<b>Travel associated with nursery</b>	<ul style="list-style-type: none"> <li>Where possible, staff and parents should travel to nursery alone, using their own transport.</li> <li>If public transport is necessary, current government guidance on the use of public transport must be followed.</li> <li>Parents/carers should be encouraged that they do not leave travel accessories such as buggies, car seats, scooters on the premises.</li> <li>Outings away from the nursery will not be taking place.</li> </ul>
<b>Hygiene and Health and Safety</b>	<b>Hand washing</b>	<ul style="list-style-type: none"> <li>All children and staff must use the hand sanitiser, located outside of nursery, before entering.</li> <li>Children and staff must wash their hands upon entering the classroom, before going outside, coming in from outside, before and after eating, using any waste disposal, handling dirty washing and after toileting/sneezing/coughing.</li> </ul>
	<b>Cleaning</b>	<ul style="list-style-type: none"> <li>An enhanced cleaning schedule must be implemented which includes daily cleaning of furniture, surfaces and children's toys and equipment.</li> <li>Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly throughout the day.</li> </ul>
	<b>Waste disposal</b>	<ul style="list-style-type: none"> <li>All waste must be disposed of in a hygiene and safe manner.</li> <li>Tissues must be immediately disposed of in a lidded bin or flushed down the toilet.</li> </ul>
	<b>Laundry</b>	<ul style="list-style-type: none"> <li>All items within the setting requiring laundering must be washed in line with NHS laundry guidelines (minimum temperature of 60 degrees or above).</li> <li>Items such as towels, flannels and bedding must not be shared by children and washed after every use.</li> </ul>
	<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>All activity should be risk assessed and due consideration given to any adaptations to usual practice. E.g. not sharing food serving utensils and suspension of learning experiences involving materials which are not easily washable such as sand and play dough.</li> </ul>
	<b>PPE</b>	<ul style="list-style-type: none"> <li>Government guidance is that PPE is not required for general use in early years settings to protect against Covid-19 transmission. PPE should</li> </ul>

		<i>continue to be worn as normal for nappy changing and the administration of first aid.</i>
<i>Premises</i>	<b>Building</b>	<ul style="list-style-type: none"> <li>• <i>Keep windows open where possible to ensure ventilation.</i></li> </ul>
		<ul style="list-style-type: none"> <li>• <i>Children are not permitted to bring items from home into the nursery unless absolutely essential for their wellbeing (e.g. comforters). If parents have duplicates of comforters we would ask that a duplicate is left at nursery, if not comforters should be cleaned at home on a regular basis before bringing them to nursery should you feel they are essential.</i></li> <li>• <i>There will be a reduction in resources available to children, especially those that cannot be easily cleaned on a regular basis.</i></li> <li>• <i>Items such as cushions, blankets and soft furnishings will be removed.</i></li> <li>• <i>All resources required for play and learning experiences of children will be regularly washed and/or sterilised.</i></li> <li>• <i>Equipment used by staff such as stationary, tablet etc. should be allocated to individual staff members where possible and cleaned regularly. Where equipment is being shared it must be wiped with an alcohol-free surface wipe after each use.</i></li> </ul>
<i>Supplies</i>	<b>Monitoring and purchasing of stock/goods</b>	<ul style="list-style-type: none"> <li>• <i>The nursery ensures an adequate supply of essential supplies. The company we use for PPE and essential cleaning equipment allows us by invitation to order regularly.</i></li> <li>• <i>Regular checks of stock levels for PPE to be undertaken daily. If stocks run low, other options may be considered such as the use of washable tabards. These items will be washed at a high temperature and separate from other nursery washing.</i></li> <li>• <i>In the case the supply of food is interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.</i></li> </ul>
<i>Responding to a suspected case</i>		<ul style="list-style-type: none"> <li>• <i>In the event of a child developing suspected coronavirus symptoms whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with the NHS guidance.</i></li> <li>• <i>Whilst waiting for the child to be collected they should be isolated from others in a separate area. The staff member responsible for the child should be from their group and wear PPE. Once the child has gone home the member of staff will be expected to go home too, ensuring thorough cleaning of uniform before they return.</i></li> <li>• <i>The area must be cleaned immediately by the staff member responsible for caring for the sick child. The staff member cleaning the area must wear PPE.</i></li> <li>• <i>In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance.</i></li> </ul>