

Guidance for Early Years Settings - COVID-19 to support Site Operating Procedures

The guidelines below are intended to assist Humpty Dumpty Childcare in implementing precautionary measures to reduce the spread of COVID-19 disease in our nurseries. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

The fundamental principle of this guidance is to ensure physical distancing between groups and to implement good hygiene practices. The design of our nursery premises and the fact that we offer subdivided rooms, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period can attend • Humpty Dumpty Childcare might consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children are organised into small groups in their own base room and <i>wherever possible these</i> small groups will not mix during the day • Care routines including provision of meals, nappy changing, and toileting should be within the space allocated to each group, wherever possible • The use of communal internal spaces will be restricted as much as possible • Outdoor spaces will be used by different age groups at different times of the day • Distancing of beds/cots will be implemented
	Wellbeing and education	<ul style="list-style-type: none"> • Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into a tissue • Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time
Workforce	Attendance	<ul style="list-style-type: none"> • Staff will only attend the nursery if they are symptom free, have completed the requires isolation period or achieved a negative test result. • Humpty Dumpty Childcare might consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff

		<ul style="list-style-type: none"> We will consider limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day All staff will be provided with enough uniform items to allow them to change when they begin their shift. <i>Work clothes should then be taken home and laundered (to minimise the risk of allergic reactions)</i>
	Physical distancing/ grouping	<ul style="list-style-type: none"> Where possible staff should remain with their allocated small group of children We will ensure that social distancing is maintained during breaks. Staff members should avoid physical contact with each other Staff meetings and training sessions will be conducted through virtual conferencing
	Training	<ul style="list-style-type: none"> All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating prior to the nursery reopening
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 or collect their child Where possible we will limit drop off and pick up to 1 parent per family We will continue to drop off and pick up at the nursery entrance, to avoid parents entering the nursery unnecessarily Nursery teams will be advised to adopt social distancing measures when greeting parents at drop off or collection times, where practical <i>We will always consider allowing parents to enter the nursery for the purpose of settling in their child if not doing so would cause a child distress. (We will minimise as much as possible)</i>
	Communications	<ul style="list-style-type: none"> This document will be shared with all families and staff to advise them of their role in the revised safe operating procedures, and all measures being taken to ensure the safety of their children, themselves and Humpty Dumpty Childcare team members
Visitors	Visits	<ul style="list-style-type: none"> Attendance will be restricted to children and staff as far as practically possible; visitors should not be permitted into the nursery unless essential (<i>e.g. routine & essential building maintenance</i>).
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Staff and parents will be advised to travel to the nursery alone, using their own transport If public transport is necessary, current guidance on the use of public transport must be followed Parents will be encouraged to take travel accessories including buggies, car seats, scooters away with them

Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> All children and staff must either wash their hands or use hand sanitiser upon arrival at nursery They will also be encouraged to wash their hands frequently, at least every hour throughout the day
	Cleaning	<ul style="list-style-type: none"> The enhanced cleaning schedule implemented at the beginning of this crisis will continue to be implemented, that includes furniture, surfaces and children's toys and equipment Communal area, touch points and hand washing facilities will be cleaned and sanitised regularly throughout the day
	Waste disposal	<ul style="list-style-type: none"> All waste products, tissues, paper towels etc. will continue to be disposed of in a hygienic and safe manner via our medical waste service
	Laundry	<ul style="list-style-type: none"> Items such as towels, flannels and bedding will be washed at 60 degrees in line with NHS guidelines. Staff members taking responsibility for placing dirty laundry in washing machines must immediately wash or sanitise their hands
	Risk assessment	<ul style="list-style-type: none"> We will continue to risk assess all activities offered in the nursery and ensure due consideration be given to any adaptations to usual practice. Guidance shared to date indicates this will include, but not be limited to, the postponement of learning experiences involving materials which are not easily washable such as malleable materials All crockery and cutlery will be washed and air dried in a dish washer
	PPE	<ul style="list-style-type: none"> Government guidance is that PPE is not required for general use in a nursery to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid
Premises	Building	<ul style="list-style-type: none"> We will endeavour to keep windows open where possible to ensure ventilation
	Resources	<ul style="list-style-type: none"> Children will not be permitted to bring items from home into the nursery, unless essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival with anti-bac spray All resources required for play and learning experiences of children will be regularly washed and/or sterilised Where possible equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly

Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • Humpty Dumpty Childcare will ensure a suitable supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control • A central monitoring system for the usage of PPE is in place to ensure that a supply of stock is available to all who require it. • In the case that our food supply is interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.
Responding to a suspected case		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the nursery, we will contact their parents and request that they be collected as soon as possible • Whilst waiting for the child to be collected we will be isolated from other children and staff members and keep a window should be open for ventilation • The staff member responsible for the child during this time will be a staff member from their group to minimise distress • The area will then be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours. The person responsible for cleaning the area should wear appropriate PPE • In the event of one of our staff members developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance