

## Guidance for Early Years Settings - COVID-19 to support Site Operating Procedures (05.01.2021)

The guidelines below are intended to assist **hdc** 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"> <li>HDC will ask parents to take children's temperatures at home to monitor their well being before coming into the nursery</li> <li>Only children who are symptom free or have completed the required isolation period of 10 days can attend</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>Children are organised into groups within their own base room and <i>wherever possible these</i> groups will not mix during the day</li> <li>Care routines including provision of 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>Outdoor spaces will be used by different age groups at different times of the day</li> <li>Distancing of beds/cots will be implemented</li> </ul>
	Wellbeing and education	<ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>HDC will take and record temperatures of all staff upon arrival</li> <li>Staff members should avoid physical contact with each other and maintain 2 metres distancing</li> <li>Staff will only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result</li> </ul>

		<ul style="list-style-type: none"> <li>• HDC might consider taking regular health questionnaires for returning staff</li> <li>• HDC 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</li> </ul> <p>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></p>
	<b>Physical distancing/ grouping</b>	<ul style="list-style-type: none"> <li>• Where possible staff should remain with their allocated group of children</li> <li>• We will ensure that social distancing is maintained during breaks</li> <li>• Staff members should avoid physical contact with each other</li> <li>• Staff meetings and training sessions will be conducted through virtual conferencing</li> </ul>
	<b>Training</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>Parents</b>	<b>Physical distancing</b>	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and/or have completed the required isolation period will be able to drop-off or collect their child, we will limit drop-off and pick-up to 1 parent per family</li> <li>• We will continue to drop-off and pick-up at the nursery entrance, to avoid parents entering the nursery unnecessarily</li> <li>• Nursery teams will be adopting social distancing measures and wearing masks when greeting parents. Parent will be asked to do the same</li> <li>• <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></li> </ul>
	<b>Communications</b>	<ul style="list-style-type: none"> <li>• 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 HDC team members</li> </ul>
<b>Visitors</b>	<b>Visits</b>	<ul style="list-style-type: none"> <li>• Visits to the nursery will be suspended unless children will be starting in the immediate future</li> <li>• 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 &amp; essential building maintenance</i>).</li> </ul>
<b>Travel</b>	<b>Travel associated with setting operations</b>	<ul style="list-style-type: none"> <li>• Staff and parents will be advised to travel to the nursery alone, using their own transport</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed</li> <li>• Parents will be encouraged to take travel accessories including buggies, car seats, scooters away with them</li> </ul>

<b>Hygiene and Health &amp; Safety</b>	<b>Hand Washing</b>	<ul style="list-style-type: none"> <li>• All children and staff must either wash their hands or use hand sanitiser upon arrival at nursery</li> <li>• They will also be encouraged to wash their hands frequently, at least every hour throughout the day</li> </ul>
	<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly throughout the day</li> </ul>
	<b>Waste disposal</b>	<ul style="list-style-type: none"> <li>• All waste products, tissues, paper towels etc. will continue to be disposed of in a hygienic and safe manner via our medical waste service</li> </ul>
	<b>Laundry</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
	<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>• 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 – Please see separate risk assessment.</li> <li>• All crockery and cutlery will be washed, and air dried in a dish washer</li> </ul>
	<b>PPE</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>Premises</b>	<b>Building</b>	<ul style="list-style-type: none"> <li>• We will endeavour to keep windows open where possible to ensure ventilation</li> </ul>
	<b>Resources</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• All resources required for play and learning experiences of children will be regularly washed and/or sterilised</li> <li>• Where possible equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly</li> </ul>

Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>• HDC 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</li> <li>• 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.</li> <li>• 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.</li> </ul>
Responding to a suspected case		<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• The staff member responsible for the child during this time will be a staff member from their group to minimise distress</li> <li>• 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</li> <li>• In the event of one of our staff members developing suspected coronavirus symptoms whilst working, they should return home immediately and isolate at home in line with the NHS guidance</li> </ul>
Responding to a confirmed case		<ul style="list-style-type: none"> <li>• In the event of a confirm case of Covid-19 (either child or staff member) <b>hdc</b> will contact the parent or staff member to collate all the required details.</li> <li>• We will then contact DfE and share all the details as required. DfE will provide <b>hdc</b> with the necessary paperwork required to notify parents, advise reference self-isolating etc.</li> <li>• Public Health England, Devon County Council &amp; Ofsted will also be formally notified</li> <li>• We will also ensure that the base room associated with the outbreak is deep cleaned and left for 72 hours prior to the children and staff returning.</li> </ul>