

2 Guidance for Early Years Settings - COVID-19 to support Site Operating Procedures (01.11.2021)

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"> HDC will take all children's temperatures to monitor their wellbeing before allowing them into the nursery. Parents are requested to only bring their children into nursery if they are fit and well, if a family member or close contact has booked a PCR test or is awaiting results of a PCR, please do not bring your child into nursery until a negative result has been received. Children who are identified as close contacts are advised to take a PCR test if the positive case is in their own household, they should remain at home until a negative result is received. Only children who are symptom free or have completed the required isolation period of 10 days can attend.
	Physical distancing/ grouping	<ul style="list-style-type: none"> Children are organised into small key groups within their own base room and wherever possible these 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 activities and play will continue to be our preferred method of provision.
	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 because 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 continue to take Lateral Flow Tests (LFT) at home, three times a week, and only report to work once a negative test has been confirmed.

		<ul style="list-style-type: none"> • If the test is POSITIVE staff members must remain at home and book a PCR test within 48 hours. • HDC will take and record temperatures of all staff upon arrival. • Staff members should avoid physical contact with each other and maintain 2 metres distancing. • Staff will wear face masks when interacting with parents/families
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Staff members should avoid physical contact with each other. • Staff meetings and training sessions will be conducted through a mixture of virtual conferencing and socially distanced face to face.
	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.
Parents	Physical distancing	<ul style="list-style-type: none"> • 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. • We will continue to drop-off at the nursery entrance, to avoid parents entering the nursery unnecessarily. • Nursery teams will be adopting social distancing measures and wearing masks when greeting parents. • Parents will be asked to do the same. • Collection time procedures may vary across the four nurseries; however, the following points will be universal. Parents will be required to: <ul style="list-style-type: none"> <i>I.</i> Wear face masks at all times when inside the nursery <i>II.</i> Use the hand sanitisers provided <i>III.</i> Minimise their time within the nursery to approx. 5 mins per visit
	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 HDC team members
Visitors	Visits	<ul style="list-style-type: none"> • Visits to the nursery will be re-introduced to allow families the opportunity to view the nursery and meet the team. Face masks and social distancing measures will be observed.
Travel	Travel associated with nursery 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 &	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.

Safety	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 areas, 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 daily using washing powder & fabric softener.
	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 – Please see separate risk assessment.
	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 keep windows open where possible to ensure adequate ventilation throughout the nursery.
Supplies	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. All resources required for play and learning experiences of children will be regularly washed and/or sterilised.
	Procurement & monitoring	<ul style="list-style-type: none"> 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. 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, they will be isolated from other children and staff members and where possible a window should be kept open for ventilation.

		<ul style="list-style-type: none"> • 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. • Cleaning company will perform a deep clean and use a de-contamination fogging machine. • 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
<p>Responding to a confirmed case</p>		<ul style="list-style-type: none"> • Close contacts in early years setting are now being identified by NHS Test and Trace and childcare settings are no longer expected to undertake contact tracing.

