

## COVID-19 General Nursery Operating Procedures

The following high level statements outline the precautionary measures we are taking to reduce the spread of COVID-19 disease within our nurseries. These general guidelines are further detailed by each nursery to provide Site Operating Procedures (SOP), applicable to their individual situation. 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 identified groups and to implement good hygiene practices. The design of settings, as relatively small communities for day care on non-domestic premises and further subdivided rooms, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> <li>Only children who are symptom free or have completed the required isolation period should attend the setting. Our response to a child showing symptoms of Covid19 are defined elsewhere.</li> <li>We are always alert to each child's state of health on arrival and may ask parents to verify any symptoms we observe, including the taking of temperature. We will also be risk assessing children's health with regular health questionnaires for returning children in particular – whether from abroad, or just returning from a period of absence.</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>Children are usually organised into small groups or rooms within each nursery. Wherever possible these small groups or 'bubbles' will not mix during the day</li> <li>Care routines including provision of meals, nappy changing and toileting will be within the space allocated to each 'bubble' wherever possible</li> <li>The use of communal internal spaces is restricted as much as possible – excepting reception areas where we encourage no loitering or face to face dialogue.</li> <li>Washing facilities will be provided for use before and after children are outside.</li> <li>Outdoor spaces will be used by different 'bubbles' at different times of the day, so no two age-groups will mix in the outdoor spaces</li> <li>Distancing of beds/cots is facilitated wherever possible and cot hygiene is strictly observed as part of our usual (non-Covid) routine</li> </ul>
	Wellbeing and education	<ul style="list-style-type: none"> <li>Children are 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> </ul>



# Complete Childcare

		<ul style="list-style-type: none"> <li>Children are 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>
Workforce	Attendance	<ul style="list-style-type: none"> <li>Staff may only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. Staff are required to advise their immediate manager and remove themselves to an isolation area immediately any Covid symptoms appear. The staff affected may then be dismissed to self-isolate at home with immediate effect and our standing procedure for deep cleaning in the event of a suspected Covid case will be implemented.</li> <li>We are considering routinely taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff</li> <li>We are limiting the number of staff in the nursery at any one time to only those required to care for the children scheduled to attend on any given day. As those numbers vary, so our staff team also varies in order that the minimum number of people are exposed to possible infection.</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>Wherever possible staff will remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups.</li> <li>Staff access to tea-making facilities has changed to remove the need for moving through different areas of the nursery to an absolute minimum.</li> <li>Staff will keep their personal items from home with them in their work area so as not to congregate around lockable storage boxes. Mobile devices/phones may be kept in their work areas rather than locked away but NOT USED at any time except break.</li> <li>Staff may take nursery-prepared meals with the children in their 'bubble' at the same time as the children. Alternatively, staff may take their meals/snacks with them to break off-site if safe to do so.</li> <li>Wherever possible, staff should remain with their age-group children throughout their shift, and remain within their designated area of the nursery (eg upstairs, downstairs, or within a suite of rooms) and only use a specifically designated toilet rather than randomly choosing.</li> <li>Emergency revisions to the EYFS have been implemented which provide flexibility on ratios and qualifications to make this feasible.</li> <li>Social distancing must be maintained during breaks. Staff meeting areas are temporarily closed in many cases, or restricted to one or at most two members of staff at the same time, depending on the size of the staff room. In many cases, staff are encouraged to remain in a quiet area of the unit their age-group occupies in the nursery for breaks.</li> <li>Staff members will not have physical contact with each other.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff will conduct themselves according to Annex A guidance, issued by Government today and briefed to all staff members.</li> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. These are also published on our intranet for self-reference by staff and management.</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• We are limiting drop off and pick up of children to 1 parent per family on each occasion.</li> <li>• We will also stagger the timings of both drop-off and pick-up and will be seeking parent views on these suggested time slots at both ends of the day. Early drop-off implies early pick-up, late drop-off implies late pick-up. This is to help us minimize the numbers of staff required to cover these busy times while managing safeguarding for the remaining children.</li> <li>• Drop-off and pick-up will now be conducted at the nursery entrance to avoid parents entering the nursery unnecessarily.</li> <li>• We encourage parents to use face masks and hand sanitizer at the time of drop-off and pick-up.</li> <li>• When parents are waiting to drop off or pick up their child, physical distancing should be maintained in a safe area. We are now looking at a 'call-me' type system during especially busy periods to overcome any need to have social distancing queues forming outside. We will make parents aware of any new arrangements when we have them ready.</li> <li>• For the purpose of settling-in sessions, we will discuss arrangements with newcomers to the nursery on an individual basis.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• Parents will receive clear briefing via email regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves. Posters and social media channels may be used to pass on further information, so please follow your nursery page on Facebook – email us if you need more information. <a href="mailto:enquiries@completechildcare.co.uk">enquiries@completechildcare.co.uk</a></li> </ul>



# Complete Childcare

Visitors	Visits	<ul style="list-style-type: none"> <li>Attendance to the setting is restricted to children and staff as far as practically possible and visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual nursery operational hours where possible.</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>Wherever possible staff and parents should 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 not be allowed to leave travel accessories including buggies, car seats, scooters in the setting premises, but rather in external buggy areas if at all.</li> <li>Outings from the setting into the local community are stopped for the time being until further notice.</li> </ul>
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> <li>All children and staff must wash their hands upon arrival at the nursery. Hand gel is also provided in each nursery at or near the main entrance(s), which parents are encouraged to use when attending and after knocking/pressing door bell.</li> <li>Children and staff members are encouraged to wash their hands frequently and in an effective manner</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>An enhanced cleaning schedule has been implemented that includes furniture, surfaces and children's toys and equipment. We use proprietary cleaning agents and observe the directions for use to ensure maximum effectiveness against Covid 19 and other virus forms.</li> <li>Communal area(s), touch points and hand washing facilities are cleaned and sanitised regularly</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>All waste is disposed of in a hygienic and safe manner. Specific waste forms, particularly after a Covid suspected case clean-up, are double-bagged, labelled and removed immediately for professional disposal by our contractors.</li> <li>Used tissues are immediately disposed of.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>All items within the setting requiring laundering must be washed in line with NHS laundry guidelines</li> <li>Items such as towels, flannels and bedding are not shared by children.</li> <li>Spare clothes may be left at nursery in the event of a change being required, overcoming the need to bring them in each day.</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>All activities are risk assessed and due consideration given to any adaptations to usual practice. This includes, but is not limited to, the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils. This is a great shame but is fundamentally necessary to inhibit the spread of infections.</li> </ul>



	PPE	<ul style="list-style-type: none"> <li>• Government guidance currently is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE will continue to be worn as normal for nappy changing, cleaning up any spillages, food and body fluids and the administration of first aid.</li> <li>• Face masks, aprons and gloves will be worn when meeting parents during drop-off and pick-up, but worn only at the time of handover of children so as to be least stressful or traumatic to them.</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health &amp; Safety checks are being conducted prior to reopening - including checks for legionella.</li> <li>• We will keep windows open where possible to ensure good ventilation</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival</li> <li>• All resources required for play and learning experiences of children will be regularly washed and/or sterilised</li> <li>• Equipment used by staff such as stationery, tablets, telephone handsets etc. are being allocated to individual staff members where possible and cleaned regularly.</li> </ul>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>• Our group is ensuring an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. As a group of nurseries we are able to resource and maintain good stock levels of all PPE and regular consumables within each nursery from a central point.</li> <li>• A monitoring system for the usage of PPE has been set up, accessible to Managers and nursery support staff to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the nursery.</li> <li>• In the event that the supply of food is interrupted, procedures will be implemented as before to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed. Central resource control and monitoring is in place for all our nurseries.</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 setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance</li> <li>• Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, a window will be opened for ventilation</li> </ul>



# Complete Childcare

		<ul style="list-style-type: none"><li>• The staff member responsible for the child during this time will be a staff member from their 'bubble'. Suitable PPE will be provided for this staff member.</li><li>• The suspected infected area will be thoroughly cleaned, immediately if the area cannot be left unvisited. If the area can be left unvisited it will then be cleaned after 72 hours of being empty.</li><li>• The person responsible for cleaning the area will wear appropriate PPE</li><li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance</li></ul>
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