

New Road Nursery/Little Robins - COVID-19 Site Operating Procedures (SOP)

These guidelines are intended to assist us and yourselves in helping to understand the precautionary measures we will be taking when re opening nursery safely to reduce the spread of COVID-19, whilst protecting the children, families and staff. These guidelines are based on Public Health England and Department for Education guidance, with particular reference to.

1. Actions for education and childcare settings to prepare for wider opening from 1 June 2020. (Gov.uk 11/5/20)
2. Safe working in education, childcare, and children's social care settings, inc the use of PPE (Gov.uk 14/5/2020)
3. C-19 implementing protective measures in education and childcare settings. (Gov.uk 11/5/20)
4. Opening schools and education settings to more pupils from 1 June – a guide for parents and carers. (Gov.uk updated 11/5/20)
5. Early years foundation stage: coronavirus disapplication's. (Gov.uk 24/4/2020)
6. Covid-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus (Gov.uk updated 5/5/20)
7. Peninsula – Re-opening your workplace after lockdown
8. Wiltshire local authority Early Years Team
9. Telephone Interview with nursery in Norway who have been open for 4 weeks.

The fundamental principle of this guidance is to ensure physical distancing between our small groups and to implement greater hygiene practices. The design of our nursery rooms greatly assists our ability to create physical distance between groups, and cluster children into 'bubbles'. Our aim is to social distance by staying in these small groups, using our layout to create safe play spaces and introduce the below actions. This will get reviewed after the 1st week and then as needed. I suspect/hope that after the 1st month /6 weeks we may be able to gradually relax some of the below measures, gradually taking us back to our normal practises. We will off course welcome all the children back enthusiastically and make them all feel very welcome and excited to be back.

Focus	Area of consideration	Recommendations
Children	Attendance / Arrival	<ul style="list-style-type: none"> • Only children who are well and symptom free or have completed the required isolation period should attend the setting. • 1 Parent only to drop off, - please see Parents section for more info • We may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children, if needed. • For all children to wear freshly laundered clothing <u>each</u> day at nursery, to prevent the risk of cross contamination. Children are prone to using sleeves, to wipe noses, chew collars etc. • Please see <u>health and hygiene</u> section for more details.
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Our Children are usually organised into small groups and rooms at nursery, so as much as possible these small groups or 'bubbles' will not mix during the day. • The children in the bubble will all have lunch together with their keyworker. • The use of communal internal spaces will be restricted as much as possible and only used by 1 bubble at a time, with thorough cleaning between bubbles. • Our Outdoor spaces will be used as much as possible and each 'bubble' using a large allocated outdoor space at a time for that day. • We have re-arranged the cots/mats for sleeping so children in the bubble will sleep in the same area together but with a good distance between them.
	Wellbeing and education	<ul style="list-style-type: none"> • The 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 (catch it, bin it, kill it) • Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and the team will do all they can to ensure they are aware of children's attachments and their need for emotional support at this time. We will still offer a reassuring hug if needed or a child is upset in our bubble. • Please expect limited use of tapestry from the team in the first few weeks as we want to concentrate on building up those important relationships again and as we get to grips with our new methods of working. Rest assured we will be playing educating and having fun with the children, and meeting all the EYFS requirements as much as possible, just not recording it quite as much initially. • We will always have at least one first aider present at all times if not many more.
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. • We may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff if required.

		<ul style="list-style-type: none"> We will limit 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, with the support of furlough. All staff to wear clean fresh clothes each day, to limit any cross contamination.
	Physical distancing/ grouping	<ul style="list-style-type: none"> Wherever possible the staff will remain with their small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups. We will aim to keep this as close to their keyperson as possible or someone from their group. Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible, although we do not foresee that we will have to use this. Social distancing will be maintained during breaks. This will be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible. Staff members will not have physical contact with each other including handshakes, hugs etc. and observe the social distancing as much as physically possible. Any meetings and or training sessions will be conducted through virtual conferencing as much as possible.
	Training	<ul style="list-style-type: none"> All staff members will have received 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 periods will be able to drop off or collect their child. We ask that only 1 parent per family does drop off and pick up and we may have to stagger the timings. We will also ask you to drop off and pick up at the nursery entrance to avoid parents entering the nursery and limit the contact with others. We may consider using other entrance options to prevent long queues – please bear with us. i.e using the back entrance at New Road (off St Pauls street) and the side door by the garage at Little Robins if needed. We will confirm nearer the time. When you are waiting to drop off or collect your child, physical distancing must be maintained in a safe way. We will pre-mark out 2 meter markers for this purpose. We will review drop off and pick up to make sure we are making it as stress free as possible for the children (and parents) We will ask for a very quick handover and not use daily sheets for the under 2's for the time being. Please e-mail the prospective nurseries if you want to let us know more details. Thank you.
	Communications	<ul style="list-style-type: none"> We will keep parents informed and up to date with any changes or modifications regarding the role you play in the safe operating procedure and all measures being taken to ensure the safety of your children and themselves.

Visitors	Visits	<ul style="list-style-type: none"> Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will not be permitted to the nursery unless essential. Where essential visits may be required these will be made outside of the usual nursery operational hours when-ever possible. We have cancelled Forest sessions for the time being and all other outside groups.
Travel		<ul style="list-style-type: none"> Wherever possible staff and parents and children should 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. Please do not leave buggies with us unless absolutely necessary. Outings/walks into the local community will not take place for the time being.

Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> All children and staff must wash their hands upon arrival at the nursery, we have purchased extra portable sinks to help with this. Children and staff will be washing their hands very frequently and at all other times necessary, i.e. before and after eating food, after sneezing, coughing, going to the toilet etc.
	Cleaning	<ul style="list-style-type: none"> An enhanced cleaning schedule has been implemented that includes furniture, surfaces and children's toys and equipment being cleaned thoroughly every day and more if required. We have removed most soft furnishings from the rooms. (Without compromising too much to the cosiness of the rooms – the children instead will see the occasional paintings of rainbows, tress and laminated posters instead) We have the occasional cushion and throw but those that are left will be laundered each night. We have removed the natural wicker storage boxes and will instead use the temporary plastic washable toy boxes. (as mentioned below) We are introducing 4 boxes of toys per group per day (in addition to the natural resources, outdoors and craft) the boxes and the toys will then be washed at the end of the day and put into a 2 day quarantine, so won't be used again until the 3rd day. Messy play will still be on offer but individualised instead of shared. i.e. separate tubs of shaving foam for the babies to explore instead of one big tray. Again sand & water play, playdough will be on offer but in separate containers per child and then disposed off after each use. Communal areas, touch points and hand washing facilities will be deep cleaned and sanitised regularly too.
	Waste disposal	<ul style="list-style-type: none"> All waste will be disposed of in a hygienic and safe manner Tissues must be immediately disposed of in lidded bins and then into our waste system
	Laundry	<ul style="list-style-type: none"> All items within the setting requiring laundering will be washed in line with NHS laundry guidelines Items such as bedding, bibs etc are never shared by children even under normal circumstances.

	Risk assessment	<ul style="list-style-type: none"> All activity will be risk assessed and due consideration given to any adaptations to usual practice.
	PPE	<ul style="list-style-type: none"> Government guidance 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 and the administration of first aid. However there may be times when we may use face masks i.e at drop off and pick up, collecting and serving food etc. We will also have spare sets of PPE if a child becomes unwell whilst at nursery. The PPE will be bagged and kept until results are returned to inform us of correct disposal.
Premises	Building	<ul style="list-style-type: none"> Prior to re-opening, both settings have been deep cleaned and health & safety checks including legionnaires checks have taken place. Each building will be thoroughly cleaned every night and part way through the day too. Windows will be kept open where possible to ensure good ventilation.
	Resources	<ul style="list-style-type: none"> Please do not let Children bring items from home into the setting unless <u>absolutely essential</u> for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival. All resources required for play and learning experiences of children will be regularly washed and/or sterilised. Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly In between use.
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> We are ensuring an adequate provision of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. If we feel it is unsafe to operate due to a lack of essential supplies will inform you as soon as possible. Each room will have a designated area/basket with tissues, a lidded bin and hand gel and anti bac spray. A monitoring system for the usage of PPE is essential 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 setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing. Our normal food supply is via Tesco delivery we may have to on occasions use local shops for the supply of food if our normal method is interrupted. We will still follow the appropriate food safety and hygiene processes needed.

<p>Responding to a suspected case</p>		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they must be collected as soon as possible and isolate at home in line with the NHS guidance (7 days) You and your child will be eligible for testing. Please let us know the results asap, as we may have to ask all the children and member of staff in the bubble to test, hence the need to work in bubbles as much as possible. • Whilst waiting for the child to be collected they will be isolated from the other children in their bubble, this space may be outside if the weather is appropriate. • The staff member responsible for the child during this time will be a staff member from their 'bubble'. the staff member will wear PPE. The staff member who has helped someone who has displayed symptoms, don't need to go home unless they develop symptoms themselves. They will off course wash their hands thoroughly for 20 seconds after contact with someone who is unwell. • The area will 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 will also wear appropriate PPE • 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 also.
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Thank you for taking the time to read this, (we realise it's quite a lengthy document,) if you have any question or comments then please don't hesitate to get in contact with us (via e-mail info@newroadnursery.co.uk).