

# COVID-19 Operating procedures / Policy

These are based on Government guidelines which are intended to assist early years practitioners in implementing precautionary measures to reduce the spread of COVID-19 disease in childcare settings.

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 practises. These have been tailored to take account of the lay-out and working practices of our setting.

The policies and risk assessment should be read together and will be updated should Government guidance change.

These were last updated on July 2021.

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 are allowed to attend the setting;</li> <li>- The manager or deputy in their absence may, at any time, consider taking temperatures of children and risk assessing with regular monitoring of returning children's health.</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>- TCG's layout allows for an element of separation between groups of children anyway. Our Babies and Explorers have a separate outdoor space and eat their meals in their own rooms or outside where possible, and this will continue;</li> <li>- At least one, preferably two groups of our Walled Garden children will be in the woods with our Forest School trained staff leaving less children in the garden;</li> <li>- Care routines including provision of meals, nappy changing and toileting will be within the space allocated to each group, where possible;</li> <li>- The use of communal internal spaces will be restricted as much as possible and cleaning regimes put in place in, for example, our Art Room and Montessori Tipi open space (during this period Art Room is in bubble #2 and Montessori Tipi is in bubble #3*);</li> <li>- Small School has its own classroom separate to the rest of the rest of the nursery (during this period Small School is in bubble #3*);</li> <li>- Outdoor spaces to be used as much as possible;</li> <li>- Staff supervising drop off / pick up will be wearing a face covering when talking with parents. Even with the easing of restrictions, we would appreciate if our parent would continue wearing a face covering at drop-off and pick-up.</li> </ul> <p>* We would return to working in bubbles should the number of cases increase and the government advise us to do so.</p>

	Wellbeing & Education	<ul style="list-style-type: none"> <li>- Children should 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 should be 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> <li>- The children's safety and well-being remains our primary concern.</li> </ul>
Staff	Attendance	<ul style="list-style-type: none"> <li>- Staff should only attend TCG if they are symptom free, have completed the required isolation period or achieved a negative test result;</li> <li>- If necessary the manager or deputy in their absence, may consider taking the temperature of staff who are displaying COVID-19 symptoms or returning to work following period of isolation;</li> <li>- On arrival staff should either sanitise or wash hands and follow the latest guidance on hygiene and respiratory health throughout the day.</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>- Children remain in smaller bubbles for routine activities but are mixing in indoor spaces but continue to be in small numbers inside boot room, art space, and yurt;</li> <li>- Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios to make this feasible;</li> <li>- Social distancing must be maintained during breaks and subdivision of spaces allocated to team breaks where possible (no more than 4 adults in staff room at any one time, no more than 1 staff member in the office with the management team, etc.);</li> <li>- All sharing spaces such as staff room, must be maintained clean after each visit (use spray in toilet, etc.);</li> <li>- Staff members should wash their hand regularly during the day;</li> <li>- Staff members should avoid physical contact with each other including handshakes, hugs, etc.;</li> <li>- Once in the workplace staff members are not to leave the nursery until the end of their designated shift, unless with the prior consent of the manager;</li> <li>- Meetings and training sessions are to be conducted outside or through virtual conferencing where possible;</li> <li>- Any essential on-site discussion should be undertaken using social-distancing guidance.</li> </ul>
	Social distancing	<ul style="list-style-type: none"> <li>- All staff are to adhere to current Government guidance regarding social distancing, if found breaching this disciplinary action may be taken.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>- All staff members are to receive appropriate instruction of the temporary policies/procedures, infection control and risk assessments, within which they will be operating.</li> </ul>
	Travel	<ul style="list-style-type: none"> <li>- Wherever possible staff are to travel to nursery alone, using their own transport;</li> <li>- Where sharing a lift, we advise staff to wear a face covering;</li> <li>- If public transport is necessary, current guidance on the use of public transport must be followed.</li> </ul>

Parents/Carers	Physical distancing	<ul style="list-style-type: none"> <li>- Only children who are symptom free or have completed the required isolation period are allowed to attend the setting to drop-collect their child at TCG;</li> <li>- Drop off/collection will be at the Baby Room main door for Babies, Explorers gate door for Explorers and the Walled Garden gate for all other children with one way system in operation;</li> <li>- The main Walled Garden gate will be kept open at key times when staffed in order to minimise parent contact with the main door handle;</li> <li>- Whilst waiting to drop or collect your child, social distancing is to be maintained outside of these doors by waiting your turn at the wood markers to free the exit. We appreciate your assistance and patience while these procedures are adopted;</li> <li>- If you can, please avoid the usually busy drop-off times of 8 - 8.30am and pick-up times of 4.45pm - 5.30pm to facilitate the above;</li> <li>- Where necessary parents/carers may be allowed into TCG for the purpose of settling in sessions, if not doing so would cause a child distress. Strategies will be put in place to facilitate this and minimise contact between the parent, other children and staff members;</li> <li>- Parent must sanitise hands on arrival using sanitiser provided and wearing a face covering when entering the nursery grounds.</li> </ul>
	Communication	<ul style="list-style-type: none"> <li>- TCG will communicate the change of procedures and policy to our parents prior to their initial drop off. The role they play in ensuring the safety of the children in our care and all measures being taken.</li> </ul>
	Emergency contact	<ul style="list-style-type: none"> <li>If a child becomes unwell during the session, they are to be collected within 60 minutes, emergency contact details are to be updated ensuring the emergency contacts are not family members who are shielding.</li> </ul>
	Travel	<ul style="list-style-type: none"> <li>- Wherever possible parents are to travel to 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> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>- Visitors will only be permitted for essential work;</li> <li>- Deliveries are to be left at the main door where possible;</li> <li>- Show-arounds for parents of prospective children will be limited and only available at certain times to avoid busy periods. They will also only take place outside with no entering of any buildings/structures and face covering will be worn. Virtual tour available on website under admissions.</li> </ul>

## Daily risk assessment checklist for The Children's Garden

<p>Children's arrival at the setting</p>	<p>On arrival at the setting it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough).</p> <p>If the answer is yes, they should not be allowed to leave their child at the setting.</p> <p>On arrival the children are not to bring any resources / toys from home, unless it is a comfort blanket, etc. which has been washed / cleaned thoroughly. If a child brings an additional item it is to be handed directly back to their parent or stored in the office until the end of their session.</p> <p>Wash or sanitise hands thoroughly on arrival at the setting, when changing rooms and before eating.</p> <p>If necessary check children's temperatures if possible (37.8 degrees Celsius or above is considered a symptom).</p> <p>Encourage children to avoid touching their face, eyes, nose, and mouth.</p>
<p>Play and Learning</p>	<p>Implement social distancing where possible:</p> <ul style="list-style-type: none"> <li>- Small group sizes</li> <li>- Ask parents to drop children at the entrances and then leave promptly, while always maintaining social distancing</li> </ul> <p>Minimise the resources available to those that can be cleaned effectively and remove the others.</p> <p>Ensure children wash hands regularly throughout the day, as well as before eating, after coughing or sneezing.</p>
<p>Supporting children whose parents are exposed to COVID-19 (NHS/Social care)</p>	<p>Parents who work with people with COVID-19 symptoms (e.g. medical and nursing staff or social care workers) wear Personal Protective Equipment (PPE), that protects them from being exposed to the virus.</p> <p>Therefore, parents who work with COVID-19 suspected people, are unlikely to be exposed to the virus, unprotected.</p> <p>However, we do ask that parents who are working in the NHS or care sector refrain from collecting their child in their uniform or 'scrubs'.</p>
<p>Staffing</p>	<p>All staff should adhere to national guidelines outside of nursery hours.</p>
<p>If a child/parent or carer/staff member starts displaying symptoms</p>	<p>If a child, young person or staff member begins displaying a continuous cough or a high temperature, they should be sent home total a lateral flow test and pcr.</p> <p>A child awaiting collection should be moved, to the rest area where possible. Windows should be opened for ventilation and the staff dealing with the child should be covering.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use the outside staff toilet. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands throughly for 20 seconds after any contact with someone who is unwell.</p> <p>If clinical advice is needed, the setting staff, parent or carer should go online to <b><u>NHS 111</u></b> (or call 111 if they don't have internet access).</p> <p>Please visit the government website for the current Government guidance.</p>

Undertake regular cleaning	<p>Clean AND disinfect frequently touched surfaces throughout the day.</p> <p>This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps and sinks.</p> <p>Wear disposable gloves for cleaning and dispose of immediately after cleaning.</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</p> <p>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</p>
Cleaning of electronics	<p>Regularly clean electronics, such as tablets, walkie-talkies, laptops and remote controls throughout the day.</p> <p>Use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.</p>
Cleaning of clothing, towels, and soft furnishings	<p>Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry times completely. Dirty laundry can be washed with other items.</p> <p>Children's bedding is to be washed weekly by parents and sent home on the last day of the week a child attends.</p>
Disposal of potentially contaminated waste	<p>Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:</p> <ul style="list-style-type: none"> <li>- The individual tests negative; waste can then be put in with the normal waste.</li> <li>- The individual tests positive or adults not know; then store it for at least 72 hours and put in with the normal waste</li> </ul>