



Sandytots Nursery - COVID 19 Site Operating Procedures Monday 1st June 2020 updated December 2020

These procedures are intended to assist us in implementing precautionary measures to reduce the spread of COVID-19 in our setting.

These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers. They may be changed at short notice when further advice, guidance and legislation is received.

The fundamental principle of these procedures is to ensure physical distancing between identified groups and to implement good hygiene practices.

Our setting enables us to create social distancing in line with the Welfare Requirements, the premises is organised in a way that meets the needs of children by having the necessary indoor space requirements:

Children under two 3.5m per child

Two-year olds 2.5m per child

Three to five years 2.3m per child

Focus	Area of consideration	Recommendation
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period attend the setting. • Families are asked to inform nursery if they, the child or anyone in their household has any symptoms and to follow the COVID-19 guidance. • If someone tests positive, they should follow <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19)</u> further information can be found at: www.hse.gov.uk/news/coronavirus.htm • Toys from home WILL NOT be permitted into nursery. • Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting. • Encourage children to avoid touching their face, eyes, nose and mouth. • All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. • Any child who has been told to shield cannot attend the setting.
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children will be outdoors (weather permitting) for the majority of the nursery day. All children are to have the appropriate clothing for the change in seasons i.e. coats, hats & wellies • Distancing of beds/cots will be facilitated wherever possible. • During mealtimes children will be spread across more tables



Play and Learning	<ul style="list-style-type: none">• We will Minimise the resources available offering resources that can be cleaned effectively.• Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.
Children's Wellbeing and education	<ul style="list-style-type: none">• Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Implement the 'catch it, bin it, kill it' approach promoting good respiratory hygiene, we ask that parents/carers encourage this outside nursery.• 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.• Children taking time to settle after a prolonged break and change in routine will be able to bring comforters from home. These will be placed in the child's bag once they have settled.• Parents are to leave a dummy at nursery. This will be sterilised after each use and placed into a tub with the child's name on and only given at sleep times or if the child needs comforting.• Transitions from starfish to Pufferfish room have commenced
Toileting and cleaning up of accidents.	<ul style="list-style-type: none">• Children should be supported to do as much for themselves as possible.• Limit number of children using the bathroom who are toileting.• Children should not attend if unwell.• If an accident happens whilst it is dealt with no one else should use the bathroom.• All bathrooms will be cleaned throughout the day• We will ensure that a COSHH assessment is completed for any intended use of bleach and disinfectant products used on site



	Responding to a suspected case	<ul style="list-style-type: none">• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. Parents/carers Must be able to collect their child within 30 minutes of being called• Parents/carers MUST update their contact details in the office• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.• If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.• 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 thoroughly for 20 seconds after any contact with someone who is unwell. Staff will wear the appropriate PPE.• If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)• All staff have completed 'Prevent COVID 19' training
Workforce	Attendance	<ul style="list-style-type: none">• Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. Staff should also not attend if they are self-isolating due to symptoms in their household• Returning staff previously furloughed will have an in-depth induction with the Nursery Manager before entering the childcare room• If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss, or change in, their normal sense of smell (anosmia), they must be sent home and advised to follow COVID-19 guidance for households with possible or confirmed coronavirus infection. They must book a test keeping the setting informed of the result• Positive results will be reported to Ofsted and the Local Public Health Team• All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.• Practitioners will receive clear communication regarding the role they play in safe operating procedures and all measures being taken to ensure the safety of the children and themselves.• We will ensure that we follow the NHS Test and Trace process, providing details of anyone they have been in close contact with if they were to test positive
	Physical distancing/ grouping	<ul style="list-style-type: none">• Social distancing must be maintained during breaks.• Staff members should avoid physical contact with each other including handshakes, hugs etc.• Where possible, meetings and training sessions will be in line with social distancing guidelines from the Government



	Training	<ul style="list-style-type: none">• All staff members have undertaken the appropriate training on:• ‘An introduction to Infection Prevention and Control’.• Prevent COVID-19
Parents, Visitors	Communication	<ul style="list-style-type: none">• Parents will receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.• We ask that all payments are to be made via Bank transfer, cash will not be accepted we do not have a card reader machine.• Parents to drop and pick up the children at the green gate adjacent to the playground unless otherwise directed (see Nursery Opening Procedures).• Only 1 adult per family are permitted to drop off/collect their child.• A member of staff will be by the gate to welcome children.• It is parent’s responsibility to tell nursery if they or anyone in their family have had COVID-19 symptoms.• Parents are to demonstrate social distancing at all times
	Visits	<ul style="list-style-type: none">• Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should 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’s hours where possible.• Prospective parents/carers will be able to view the setting, these will be conducted at 17:30 adhering to social distancing rules. Parent/carers MUST use the hand sanitiser provided.• Other visitors will only be allowed to enter where prior permission has been granted and that they are not displaying any symptoms of coronavirus.• Essential professionals are permitted into the setting, they MUST follow the settings guidelines
Travel	Travel associated with setting operations	<ul style="list-style-type: none">• Parents will be unable to leave travel accessories including pushchairs, car seats, scooters in the setting premises, these are to be left in the ‘buggy park’.• Outings from the nursery into the local community will be prohibited.
Hygiene and Health & Safety	Handwashing	<ul style="list-style-type: none">• All children and staff must wash their hands upon arrival at the Nursery and as they leave• Children and staff will wash their hands frequently throughout the day• Antibacterial hand Gel is available throughout the nursery• Ensure that help is available for children who have trouble cleaning their hands independently• Where possible, ensure spaces are well ventilated using natural ventilation (opening windows)• Take steps to ensure symptomatic individuals



Cleaning	<ul style="list-style-type: none">• Clean AND anti-bac frequently touched surfaces throughout the day.• This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, sinks and buzzers.• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.• Regular cleaning of Tablets, mobile phones, telephones and all other electronic devices will be wiped clean after each use• Beds and cots are sprayed with Anti-bac after each use
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
Laundry	<ul style="list-style-type: none">• Children's bedding is stored in their individual bag and will not be shared• Flannels and towels will not be shared and washed after each use
Food Preparation, snack and lunches	<ul style="list-style-type: none">• Staff and Children MUST wash hands before prep or eating,• Staff and children MUST wash hands after eating.• Children will have access to the drink station throughout the day• Staff will closely monitor the water dispenser, this will be wiped down after each use by staff• Children will not share cups• All cups will be washed and placed through the dishwasher after each use
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 should continue to be worn as normal for nappy changing and the administration of first aid.• Pregnant staff may wear a mask if they wish to do so