

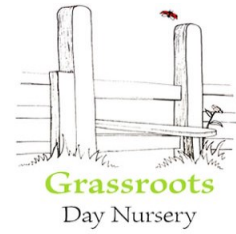
COVID-19

Operating Procedure – June 2021

These guidelines are intended to assist early years practitioners in implementing precautionary measures to reduce the spread of Covid-19 within the setting. The guidelines are based on the current advice from Public Health England and the Department for Education guidelines for educational and childcare settings and their key workers. This operating procedure is reviewed regularly and amended as necessary.

On Arrival at the Setting:

- ❖ Staff should only attend the setting when they and their household are symptom free, otherwise they should follow the guidance for self-isolation/PCR testing; notifying the setting immediately. Records are being kept of all staff/children who are unwell, with symptoms, date last in setting and the date/result of test.
- ❖ All staff have access to Lateral flow testing and should record the date of their latest negative test in the staff signing in/out log when they arrive. Positive LF tests must be reported to management at the earliest convenience, and the staff member should NOT attend work and must book a follow up PCR test (see Lateral Flow Testing Procedure).
- ❖ Where possible staff and families should use their own transport to access the setting. If car sharing is required, then the government guidance for this should be followed to include; trying to car share with the same person each time, limit journeys as much as possible, open windows where possible, wear face coverings and gloves as a precaution if appropriate.
- ❖ Staff will use antibacterial gel or thoroughly wash their hands using soap and warm water at the outdoor sink provided, for at least 20 seconds, following the hand washing guidance displayed. This must be done before the staff use the keypad entry system to gain access to the building. Staff will sign in; logging Lateral flow test date in the signing in/out log. See Flow Testing Procedure.
- ❖ Staff will ensure all items that they are bringing from home are placed in their own locker (this may be shared with one other member of staff) or placed separately in an area of the staff room if they do not wish to share a locker during this time. Please limit the items that you are bringing with you into the setting to the bare minimum during this time.
- ❖ **Staff to complete COVID-19 opening/closing check sheet and weekly 'hot spot' cleaning schedule on opening the setting at 7.20am so it is ready for the arrival of children at 7.30am.** The rooms/resources should be clean ready for the day having been prepared the previous day (5.30 – 6pm). External cleaning is also being performed three times per week out of hours, and a fogging machine is on stand by should we need to perform a deep clean following any cause for concern.

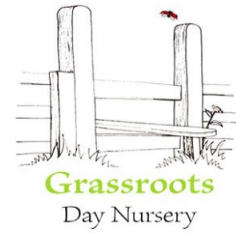


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- ❖ When the children arrive at the setting they will be required to wait with ONE parent (siblings and other adults should remain in their vehicle) and adhere to social distancing rules of 2m from the front door.
- ❖ Children will be required to wash their hands thoroughly using soap and warm water at the outdoor sink with parental supervision, for at least 20 seconds, before entering nursery.
- ❖ Staff will then collect the child from the parent outside the main front door and bring them into nursery. During this collection **the staff member should enquire about the child and households health and ask if the child has had any medication in the past 24 hours or vaccinations.** Only children/households who are symptom free or have completed the required isolation period will be allowed to attend the setting. Only parents who are symptom free or have completed the required isolation period will be allowed to drop off/collect. No child who has taken medication (unless requested by the child's doctor/for a pre-existing condition) will be admitted to nursery for 24hours.
- ❖ Children should not bring with them any toys from home. Comforters/blankets may be permitted but ONLY if it will cause greater distress to the child not to have it (e.g for naptime or to help with settling them back in to the nursery routine). These will be placed in the child's bag as much as possible throughout the day to limit risk of contamination.
- ❖ Children's bags from home should be as small as possible and contain only the essential required items for the day such as spare clothes, bottles, nappies, sun hat etc to minimise the risk of transmission through contaminated items.
- ❖ No items from home such as car seats will be able to be left inside the setting during this time.



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Throughout the Day:

- ❖ Parents and/or visitors will not be allowed to enter the building unless there is a specific need (face coverings will be worn where applicable). Essential maintenance will be carried out outside of opening hours where possible or strict social distancing guidelines will be followed.
- ❖ Parents have been asked to wear masks at both drop off and collection unless exempt.
- ❖ The children will be kept in “groups” of Butterflies (Under 2's) and Barn Owls/Bumblebees (2-5yrs). Mixing of these groups will be minimised whilst at the setting, however where children are due to move up to the Barn Owls room or settle in Butterflies, settle sessions will go ahead for the child's benefit.
- ❖ Staff should attempt to maintain a 2m distance from each other (2m distancing is not necessary when staff are interacting with children). Where staff MUST be within 2m of each other, they should do so for as little time as possible.
- ❖ Staff should avoid ALL physical contact with each other, including handshakes, hugs, high fives etc.
- ❖ Children will be regularly asked to go and thoroughly wash their hands using soap and warm water with adult supervision, particularly after coughing and sneezing, before and after eating and when moving from one activity to another where possible.
- ❖ Children will be encouraged not to touch their face, eyes, nose and mouth.
- ❖ If sneezing, children will be encouraged to follow “Catch It, Bin It, Kill It” by sneezing into a tissue and then immediately placing it into the bin. If this is not possible, children will be encouraged to cough or sneeze into their elbow. Children should then immediately go to thoroughly wash their hands with soap and warm water for 20 seconds with adult supervision.
- ❖ Throughout the day, staff will maintain strict hygiene and cleanliness procedures, washing their hands regularly for at least 20 seconds using soap and warm water. They will also clean down ‘hot spots’ including door handles, light switches, taps, sinks, toilets, finger print entry systems, tables and chairs regularly, marking down on the **weekly ‘hot spot’ cleaning schedule** when they have done this. They will also rotate resources throughout the week acknowledging at least 72 hours quarantine periods before reusing or soaking toys that can be cleaned using Milton overnight.



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- ❖ Staff are advised to cough or sneeze into their elbow if they cannot reach a tissue in time. Staff should then immediately wash their hands thoroughly with soap and warm water for at least 20 seconds.
- ❖ Staff should avoid touching their face, mouth, nose and eyes.
- ❖ Staff can wear masks during the day or for certain tasks if they choose to do so (such as parent handover, personal care etc). The setting is only expected to provide a contingency supply of these – so please bring a reusable mask for your personal use when possible.
- ❖ Whenever possible, rooms will be kept well ventilated by windows and doors to outside being left open. Staff and children are advised to dress wearing layers. Uniform policies are being relaxed at this time.
- ❖ During mealtimes, children should use their own set of cutlery, plate, cup, bowl etc that should then be sent back to the kitchen for washing. Before eating children should wash their hands thoroughly using soap and warm water for at least 20 seconds with adult supervision. Self service with adult supervision can resume. After eating staff should help children to clean their hands before leaving the table to play/sleep.
- ❖ All sheets and blankets should only be used once for one child and then placed into the washing baskets to be washed. Any comforters needed for sleep should be given to the child at this time and then removed as soon as possible after the child wakes up and returned to their bag when appropriate. The baby room can re-use blankets (which have not been in contact with the face or become soiled in any way) for the same child the following day, as long as they are stored safely and labelled with the child's name.
- ❖ Staff must be aware of children's needs during this time and should offer more reassurance and emotional support throughout the day, ensuring strong attachments between staff and children to aid their well-being. Children should be supported throughout the day in developmentally appropriate ways to understand the ways that they can keep themselves safe during this time (e.g., hand washing, sneezing into a tissue etc) and discuss the changes that they may be facing throughout these times.
- ❖ During break times, staff will be required to maintain strict hygiene and cleanliness procedures and should wash their hands using soap and warm water thoroughly for at least 20 seconds before they begin preparing and eating their lunch. They should wash down and

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disinfect any items they use including the kettle, cups, plates, microwave, utensils/cutlery (consider bringing your own from home and taking them home each night during this time) and the table area they sit at.

- ❖ Staff will be required to thoroughly wash their hands using soap and warm water for at least 20 seconds upon returning to the playroom after their break.
- ❖ When using the staff bathroom, staff will be required to spray down and disinfect the area after use using our regular cleaning products, leaving it clean and sanitized for the next person; completing the 'hot spot' sheet on the door to confirm this has been done.

Malleable Materials

- ❖ Sand can be used by a consistent group of 15 children only and cleaned/discarded. However the sand should be offered clean, in small amounts, so it can be replaced should it be compromised by aerosols (sneezing etc). Sand should be cleaned according to the manufacturer's instructions. If the group exceeds a consistent group of 15 children sand will not be offered.
- ❖ Water play can continue as long as soap is added and hand towels are used/discarded properly.
- ❖ Play dough can be made and used for 'daily groups' of children and discarded accordingly.
- ❖ Baking can be completed with daily groups of children, whereby the children enjoy the making process and unbeknown to them the mixture is discarded and a fresh batch is made by the onsite cook for children to take home. It is then the choice of the parent/carer if the child consumes the provided baking.

Outside Areas and On the Farm or Paddock:

- ❖ Outside areas should be used as much as possible as this helps to reduce the risk of transmission further. The mobile hand wash sink should be taken by groups of children using the wider farm areas so hand washing can be maintained.
- ❖ Both gardens can be used by their respective groups, as long as staff supervise the area separating the two gardens. This is to reduce the risk of cross contamination between rooms particularly if both rooms are outside at the same time as the children (particularly siblings) will try to interact over the small picket fence.
- ❖ When out on the paddock or farm the mobile sink must be taken to ensure hand washing is available, as well taking a supply of hand sanitizer.

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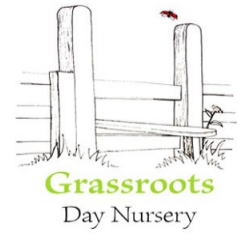
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Kitchen Area:

- ❖ The door to the kitchen from the Barn Owls room should remain closed when the cook is not present in the kitchen, however the stair gate should remain closed at all times.
- ❖ When entering the kitchen area, staff must immediately wash their hands thoroughly using soap and water for at least 20 seconds.
- ❖ Staff must wear appropriate PPE when preparing and handling food, including disposable blue gloves and an apron.
- ❖ All normal food hygiene requirements apply as usual.
- ❖ If staff need to access the kitchen area when kitchen staff are in attendance, they should ensure that a 2m distance is maintained. Where possible kitchen staff should pass items to other staff to reduce access to the kitchen. This could be done by items such as snack trays or cold compresses being passed onto the silver unit and collected by the room staff after kitchen staff have moved back to an appropriate distance.

If a child displays symptoms of Covid-19 whilst at the setting:

- ❖ Symptoms of Covid-19 are any of the following: a high temperature over 37.8 degrees, a new persistent cough, loss or change to sense of smell or taste, and can include additional symptoms such as an upset stomach or sore throat (as advised by Bedford Borough Council 20th May – shared with parents). Staff will monitor any temperature of over 37.1 degrees (using a thermometer reading the numbers, not the colour coding of the thermometer) in the room. Any child with a temperature of 37.8 degrees will be monitored in isolation for a further 10 minutes using two thermometers (forehead and under arm), and should the temperature remain high – they will need to be collected. The temperature will be recorded on a temperature chart; a copy will be given to the parent collecting and the original will be kept in our Covid file. The parent will be advised to get a PCR test for the child. **All actions, absences, symptoms, dates and results will be recorded in the Covid file.**
- ❖ Staff will monitor children who develop a new persistent cough in the reception area. The door should be opened to provide adequate ventilation (a blanket can be used to keep the child warm if necessary). All items of PPE or any resources used while the child is being monitored, e.g., blankets, books, cups, etc. must be placed in a bag and placed into an area for quarantine of 72 hours or until a negative test is returned.



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- ❖ Parents have agreed to prompt collection of their child if they display symptoms whilst at the setting.
- ❖ Staff to follow government guidance for this including moving the child away from others and isolating them where possible behind a closed door with adult supervision and ideally with a window open. If this is not possible then moving them at least 2m away from others.
- ❖ Staff should wear appropriate PPE if a 2m distance cannot be maintained whilst caring for the child who is awaiting collection (disposable gloves and apron, possibly a face covering if required) whilst dealing with the symptomatic child.
- ❖ Staff should wear PPE (disposable gloves and apron) whilst thoroughly cleaning all areas used by the symptomatic child including bathroom areas (ideally the child should use a separate bathroom if possible if they need to use the toilet whilst waiting to be collected). All PPE and cleaning cloths/blue roll used, should be doubled bagged and marked for storage as per waste disposal guidance.
- ❖ Staff who have cared for a symptomatic child do not need to go home unless they develop symptoms themselves.
- ❖ After caring for a symptomatic child, the member of staff should thoroughly wash their hands using soap and warm water for at least 20 seconds, following the hand washing guidance.

End of the Day:

- ❖ The children will be collected by parents using a socially distanced queuing system outside the building by the earlier agreed closing time of 5.30pm to allow for daily cleaning. The earlier closure time will be regularly reviewed in recognition of the local R-rate at the time. Only when it is deemed safe to not clean/rotate resources daily will the opening time be extended.
- ❖ When a parent arrives at the setting to collect their child, they will remain outside the building and one member of staff will take the child and their belongings out to the parent and give feedback outside whilst maintaining 2m distance. Any accident forms will be taken out at this time for the parent to sign during this handover.
- ❖ Parents have been asked to wear masks at both drop off and collection unless exempt.
- ❖ Siblings and other adults will be asked to remain in their vehicle.

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- ❖ Other parents arriving to collect their child will be required to adhere to social distancing measures of 2m.
- ❖ Staff will be required to clean all toys/equipment, including outdoor equipment used throughout the day. This will be done between 5.30pm – 6pm.
Clean all hot spot areas including door handles, light switches, taps, sinks, toilets, biometric entry systems, tables and chairs etc regularly and log on the sheets provided.

Clean all electronics such as telephones, iPads, touch screens, keyboards etc

All of these should be cleaned thoroughly with hot soapy water (where appropriate) and then disinfected with our regular cleaning products.

Carpets/rugs should be vacuumed daily and steam cleaned when rota'd. See cleaning rota now that closing time has been extended to 5.30pm.
- ❖ If there is any doubled bagged waste from a symptomatic child, this should be marked for storage until 1) the child tests negative – waste can then be placed with normal waste or 2) the child tests positive or results not known – waste should then be stored for 72hours before placing with normal waste for collection.
- ❖ Staff should thoroughly wash their hands using soap and warm water for at least 20 seconds after removing any waste to the outside bins.
- ❖ Before leaving the building, staff should thoroughly wash their hands using soap and warm water for at least 20 seconds. This may be done at the outside sink before going to your vehicle if preferred.

General Points:

- ❖ Staff should wash their uniform daily to reduce the risk of cross contamination from day to day. If staff are unable to wash and dry their uniform overnight, they are permitted to wear their own suitable clean clothing. Additional uniform has been provided.
- ❖ Staff are expected to adhere to Government guidelines outside of the workplace to keep themselves, the children and work colleagues safe.
- ❖ Government guidance states that no PPE is required in education and childcare settings other than PPE that you would normally wear for your job (e.g., first aid/nappy changing/toileting help/meal preparation and feeding times) or if caring for a symptomatic child (please see section above on this for further details).

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Following a positive case at the setting:

All staff and parents will be informed immediately, alongside Ofsted and Public Health England and close contacts will be asked to self isolate as per the government guidelines.

The entire setting will be closed or if possible just the 'room' and close contacts from which the case arises following guidance from Public Health England.

The entire setting will be fogged out of hours to minimise any further contamination.

Policy/Procedure name: Covid-19 Operating Procedure	
Publication Date: June 2021	Date for Review: as needed
Signed:.....(Proprietor/Manager)	
Signed:.....(Deputy Manager)	