

## Guidance for Early Years Settings - COVID-19 Site Operating Procedures

These guidelines are intended to assist implementing precautionary measures to reduce the spread of COVID-19 disease in childcare settings. These guidelines are based on UK Health Security Agency and Department for Education guidance for educational settings.

[Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic)

Focus	Area of Concern	Recommendation
Children	Attendance	<ul style="list-style-type: none"> <li>• Preferably but NOT mandatory– Children should only attend a single setting.</li> <li>• Any child displaying COVID symptoms should complete a PCR test or self-isolate as per Government guidance.</li> <li>• We may take the temperatures of children on arrival and risk assessing with regular health questionnaires for returning children</li> </ul>
	Physical Distance/Grouping	<ul style="list-style-type: none"> <li>• Personal care routines -nappy changing and toileting should be managed within the space allocated and thoroughly cleaned between usage or spillages/accidents</li> <li>• Mealtimes/snack time –reduce use of shared utensils and passing round of plates etc but also promote independence where possible.</li> <li>• STM – lunch time – children and staff to remain in the setting</li> <li>• The use of communal internal spaces should be managed as free flow and steps taken to reduce overcrowding at busy times of the day.               <ul style="list-style-type: none"> <li>➢ Access room from different entrance</li> <li>➢ Avoid overcrowding in toilet areas</li> </ul> </li> <li>• Distancing of beds/cots should be facilitated wherever possible</li> </ul>
	Wellbeing and 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 because of Covid-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support</li> </ul>
	Montessori work cycle	<ul style="list-style-type: none"> <li>• Children to wash hands before using equipment, wipe activity after use, return to shelf and then wash hands before moving onto next activity. Staff – lots of rule reminders to children</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff to encourage greater use of individual mat work/areas.</li> <li>• Limit children in any one area as necessary</li> <li>• Painting aprons – wash aprons daily</li> </ul>
<b>Workforce</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>• All staff should be double jabbed and follow Government guidance on attendance, self-isolation and PCR testing. Staff have access to LFT tests as per company policy and should test twice weekly</li> </ul>
	<b>Physical Distance/Grouping</b>	<ul style="list-style-type: none"> <li>• Social distancing must be maintained during staff breaks.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> </ul>
	<b>Vulnerable employees</b>	<ul style="list-style-type: none"> <li>• Follow ‘System of controls’</li> </ul>
	<b>Training</b>	<ul style="list-style-type: none"> <li>• All staff must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating</li> </ul>
	<b>COVID19</b>	<ul style="list-style-type: none"> <li>• If staff or anyone in the household develops fever/ high temperature or new continuous cough then Government guidance should be followed - <a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></li> <li>• Staff should arrange to take a PCR test</li> </ul>
<b>Parents</b>	<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>• Aim to limit drop off and pick up to 1 parent per family</li> <li>• Arrange drop off or pick up at the pre-school main entrance to avoid too many adults entering the building at any one time. Each pre-school to decide which part of the day parents will be invited into building. Face masks to be worn by parents inside the building.</li> <li>• When parents are waiting to drop off or collect their child, physical distancing is advised</li> </ul>
	<b>Communications</b>	<ul style="list-style-type: none"> <li>• Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves</li> <li>• All communication should be initially either email or telephone calls</li> <li>• Setting show rounds for prospective parents - Face masks (not visors) to be worn by staff and parents and anti bac hand gel applied upon entering the building, doors &amp; windows to be open.</li> </ul>

	<b>Emergencies</b>	<ul style="list-style-type: none"> <li>• Parents to ensure that all emergency contacts held by the pre-school are up to date and able to collect the child in an emergency</li> <li>• Parents must be always available to pick up their child within 30 minutes of receiving a telephone call if your child is unwell or had an accident.</li> </ul>
<b>Visitors</b>	<b>Visits</b>	<ul style="list-style-type: none"> <li>• Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should be limited to the nursery unless essential (e.g., essential building maintenance).</li> </ul>
<b>Outside Agencies</b>	<b>Visits</b>	<ul style="list-style-type: none"> <li>• Onsite visits are allowed</li> <li>• Communication can still be either email or telephone calls or Zoom/Teams. Please ensure confidentiality is maintain and no recording of video conversations</li> </ul>
<b>Travel</b>	<b>Travel associated with setting operations</b>	<ul style="list-style-type: none"> <li>• If public transport is necessary, current guidance on the use of public transport must be followed</li> <li>• Parents should not leave travel accessories including buggies, car seats, scooters at the setting premises</li> <li>• Outings from the setting into the local community will be restricted until further notice</li> </ul>
<b>Hygiene and Health &amp; Safety</b>	<b>Hand Washing</b>	<ul style="list-style-type: none"> <li>• All children and staff must wash their hands upon arrival at the nursery</li> <li>• Children and staff should wash their hands frequently during the day</li> <li>• Children and Staff should wear short sleeved tops to make hand washing easier</li> <li>• Children will be reminded to wash their hands between each activity.</li> <li>• Children to only use hand dryers, no sharing of hand towels</li> <li>• After coughing or sneezing</li> <li>• Before and after eating</li> <li>• Staff to ensure that any hand cream used in the setting, because of increased hand washing, does not contain any nut products</li> </ul>
	<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment</li> <li>• Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly/daily</li> <li>• All cleaning cloths to be boiled washed in the setting washing machine.</li> <li>• Milton/ Suma Bac D10/ Bleach/ Virabac to be used as cleaning product in communal areas, touch points, hand washing facilities, furniture, surfaces and children's toys and equipment</li> <li>• General disinfectant and hot water for large scale areas</li> </ul>

	<b>Waste disposal</b>	<ul style="list-style-type: none"> <li>• All waste must be disposed of in a hygienic and safe manner</li> <li>• Tissues must be disposed of immediately in a separate bin</li> </ul>
	<b>Laundry</b>	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering on regular basis, use laundry disinfectant liquid</li> <li>• Items such as towels, flannels and bedding must not be shared by children</li> </ul>
	<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>• All activities should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials (these can be placed in individual containers for single use, to be thrown at end of day)</li> </ul>
	<b>PPE</b>	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.</li> <li>• PPE (gloves &amp; aprons) should continue to be worn as normal for nappy changing and the administration of first aid.</li> <li>• Bodily Fluid kits will be available for emergency situations</li> </ul>
<b>Responding to a suspected case</b>		<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 should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation. If weather permits this should be outside</li> <li>• The staff member responsible for the child during this time should be a staff member from their group’.</li> <li>• Staff member to wear PPE</li> <li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours</li> <li>• The person responsible for cleaning the area should wear appropriate PPE</li> <li>• All waste should be double bagged and left separate to normal waste for 72 hours before being placed in household waste bin.</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the pre-school, they should return home immediately and isolate at home in line with the NHS guidance</li> </ul>

<b>Premises</b>	<b>Building</b>	<ul style="list-style-type: none"> <li>• Where premises have been temporarily closed during a lockdown period or where they may need to temporarily close during future lockdowns appropriate Health &amp; Safety checks should be conducted prior to reopening including legionnaires checks</li> <li>• Keep windows open where possible to ensure adequate ventilation</li> <li>• Prop doors open, where appropriate, to limit use of door handles &amp; aid ventilation</li> </ul>
	<b>Adult toilets</b>	<ul style="list-style-type: none"> <li>• Staff to self-clean between each usage ready for next person</li> <li>• Milton spray and cloth allocated</li> </ul>
	<b>Resources</b>	<ul style="list-style-type: none"> <li>• Children should not be permitted to bring items from home into the setting unless essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival</li> <li>• All resources required for play and learning experiences of children should be regularly washed and/or sterilised</li> <li>• Regular cleaning of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Equipment used by staff such as stationery, tablets, ipads etc. should be allocated to individual staff where possible and cleaned regularly and between usage</li> </ul>
<b>Supplies</b>	<b>Procurement &amp; monitoring</b>	<ul style="list-style-type: none"> <li>• The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies.</li> <li>• 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.</li> <li>• 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.</li> <li>• In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.</li> </ul>
	<b>Vinyl Gloves</b>	<ul style="list-style-type: none"> <li>• Use vinyl gloves only for PPE situations</li> <li>• General cleaning and Disinfectant use – staff to use rubber gloves – yellow for general, red for toilet areas. Gloves should be named and worn only by that member of staff. Through cleaning &amp; drying between use.</li> </ul>

**This operational plan will be reviewed regularly and revised as necessary.**

**All our current policies and safeguarding procedures are still maintained as standard.**

**Date of Assessment: Monday, 13 December 2021**

**Date of Next review:** *as Government updates are published*

**Actions required:**

- *Parents & Visitors to wear face masks inside the building,*
- *Foreign travel – Parents & staff to follow current Government guidelines,*
- *Covid isolation - follow Government guidance – Test & Trace responsible for contacting close contacts,*
- *Staff to continue to test x twice weekly*
- *CO2 monitors installed to monitor building ventilation levels,*
- *Any gatherings e.g concerts – setting to follow Government guidance on size, environment & COVID passes*

**Assessor Name & Signature:** *R. Smith*