



## Guidance for Woodlands Nursery and Preschool - COVID-19 Site Operating Procedures

These guidelines are to assist Woodlands Nursery and Preschool in implementing precautionary measures to reduce the spread of COVID-19 disease in our setting. These will form Site Operating Procedures (SOP), suitable to our situation. 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 practices. In Early years it is impossible to social distance and we won't be asking the children to do this, we have limited hours and amount of spaces in a session to ensure ability for deep cleaning and naturally making more space for the children.

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 should attend the setting.</li> <li>On arrival at the setting we will be risk assessing with regular health questionnaires for all children. Questions will be 1. Has the child showed any symptom's since last attending 2. Has any one in your household shown any symptoms since last attending. 3. Has your child had Calpol in the last 12 hours (If your answer is yes to any questions please do not bring your child to the setting as you will be placing other children, staff members and families at great risk)</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>Children's sessions will be organised into normal groups sizes, over 2's room our limit is 32 children and under 2's room is 6 children this will be reviewed regularly along with Government statistics and staffing levels.</li> <li>Outdoor play will be used as much as possible weather dependent please ensure your child is sun creamed as we will not be able to do this at present during warmer weather and wears appropriate clothing and footwear.</li> <li>Distancing of beds/cots should be facilitated wherever possible</li> <li>Snack, Lunch and Tea we will minimise the number of children sat round the tables. (Please be aware that lunch and tea are subject to change due to availability)</li> </ul>

Children's wellbeing, play and learning	<ul style="list-style-type: none"><li>• To minimise the resources available to those that can be cleaned effectively.</li><li>• We will be able to offer limited messy play at this time includes but not inclusive off (sand, water, playdoh, gloop etc.) This will be reviewed regularly.</li><li>• We will ensure children wash their hands regularly throughout the day, before eating, after coughing or sneezing and toileting.</li><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. Please see our settling children back in to setting policy/procedure.</li></ul>
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		<ul style="list-style-type: none"><li>• Removal of some soft furnishings, soft toys and toys that are hard to clean, those we have will be cleaned and rotated and stored away for 72 hours.</li></ul>
Workforce	Attendance	<ul style="list-style-type: none"><li>• Staff should only attend the nursery if they are symptom free, have completed the requires isolation period or achieved a negative test result.</li></ul>

	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Social distancing must be maintained during breaks we will achieve this through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible</li> <li>• Staff members should avoid physical contact with each other as much as possible including handshakes, hugs etc.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating (This will be carried out week beginning 25<sup>th</sup> May 2020, and on any review/update of assessment training will be retaken)</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child</li> <li>• We are encouraging drop off and pick up to 1 parent per family where possible</li> <li>• When parents are waiting to drop off or collect their child, social distancing should be maintained on the driveway (no parking on drive, one parent on the ramp at a time, social distancing while queuing)</li> <li>• We may consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. This will be limited to the entrance area and parent and staff will need to minimise contact between the parent and other children and staff members.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• This document is for parents to have 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, we will also utilise Family app to keep all parents aware of any changes</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>• 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 (e.g. essential building maintenance, Ofsted). Where essential visits are required these will be made outside of the usual nursery operational hours where possible (out of hours viewings)</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to the 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>

		<ul style="list-style-type: none"> <li>Parents should not leave any travel accessories including buggies, car seats, scooters in the setting premises.</li> </ul>
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> <li>All children and staff must wash their hands or sanitise their hands (bottom of ramp) upon arrival at the nursery and on leaving,</li> <li>Children and staff members will be encouraged to wash their hands frequently during the day.</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>An enhanced cleaning schedule will 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 during the day.</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>All waste must be disposed of in a hygienic and safe manner</li> <li>Tissues must be immediately disposed of.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>All items within the setting requiring laundering will be washed in line with NHS laundry guidelines</li> <li>Items such as towels, flannels and bedding must not be shared by children</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>All activity 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 and the suspension of the sharing of food and utensils</li> </ul>
	PPE	<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. PPE should continue to be worn as normal for nappy changing and the administration of first aid</li> </ul>
	Reporting accidents	<ul style="list-style-type: none"> <li>Due to current restrictions we are unable to use our accident book to report any accidents so will be using the app to do this and ask that you acknowledge if you receive a notification, this also includes pre-existing injuries.</li> </ul>

Premises	Building	<ul style="list-style-type: none"><li>• Where premises have been temporarily closed during the lockdown period we have been running water and ventilating the setting by having windows and doors open we will continue these Health &amp; Safety checks prior to reopening including legionnaires checks.</li><li>• Windows and patio doors to the garden will be open where possible to ensure ventilation</li></ul>
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	Resources	<ul style="list-style-type: none"> <li>• Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival using anti bacterial disinfectant spray.</li> <li>• All resources required for play and learning experiences of children should be regularly washed and/or sterilised</li> <li>• Equipment used by staff such as stationary, tablets etc. Will be cleaned regularly.</li> </ul>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>• The setting will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control</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. 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>
Responding to a suspected case		<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>• The staff member responsible for the child during this time should be a staff member from their 'group'.</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>• 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</li> </ul>

Reviewed by Management Team		<ul style="list-style-type: none"> <li>• Following this risk assessment, we feel we will be able to open from the 1<sup>st</sup> of June dependent on the decisions made by the government and local authority so its subject to change, but it is our recommendation we review this assessment on a weekly basis and make amendments if needed.</li> <li>• If you are happy to abide by this risk assessment we are happy for your child to attend the setting, if there is any part you are unwilling to accept then it would be best for your child not to return at this time.</li> <li>• With all the evidence we have been supplied with, we have put in place these measures to minimise risk to children, their families and staff but as new evidence, understanding of this virus comes to light we may feel need to add\change how to combat the risk of this virus. We just want parents to understand that we cannot guarantee that this virus will not come to our setting and that as parents\carers you understand this and it's your decision on their attendance and by you returning to our setting you accept responsibility for the risk.</li> </ul>
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Reviewed Procedure on 9<sup>th</sup> September 2020. Sarah and Kevin Ives

Reviewed Procedure on 4<sup>th</sup> January 2021. Sarah and Kevin Ives

Reviewed Procedure on 1<sup>st</sup> March 2021 Sarah and Kevin Ives