

Elmore Kindergarten

COVID-19 Procedures

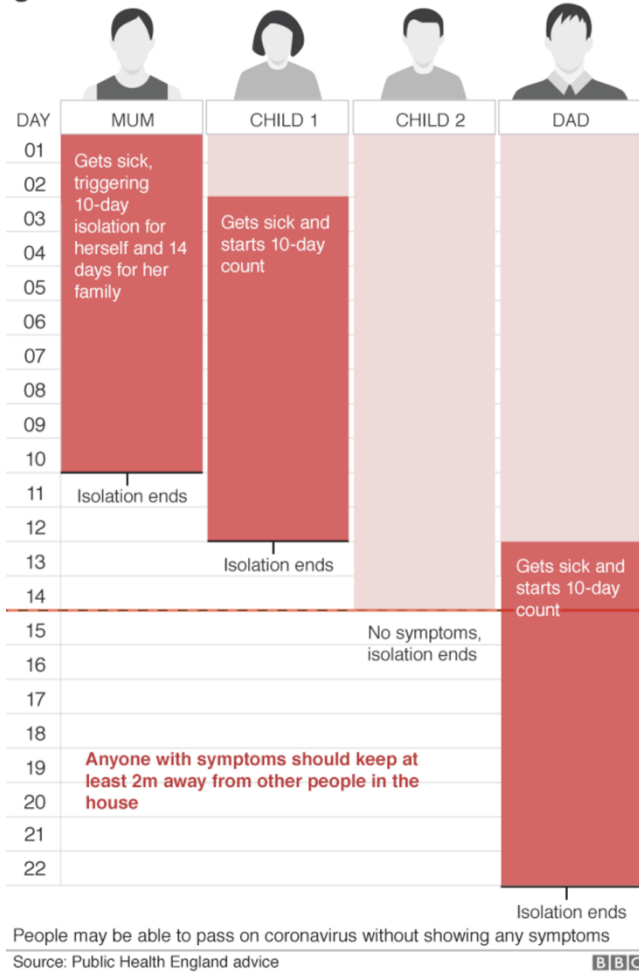
To be adopted: 25th May 2020

Last Updated: 16th September 2020

Area	Procedures
COVID-19 Symptoms	<p>These are the main symptoms of coronavirus.</p> <ul style="list-style-type: none">* A high temperature – this means feeling hot to touch on the chest or back (you should not need to measure your temperature)* Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal* A new, continuous cough – this means <u>coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</u> <p>Guidance: Infection Control in Childcare Settings https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf</p> <p><i>This poster can be found in the Parent Hub section of www.elmorekindergarten.com. It describes the usual infections in nurseries, their symptoms and recommended period of time a child should be kept away from nursery.</i></p>
Temperatures	<p>Nurseries do not need to take children's temperatures every morning or throughout the day. Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus. There is no need for anything other than normal personal hygiene and washing of clothes following a day in a childcare setting. However, the nursery reserves the right to take temperatures at the door if there is a concern a fever may be present or if the nursery is deemed to be in a high-risk area at any time.</p>
Social Distancing	<p>Staff are expected to social distance from each other as much as is practically possible. To support this, additional designated breakout areas for eating lunch will be provided, lunches will be staggered. The use of communal hallway spaces should be restricted as much as possible when staff are communicating with each other. All rooms across the nurseries will be used to allow staff and children to spread out, and to allow staff to have their own section of a room. Where possible and weather allowing more of the daily class routine will be conducted in the nursery gardens. Where play with indoor resources would usually take place inside, these activities can be moved outside in the gardens. Nursery Managers will communicate with parents directly about the application and use of sun cream during warmer days. All rooms will be kept well ventilated at all times, windows will be kept open. Asking children in a nursery to social distance will not be possible. Instead we will take a practical approach and ensure that regular hand washing takes places, stringent cleaning procedures are in place and procedures in this document are followed correctly.</p>
Groups and Groups Sizes	<p>Each nursery is naturally grouped according to Cheshire Cats, Eager Beavers, Busy Bees and Wise Owls. Rooms have always and will continue to be specifically allocated to these groups. Staff have always and will continue to be allocated to specific groups. However, please be aware that at the beginning and end of the day these groups are often collapsed into one group as the number of children reduces. Staff, although allocated to a room, often need to provide cover during periods of staff absence, annual leave and to ensure ratio regulations are met. The size of the rooms within the nurseries lend themselves to naturally ensuring group sizes are kept to a sensible limit. Due to having the Family App the movements of children and staff are easily tracked throughout the day. This allows track and traceability should a positive case arise.</p>

If a member of staff or child displays symptoms, they will need to self-isolate for a minimum of **10 days**, unless a test is carried and proven to be negative at which time they can return back to nursery. Proof of this test is required.

What happens if someone in your family gets sick?



Self-Isolation

Absence procedures for children and staff will follow our usual policies that we have in place. Terms and Conditions (for parents) – can be found on our website. Absence Policy (for staff) can be found on Family.

Testing for Staff and Children

Everyone with symptoms of coronavirus (COVID-19) is now eligible for testing, call 119 to arrange a test.

<p>NHS Test and Trace</p>	<p>The NHS test and trace service has been released and it:</p> <ul style="list-style-type: none"> • Ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents • Helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus
<p>Nursery Access</p>	<p>The only adults allowed into the nursery will be nursery staff, including the Director and Business Manager – <u>the latter will both wear face masks.</u> The only exception to this will be for parent visits and contractors (in an emergency only) – <u>who will be asked to wear face masks at all times.</u> All staff must sanitise their hands on entry rather than wait until they reach a hand washing station. The sanitiser dispensers are for adults only. All children must wash their hands on arrival. Hands free dispensers containing 70% alcohol gel will be available in the nursery entrances mid-June.</p>
<p>Parent Drop Off/Pick Up</p>	<p>Only children who are symptom free or have completed the required isolation period should attend the nurseries. Only parents who are symptom free and or have completed the required isolation periods should drop off or collect their child. Parents should aim to limit drop off and pick up to 1 parent per family. All children will be met at the door by nursery staff – <u>and staff will wear face masks or a visor to receive children. Parents are asked to also wear a mask when dropping off children at the door of the nursery.</u> Parents will not be able to access the nursery. Each nursery will be responsible for setting out markers in the car park/entrance areas to support social distancing amongst adults queuing. Individual nurseries may have additional drop off/pick up points set up during busier periods of the day where possible.</p>
<p>Nursery Tours (new parents)</p>	<p>Potential parents interested in a place for their child must be called by the Nursery Manager, and all information initially provided over the phone. A follow up email should then be sent directing the parent to all enrolment form/nursery fees/policy information on the website. Once they have all the initial information they need, and if the parent is definitely interested in the nursery, a nursery visit can be scheduled and kept to a maximum internal visit of 15 minutes, with any further discussion moved to the external areas of the nursery. Hands must be sanitised on entry – <u>and face masks must be worn at all times. It is the responsibility of the Nursery Manager to ensure visiting parents are informed beforehand.</u></p>
<p>Settling in Sessions</p>	<p>Parents can enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. Nursery Managers must put measures in place to minimise contact between the parent and other children and staff members. <u>Face masks must be worn at all times. It is the responsibility of the Nursery Manager to ensure visiting parents are informed beforehand.</u></p>
<p>Maintenance/Deliveries</p>	<p>A contractor will only be allowed on site if emergency repair work is necessary, and only under strict supervision. All contractors used are regular/known tradesmen used across the nurseries. All other internal maintenance will be completed after 6pm during the week or on weekends. External maintenance can be carried out if completed away from children and staff. All deliveries must be dropped off outside the front door for staff to bring into the nursery. After handling deliveries hands should be washed.</p>
<p>Nursery Offices</p>	<p>Smaller staff offices should only be accessed by one staff member at any time. Larger offices, two maximum and only where ventilation is possible. Meetings between the Nursery Manager and staff must be scheduled where possible, rather than held ad hoc. They can then be held in alternative larger rooms, during quieter periods of the day to ensure their availability.</p>

<p>Travel</p>	<p>Wherever possible staff and parents should travel to the nursery alone, using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed. Parents should be ensuring they only leave prams in the external pram areas if necessary. Outings from the nursery into the local community will be temporarily stopped until it is considered safe to do so, and only with permission from parents.</p>
<p>PPE for Staff</p>	<p>Staff already use disposable gloves and aprons for nappy changing and first aid. Cloth face masks and a visor will be made available for staff. We will not be asking children to wear face masks, and it is not considered safe for children under 2yrs to wear a face mask. <u>Aside from the instances confirmed above in this document, staff are also asked to wear a face mask/visor if they have mild cold symptoms.</u></p> <p>We strongly recommend that staff read guidance about the extent of protection that face masks provide and how to wear them, in order to avoid a false confidence, and the focus being taken away from other procedures that should be prioritised, <u>such as regular hand washing and stringent cleaning practices.</u></p>
<p>Hand Washing & Hygiene</p>	<p>Staff must lead by example in the nursery. Staff and children will wash hands for a minimum of 20 seconds, remembering to include wrists:</p> <ol style="list-style-type: none"> 1. On entering the nursery 2. After wiping noses 3. Before and after snack/lunchtimes (children and their own) 4. After using the toilet 5. After dirty play indoors and outdoors. <p>Sanitising liquid soap, warm water and disposable paper towels (not hand dryers) will be used. Children will be supported in age appropriate ways through learning and play to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Staff are to follow the Staff Handbook guidelines, no acrylic or nails longer than 5mm will be permitted. Because of their length, longer fingernails can harbour more dirt and bacteria than short nails, potentially contributing to the spread of germs. Any staff arriving to work without adhering to this, will be asked to return home and this will be dealt with as unpaid absence.</p>
<p>Cleaning</p>	<p>Nursery Managers and senior staff will complete COSHH training and infection control prior to the nursery reopening. All other staff will be undertaking the same training or be trained by senior staff in the principles of COSHH training and infection control within their first week back at work. The nurseries will only use products recommended for commercial, rather than domestic, premises, and that are approved and safe for use in environments with children. An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children’s toys and equipment, communal areas, touch points and hand washing facilities must be cleaned and sanitised thoroughly throughout the day.</p> <p>Cleaning Guidelines:</p> <ol style="list-style-type: none"> 1. Wear disposable gloves and a disposable apron, especially for cleaning tasks involving waste, washrooms. Make sure to wash your hands immediately after removing gloves. 2. Ventilate rooms before you clean. Open doors and windows to increase air circulation in the space before beginning to clean and disinfect. This is especially recommended in small areas and washrooms, which should be kept ventilated at all times anyway. 3. Wash your hands thoroughly before and after each cleaning. Use soap and water, and wash for at least 20 seconds. If that’s not possible, use a hand sanitizer with at least 60% alcohol. 4. Clean, then disinfect. Use detergent or soap and water to remove dirt, grease, dust, and germs. Once the surface is clean, spray with a disinfectant. Let it

	<p>stand for a few minutes, then wipe—use disposable blue paper towels.</p> <ol style="list-style-type: none"> 5. Avoid touching your face while cleaning, to prevent the spread of germs do not touch your face, nose, and eyes with unwashed hands—so pay extra attention when cleaning. 6. Use the right disinfectant for the task, adhere to COSHH and the use the correct colour codes materials and equipment – do not cross contaminate. Pay special attention to frequently touched surfaces – touch points, examples below and expected as a very minimum: <ul style="list-style-type: none"> * Light switches * Door panels/handles/glass vision panels * Door releases buttons * All surfaces * Tablets (use alcohol wipes – in between staff usage) * Computer screens, keyboards (even if there is only one user of the equipment) * Tables * Windowsills, window handles * Thermostats * Keys * Railings (external – where they are used on the way out to the gardens) * Bins, recycling bins (and wash ALL bins out daily) * Sinks, toilets, toilet flushes and taps * Soap dispensers (remove all unnecessary equipment from toilets) * Sanitiser dispensers * Washing machines 7. Rugs, cushions, sheets, towels, other soft resources, machine-wash items regularly at the highest heat setting recommended by the manufacturer - (see 'Risk Assessment' section). Remember to wear gloves when handling dirty laundry, and take care to avoid shaking laundry, which could increase the spread of germs. 8. Clean and disinfect laundry baskets – only use plastic gorilla tubs for this purpose to allow them to be cleaned daily. 9. Empty the vacuum cleaner after every cleaning. Wipe down the vacuum cleaner, especially handles, with disinfectant, along with appliances like the washing machine. 10. Line bins. Placing bags into bins will make it easier to dispose of tissues and other waste. 11. Dispose of or wash your cleaning supplies. If you're using paper towels, disinfectant wipes, and other disposable cleaning supplies, take the rubbish out after you're done. If you're using cleaning cloths (colour coded and used according to COSHH guidance) and other reusable products, make sure to machine-wash them at the highest heat setting appropriate for the material. 12. Safely remove any cleaning gear. When you've finished cleaning, immediately remove any protective outerwear like aprons, gloves, or masks, and dispose of them or wash accordingly. Remember to wash your hands for at least 20 seconds afterwards.
<p>Learning Through Play</p>	<p>Outdoor play and learning will be incorporated as much as possible into your child's day, the different age groups will have their time outside staggered or stay in groups by breaking up the garden area in a child friendly way. Curriculum learning and observations based on the EYFS are fully back in place as of 1st September across the nurseries.</p>

Children's Resources	Children are not be permitted to bring items from home into the nurseries unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. All resources required for play and learning experiences of children should be regularly washed and/or sterilised daily, with the full range of resources not used daily to allow for cleaning rotation procedure to take place.
Risk Assessment	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 or disposable such as malleable materials and the suspension of the sharing of food and utensils. Nursery Managers are responsible for weekly risk assessments in their own nurseries. Water play is allowed (with mild soap applied), and play dough is made for each individual child, and either disposed of on the day or taken home.
Kitchen/Food	Kitchens are kept clean daily by the Nursery Cook. We are asking that kitchens are deep cleaned weekly. Every surface, cupboard, appliances (inside/outside) should all be deep cleaned. Nursery Cooks all hold Food Hygiene qualifications, Nursery Managers and senior staff will complete Food Hygiene qualifications prior to the nursery reopening. All other staff will be undertaking the same training or be trained by senior staff in the principles of Food Hygiene within their first week back at work. Utensils should not be shared amongst children or staff any way, staff will be extra vigilant. All utensils, plates, cups etc in the kitchen and staff rooms should be thoroughly soaked at a high temperature, washed in clean water and thoroughly rinsed. Cloths should be replaced daily and washed at a high temperature. Tea towels should not be used, instead use disposable blue paper towel.
Staff Uniform Children's Clothes	Consideration has been given as to whether staff should change into their uniform on arrival to work. This is hard to enforce if children are coming to the nursery in clothes from home. What we will therefore ask is that both staff and children are wearing clean clothes daily. That clothes are washed after every day at the nursery. We do also ask that attention is given to long sleeves dragging all over surfaces, when regularly washing hands, do not forget to include wrists – staff and children.
Meetings (Internal/External)	Parent catch ups or concerns can be managed by phone or Zoom. By opting for the latter parents can still retain an element of face to face communication with the Nursery Manager or Key Person. The use of Family will also heavily support home/nursery communication. Staff Meetings will not take place as they have previously, they can be conducted remotely via Zoom. Unless essential and authorised by the Business Manager staff should not need to attend any external meetings/training. No external visitors/consultants will be invited into the nursery, all meetings can be conducted by phone or Zoom. The only exception to this is Paediatric First Aid training for staff which will take place in a large open room at Ecclesfield Nursery, allowing staff to socially distance.
Cash Payments	No cash payments for nursery fees, charity donations, any other services will be accepted. All payments should be completed by BACS.
Disposal of Contaminated Waste	All waste must be disposed of in a hygienic and safe manner, tissues must be immediately disposed of. Every bin in the nursery emptied and washed out daily.
Responding to a Case	<p>In the event of a child developing suspected coronavirus symptoms whilst attending the nurseries, they should isolate immediately and be collected as soon as possible and isolate at home in line with the NHS guidance. 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. The staff member responsible for the child during this time should be a staff member that has been with the child during the day, the member of staff should wear appropriate PPE – this includes disposable gloves, disposable apron and a fluid resistance face mask.</p> <p>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. The person responsible for cleaning the area should wear appropriate PPE. 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.</p>

<p>Supplies</p>	<p>The Nursery Managers should ensure an adequate supply of essential supplies are in place to minimise the impact of any shortages of supplies. The nurseries will not be able to operate without essential supplies being on site. Carry out a weekly audit and submit purchase orders to the central team to place. 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 nurseries. 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. 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.</p>
<p>Nursery Pets</p>	<p>Nursery pets will only be handled by staff until further notice, and after handling hands must be washed.</p>
<p>Poster & Information Resources</p>	<p>The Parent Hub section of our website has a lot of information that is both useful for parents and staff. Parents should be directed to this information or to the Nursery Manager, in order to ensure the latest guidance and correct information is relayed. Resources to use internally within the nursery, such as information posters for staff and parents (and placed where they can be viewed from outside the nursery), visual posters for children in washroom areas, resources to use to teach children through play about hand washing, general hygiene, why they may see people wearing masks in/out of the nursery, and resources to use for children's well-being – can be found in SharePoint for Managers/Deputies to access.</p>