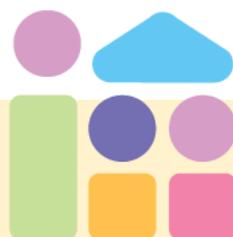
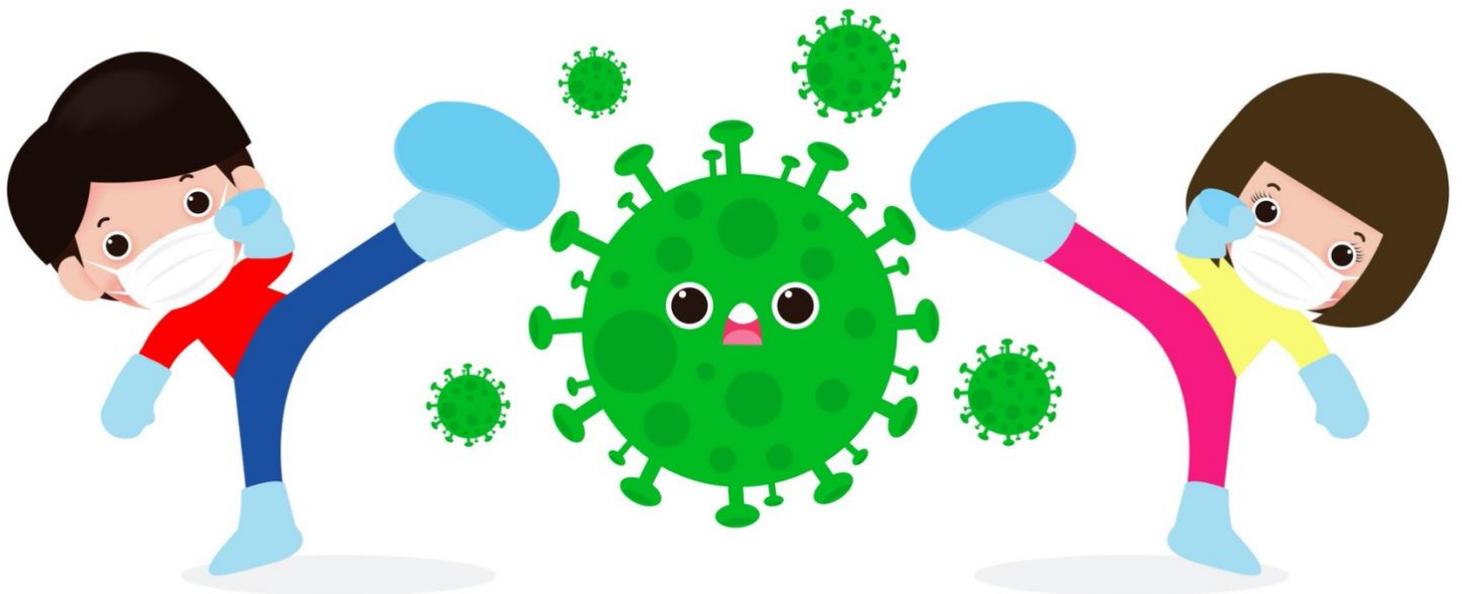


# Nursery Safe Operating Systems :

## A guide for parents



## Introduction

We understand this is a worrying time for families. Following the government announcement to re-open schools and nurseries on 1<sup>st</sup> June and then the wider opening from 20<sup>th</sup> July, we have worked hard to keep up with the constantly updated guidance to make our nursery as safe as possible for children.

The latest scientific evidence indicates that COVID-19 appears to affect young children less often and with less severity. The role of children in transmission is unclear, but it seems likely that they do not play a significant role.<sup>1</sup> All the recently published guidance, when followed, will allow nurseries to care for children safely and minimise the risk of transmission of the coronavirus.

We have taken our time to read, discuss and understand the guidance and have prepared our Safe Operating Systems to share with you, our team and our community so everyone can participate in safe practice to mitigate the risk of spread. We have based our procedures on Public Health England<sup>2</sup> and DFE guidance for nurseries<sup>3</sup>. Detailed guidance or evidence supporting our procedures can be found in the accompanying footnotes.

## Attendance

Children and team members who are not displaying coronavirus symptoms<sup>4</sup> are welcome to attend nursery. Anyone who has experienced coronavirus symptoms must have completed the required isolation period<sup>5</sup> and be symptom free, not be living with someone who is displaying the symptoms or achieve a negative test result before returning to the nursery. If a member of a household is unwell or isolating, all members of the household must isolate for the required period.<sup>6</sup>

Children and team members who are shielding (clinically extremely vulnerable)<sup>7</sup> are now allowed to attend nursery. Children and team members who are classed as clinically vulnerable should follow their medical advice.

### **Drop off and collection of children**

Parents will be asked to drop off and collect their children at the main entrance and not to enter the nursery unless necessary. Parents waiting to drop off and collect will be asked to maintain social distancing by standing at least 2 metres apart at all times and wear a mask. Staff members will wear visors on handover.

An identified team member will be responsible for arranging handovers with parents. To minimise physical interaction, only key information will be shared on handover and we will share as much information as possible via our online learning journal, Tapestry.

### **Temperature and symptom monitoring**



We understand that routine testing of an individual's temperature is not a reliable method for identifying coronavirus and we will reiterate regularly to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.<sup>8</sup>

However, it is advised that nurseries make decisions based on their own individual risk assessments and procedures, therefore, we will take children's temperatures upon arrival and where a child has a temperature of 38 degrees or above, we will ask you to stay away from nursery and follow the gov guidance to self-isolate for 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. If the test is negative, you will be able to return to nursery.

Parents and team members should consistently and diligently follow the government advice on the kind of symptoms to look out for that might be due to coronavirus:

- a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia)

### **Travel to nursery**

Wherever possible, team members and families should travel to the nursery alone, using their own transport or by foot or bicycle. If it is necessary to share transport, journeys should be taken with the same individuals with the minimum number of people at one time. If public transport is necessary, current guidance on the use of public transport must be followed. Face coverings must be worn on public transport to help protect others. Although social distancing will be insisted upon at pick up and drop off times, the wearing of masks will be a decision for parents to make personally.

### **Taking children to public places or on outings**

We will maximise the use of our private outdoor space. Trips and outings will not take place as frequently as they did, however, we may discuss with parents taking small groups of children to outdoor public spaces, for example to the park, provided that a risk assessment demonstrates that we can stay 2 metres away from other people wherever possible.

This will be restricted to small groups and will be done in line with wider government [guidelines on the number of people who can meet in outdoor public places](#). We will not take larger groups of children to public outdoor spaces at one time.

### **Implementing social distancing**



A level of physical interaction within nurseries is unavoidable. The key to reducing the risk of coronavirus transmission is to maintain small groups and minimise physical interaction between these groups.<sup>9</sup>

### **Rooms & Key Groups**

Wherever possible, children and team will remain within their room groups. Merging rooms during the day will be avoided. Team members covering across different rooms will be avoided wherever possible.

Parents and carers will be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently.

### **Communal spaces & outdoor classrooms**

Meals and snacks will be served in children's rooms as we do currently. Children will access communal and outdoor space mainly in their room groups, mixing groups outside will occur but will be minimised. Outdoor play will be encouraged as much as possible in all weather.

### **Team breaks**

We will aim to maintain social distancing (2 metres) in team rooms. Where possible, lunch breaks will be divided into smaller breaks throughout the day to minimise the number of team in a room at one time (E.g. 15min, 30min,15min or 15min x 4). Team members will be encouraged to take a break off site or in a separated garden area if possible but should avoid high traffic areas such as local shops or cafés. If team members live near to the nursery, they may choose to take their break at home.

## **Hygiene & Safety**

Good hygiene and cleaning practices significantly reduce the spread and transmission of the coronavirus. Enhanced hygiene and cleaning practices will be implemented, rigorously followed, and monitored.

### **Cleaning**

In addition to a pre-opening deep clean of nursery, an enhanced cleaning schedule has been implemented. Communal areas, toilets, touch points, shared resources and hand washing facilities are cleaned and sanitised regularly. A senior person is responsible for validating and recording cleaning schedules.

### **Hand washing**

The rate of handwashing will be significantly increased.<sup>10</sup> All of the team will wash their hands with soap and water upon arrival to the nursery and will sanitise hands regularly. Children's handwashing will be when they arrive at setting, when they come in from outdoors or change room, before eating and after eating.



Adequate supplies of soap and paper towels will be provided at identified handwash stations. Hand sanitiser should only be used in areas where hand washing facilities with soap, water and paper towels cannot be provided. Hand sanitizer is not required after hand washing with soap and water. A hand sanitizer station is provided for visitors to use.

## **Uniform**

In line with infection prevention and control guidance<sup>11</sup> it is best practice to change in and out of uniform at work and not wear them when traveling. We will also ask our team to change in and out of uniform (tops) when leaving nursery for breaks. Uniforms/personal clothing worn at nursery will be washed more regularly, ideally after each use. Washing uniforms with detergent in a normal wash is effective at reducing the risk of transmission.

If a team member has come into contact with a person presenting coronavirus symptoms, the uniform should be washed at a higher temperature for longer.<sup>12</sup>

## **Nursery Laundry**

Nursery laundry such as bedding will be washed at the highest temperature the manufacturing label identifies as suitable.

Laundry rooms will be managed effectively with separate areas for clean/dirty and the team will be vigilant about cleaning and sanitising all laundry areas.

We will be unable to launder children's wet or soiled clothing due to the risk of cross contamination. Parents should provide children with spare clothes daily.

Any soiled or wet clothes will be doubled bagged and placed in your child's bag to be washed at home. We advise parents that soiled clothing should be washed on a 60-degree cycle using a suitable disinfectant

## **Risk Assessment**

The risk of transmission of COVID-19 has been assessed across nursery and will remain in place until these restrictions are lifted. If a planned activity or action could increase the risk of transmission, the activity will be avoided.

We are also working with a health and safety consultancy company who provide additional support, resource and guidance in all health and safety aspects and are experts in their field.

## **Resources**

Play equipment in communal areas (e.g. outdoor classrooms) will be sanitised between groups. Soft furnishings and resources with intricate parts that are difficult to clean will be removed from children's rooms. Sand and water play will be mostly restricted but available in some circumstances for 1:1 play or when appropriately risk assessed. Any activities that pose a higher risk of cross-contamination will be restricted or avoided.

## **Items brought from home**



Families will be discouraged from bringing items from home into the nursery. Comforters are permissible if not having them would cause a child distress.

Dummies will be used in line with our Use of Dummies policy and will continue to be stored in hygienic individual dummy boxes, labelled. These will continue to be immediately cleaned or sterilised if dropped on the floor or picked up by another child. Sunhats should be labelled and brought to nursery every day and will be returned in child's bag.

## Visitors and meetings

Attendance in the nursery will be restricted to children and team as far as practically possible. All meetings and interactions will continue but, where possible this will be by online video conferencing, rather than inviting visitors into the nursery.

### Settling in sessions

Where possible, settling- in visits and introductory sessions will be in the garden or a room where adults are able to maintain social distancing measures. The use of video calls to reassure children and parents will be encouraged.

Parents may only enter the nursery if not doing so would cause a child distress. In this instance, full procedures will be adhered to in order to minimise movement around the nursery and only enter the room their child will be attending. In this case, parents should also minimise their interaction with other children and team members and adhere to the nursery hygiene policy.

### Visitors

During these measures, visitors will not be invited to nursery. Interactions with support workers and other agencies will be encouraged to take place mainly online. "Stay & Play" sessions will be postponed until restrictions are lifted. Where a visitor must attend nursery, appropriate procedures will be adhered to, **temperatures will be taken** and a declaration form will be completed to confirm they are free of symptoms. Any external contractors who must enter the building to carry out work will adhere to the nursery hygiene policies. External classes will be suspended until further notice unless these can take place safely outdoors with social distancing maintained.

### Nursery views and tours

Prospective parent viewings and tours will try to be accommodated where practicable, out of hours or in empty spaces; or conducted via a 'Virtual Tour' on a secure mobile device or iPad to encourage interaction between prospective parents and key persons.

### Meetings and Training

Group meetings will be limited, and 1-2-1 meetings will be held where social distancing rules can be observed. Group meetings will take place online. Staff development and training is extremely important to our nursery and we will continue to deliver this in



different ways. We have partnered with an excellent online CPD company and this will support us in keeping staff development up to date.

## **Interviews**

In the event we are recruiting, we will adhere to all necessary safety precautions, including conducting interviews online where this is possible and/or appropriate.

## **Responding to a person displaying symptoms of COVID-19**

### **A child displaying symptoms**

In the event of a child developing suspected coronavirus symptoms<sup>13</sup> whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with the NHS guidance.

Whilst waiting for a parent/carer to collect a child, they should be isolated from others in a previously identified room or area. If possible, a window will be opened for ventilation. The team member most closely associated with that child's care will care for them on a 1:1 basis. Personal Protective Equipment (PPE) is available for the team member where they feel it is appropriate and to use on any occasion where a child becomes symptomatic.

If the child becomes very unwell, it may be necessary to call 111 or 999<sup>14</sup>. Normal procedures on child illness will be observed. Targeted and enhanced cleaning will take place in the areas of nursery the child has accessed.

### **A team member displaying symptoms**

In the event of a team member developing coronavirus symptoms whilst attending nursery, they should leave the nursery as soon as possible and isolate at home in line with NHS guidance. If they are unable to travel alone, they should wait in a previously identified room or area. If possible, a window should be opened for ventilation.

Targeted and enhanced cleaning should then take place in the areas of the nursery the team member had accessed.

### **PPE Equipment**

Government guidance is that PPE is not required for general use in nurseries to protect against COVID19 transmission<sup>15</sup>. Changing habits, cleaning and hygiene are the most effective measures in controlling the spread of the virus<sup>16</sup>. Gloves and aprons will continue to be worn as normal for nappy changing and the administration of first aid. Appropriate PPE will however be made available in a small number of cases to operate safely.<sup>17</sup>

A PPE box will be made available if a team member decides they want to wear a mask, or where they are required to care for a child displaying coronavirus symptoms or when deep cleaning after any person has displayed coronavirus symptoms.



PPE Box Contents:

- |                      |                        |
|----------------------|------------------------|
| 1. Face Mask         | 4. Tissues             |
| 2. Disposable Gloves | 5. Hand Sanitiser      |
| 3. Disposable Aprons | 6. Face Shield / Visor |

PPE will be disposed of safely after use and the equipment replenished.<sup>18</sup>

### **Reporting, testing & tracing**

Nursery must engage with the test and trace process as part of our “Systems of Control”. Everyone is now eligible for a COVID-19 test, should they display coronavirus symptoms.<sup>19</sup> You can have a swab test to check if you have coronavirus (COVID-19) now and can choose to take the test at a test site near you today and get your result tomorrow or with a home test kit<sup>20</sup>.

### **Managing confirmed cases of COVID-19 in the setting**

We will take swift action when we become aware that someone who has attended nursery has tested positive for coronavirus (COVID-19) and will contact our local health protection team. (This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.)

A rapid risk assessment will confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Based on the advice from the local health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The local health protection team will provide definitive advice on who must be sent home. To support them in giving this advice, we will keep a record of:

- children and staff in specific groups/rooms (where applicable)
- close contact that takes places between children and staff in different groups/rooms

Parents will be kept informed although we will not share names or details of people with COVID-19 unless essential to protect others.



Household members of those who are sent home will not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow [COVID-19: guidance for households with possible coronavirus infection](#).

They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform us immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [COVID-19: guidance for households with possible coronavirus infection](#)
- We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

### **Notifying Ofsted**

Any confirmed cases of coronavirus (Covid-19) in nursery (either child or staff member), will be swiftly reported to Ofsted through the usual notification channels.





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<sup>1</sup> <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

<sup>2</sup> <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

<sup>3</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<sup>4</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<sup>5</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

<sup>6</sup> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<sup>7</sup> <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

<sup>8</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<sup>9</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<sup>10</sup> <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<sup>11</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/886668/COVID-19\\_Infection\\_prevention\\_and\\_control\\_guidance\\_complete.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886668/COVID-19_Infection_prevention_and_control_guidance_complete.pdf)

<sup>12</sup> <https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/>

<sup>13</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<sup>14</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

<sup>15</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<sup>16</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<sup>17</sup> <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<sup>18</sup> <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<sup>19</sup> <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<sup>20</sup> <https://www.gov.uk/apply-coronavirus-test-essential-workers>

