

## COVID-19 Site Operating Procedures (Shingay – effective 17<sup>th</sup> May 2021)

Focus	Area of consideration	Procedure to follow
<b><u>Children</u></b>	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>• Where necessary, based on parental information received, we will temperature check the children on arrival.</li> <li>• We currently operate a single setting attendance policy, which we will review continually and adapt as and when advice and guidance alters. With a high emphasis being placed on keeping groups of children separate, we feel it contradictory to then have them moving between settings.</li> </ul>
	Holidays and travel to other parts of the UK	<ul style="list-style-type: none"> <li>• Travel is now permitted across the UK and to certain other countries under the current Covid-19 restrictions.</li> </ul> <p>Full details on travel restrictions can be found at <a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england#green-list">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england#green-list</a></p> <p>If you travel to countries outside of the green list, please follow this link for quarantine guidance... <a href="https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england">https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england</a></p> <p>If you are planning a holiday please ensure you let us know where you intend travelling.</p>
	Physical distancing / grouping	<ul style="list-style-type: none"> <li>• Children will be organised into their usual room and, where possible, these will be kept constant throughout the day.</li> <li>• Transitions will continue for the children providing they are healthy and symptom free.</li> <li>• All care routines such as mealtimes, toileting, nappy changing and sleeping will focus around these groups and mixing groups will be avoided wherever possible.</li> <li>• The use of communal internal spaces will be restricted as much as possible – except for use of the garden/outdoor areas.</li> <li>• Different groups will use outdoor spaces at different times of the day.</li> <li>• Cots and sleep mattresses will be spaced out as much as possible and children will sleep in their individual rooms and not mixed.</li> </ul>

	Well-being and education	<ul style="list-style-type: none"> <li>• Children will 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>• Where possible, children will be supported to understand the challenges as a result of Covid-19.</li> <li>• Staff will be aware of the children's attachments and their need for emotional support and to develop secure connections at this time.</li> </ul>
<b><u>Staff</u></b>	Attendance	<ul style="list-style-type: none"> <li>• Only attend Nursery if symptom free, have completed the required self-isolation period or have received a negative test result.</li> <li>• Consider reducing staff numbers so there are enough for the expected occupancy level.</li> <li>• Our single setting policy will also apply to staff attending more than one place of work, as per government recommendations. Where this is the case staff members will need to carefully consider which setting, they will be attending consistently.</li> </ul>
	Social distancing / grouping	<ul style="list-style-type: none"> <li>• Bubble 1 – Bluebells and Poppies (staff lunch breaks in staff room) - face masks to be worn when not eating or drinking;</li> <li>• Bubble 2 – Daisies and Sunflowers (staff lunch breaks in Soft play) - face masks to be worn when not eating or drinking;</li> <li>• Bubble 3 – Admin and office (lunch breaks in own office space);</li> <li>• Bubble 4 – Kitchen staff (lunch break in reception or car);</li> <li>• Bubble 5 – Willow Barn (staff lunch breaks in barn or car).</li> </ul> <p>Staff will remain in a single bubble for the whole week, only moving if absolutely necessary and after a period of at least 48 hours clearance since last attending the Nursery.</p> <p>Non-room staff will ensure that they maintain social distancing at all times with staff and children and when entering 'Bubbles' wear face masks and visors.</p> <p><b><u>Non-room staff</u></b></p> <ul style="list-style-type: none"> <li>• Non-room based staff must observe social distancing with staff and children at all times – except in emergency situations. <b>FACE MASKS MUST BE WORN AT ALL TIMES (IF EXEMPT A VISOR IS TO BE WORN).</b></li> <li>• Managers must now ensure that they are a safe distance away from the children when observing in individual rooms or conducting rounds. <b>FACE MASKS MUST BE WORN AT ALL TIMES.</b></li> </ul> <p><b><u>Additional measures</u></b></p> <ul style="list-style-type: none"> <li>• Staff must <b>NOT</b> enter the office, food prep or reception areas, unless in an emergency.</li> <li>• Photocopying, filing, paperwork etc should be left on the table in the soft-play room or handed to the Manager in paper folders during morning and afternoon rounds – this will then be returned by non-room based staff.</li> <li>• Each bubble must ensure they have a good supply of observation and planning sheets etc.</li> <li>• Messages can be relayed during morning and afternoon rounds and in addition using the internal call function on each bubble's telephone.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff well-being, workshops, discussions will all take place outdoors either in the cabin or whilst walking in the grounds, whilst maintaining social distancing.</li> <li>• Staff must wear face masks when leaving their bubbles to access toilets and communal areas etc and ensure that they continually social distance from children and staff, maintain good hand and respiratory hygiene and not spending prolonged amounts of time out of their set bubbles.</li> <li>• Should staff choose to they can wear face masks during the Nursery day but must still adhere to social distancing protocols.</li> <li>• Social distancing during breaks MUST be adhered to and a range of strategies used to include, staggering breaks and the sub-division of spaces allocated for staff breaks.</li> <li>• Staff members to avoid physical contact with each other and keep 2 metres apart at all times.</li> <li>• Staff to use own cutlery and crockery and/or to dishwasher it daily.</li> </ul> <p>All training and meetings will be conducted in well-ventilated rooms, through virtual conferencing or outdoors. Social distancing will be maintained throughout.</p>
	Health	<ul style="list-style-type: none"> <li>• All staff must follow guidance and be mindful of the impact of good health routines in maintaining good physical and mental well-being.</li> <li>• All staff must maintain good hand and respiratory hygiene at all times.</li> <li>• Staff to support each other in making healthy choices and seek assistance from our Well-being co-ordinator if needed.</li> <li>• No communal food in the staff room apart from that provided to make drinks.</li> <li>• Staff will be temperature checked daily and asked to answer a series of questions relating to their health and Covid-19 (this also applies to agency staff that may be required to cover staff sickness to maintain ratios).</li> </ul>
	Pregnant staff	<p>Pregnant women are in the ‘clinically vulnerable’ category. They are generally advised that whilst in settings to follow the sector-specific guidance found in the <b><i>Actions for Early Years and Childcare Providers</i></b> and our specific Risk Assessment:</p> <ul style="list-style-type: none"> <li>• Good hand and respiratory hygiene;</li> <li>• Maintain social distancing of 2 metres from other adults.</li> </ul> <p>A further risk assessment will be completed for staff beyond 28 weeks of pregnancy</p> <p>There is also specific guidance relating to pregnant staff, which can be found here:</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p>
	Training	<ul style="list-style-type: none"> <li>• All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.</li> </ul>

	Staff breaks	<ul style="list-style-type: none"> <li>• Staff can take breaks in outdoor areas or in their cars but will also have access to the following areas: <b>Bluebells &amp; Poppies = Staff room; Daisies &amp; Sunflowers = soft play; Admin/office = office; Kitchen = reception; Willows = willow barn/cars.</b></li> <li>• The following will NOT be used: Communal food and drinks, cups, cutlery, plates and all food prep equipment.</li> <li>• All personal possessions need to be kept in individual's cars and/or in the dedicated areas stated above. Social distancing <b>MUST</b> be upheld regardless of where staff choose to take their breaks.</li> <li>• If breaks are taken in individual cars their keys <b>MUST</b> be placed in individually named envelopes in reception / main entry point upon arrival.</li> </ul>
<u>Parents</u>	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free or have completed the required isolation period can drop off and collect their child.</li> <li>• Parents are not permitted to enter the Nursery building.</li> <li>• All parents must wear face coverings when dropping off and collecting children.</li> <li>• Observe social distancing guidelines at drop off and collection times, using separate entry/exit points for different rooms where possible.</li> <li>• Parents to ensure they use hand gel provided when dropping off and collecting the children.</li> <li>• Only one parent/child will be permitted to drop off and collect at a time. Whilst waiting parents <b>MUST</b> maintain social distancing or remaining in their cars.</li> <li>• Where possible, parents will allow their children to walk independently to a member of staff on arrival and not access the Nursery building.</li> </ul>
	Communication	<ul style="list-style-type: none"> <li>• Staff will wear face masks, visors and gloves when greeting the Bluebells and Poppies (and their parents) during drop off and collection times. If Bluebell and Poppy children are able to safely walk unaided, staff can wear masks only but ensure they adhere to social distancing protocols. Staff greeting all other age groups will wear face masks and ensure they adhere to social distancing protocols.</li> <li>• Parents to receive clear communication of the role they play in the safe operating procedure and the measures taken to keep them and their children safe.</li> <li>• Parents will be provided with a full completed paper day sheet detailing their child's day when collecting the children.</li> </ul>

<p><b><u>Visitors</u></b></p>	<p>Visits</p> <p>New starters</p> <p>External Professionals</p> <p>College tutors and assessors</p>	<p><b><i>All visitors will be temperature checked and asked to answer a series of questions relating to their health and Covid-19 (this also applies to agency staff that may be required to cover staff sickness to maintain ratios).</i></b></p> <ul style="list-style-type: none"> <li>• Only essential visitors will be permitted to the Nursery (building maintenance etc) and where possible these should be outside of usual Nursery operational hours.</li> <li>• We will NOT be conducting visits for prospective parents. Any visits that are arranged will be done virtually, via zoom video call and outdoor only.</li> </ul> <ul style="list-style-type: none"> <li>• Children due to start the Nursery will attend settling in sessions prior to starting and these will be conducted in the external areas of the Nursery.</li> <li>• In exceptional circumstances where the parents do need to enter the Nursery building, they must be made aware of our site procedures and the following will apply:             <p>Wear face coverings; Maintain good hand and respiratory hygiene; Avoid close contact with other children;</p> <p>Maintain social distancing of 2 metres with other adults at all times; Stay for a limited amount of time (no more than 1 hour).</p> </li> </ul> <p>Where we need to use other essential professionals such as social workers, speech and language therapists, or other professionals to support delivery of a child’s EHCP, we first will assess whether the professionals need to attend in person or can do so virtually.</p> <p>If they need to attend in person, they should:</p> <ul style="list-style-type: none"> <li>• Be informed about our Site Operating Procedures and ensure they are followed;</li> <li>• Keep the number of attendances to a minimum;</li> <li>• Wash hands frequently;</li> <li>• Where possible to do so, maintain social distancing.</li> </ul> <ul style="list-style-type: none"> <li>• Should college tutors, assessors and other teaching professionals need to visit staff members for training purposes, all assessments and observations will take place in the external areas of the Nursery and grounds.</li> </ul>
<p><b><u>Travel</u></b></p>	<p>Travel associated with Nursery operations</p>	<ul style="list-style-type: none"> <li>• Staff and parents are to travel to Nursery alone, using their own transport.</li> <li>• Parents to leave travel accessories such as pushchairs and car seats in external areas provided, not within the Nursery building.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed.</li> </ul>

<b><u>Hygiene and Health &amp; Safety</u></b>	Hand washing	<ul style="list-style-type: none"> <li>All staff and children to wash their hands when they arrive at Nursery.</li> <li>All staff and children to wash their hands frequently.</li> <li>All parents to use hand gel provided when dropping off and collecting children.</li> </ul>
	Ventilation	<ul style="list-style-type: none"> <li>The Nursery must be kept well-ventilated as much as possible with windows and doors opened at various times throughout the day.</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>An enhanced cleaning schedule is in place, which includes furniture, surfaces and children's toys and equipment. This will be completed hourly.</li> <li>Communal area touch points and hand washing facilities to be cleaned regularly - this will be the responsibility of ALL staff and the Nursery Housekeeper.</li> <li>Remove items that are hard to clean, such as playdough.</li> <li>Staff must use hand sanitiser before opening doors and then again immediately after entry.</li> <li>Anti-viral wipes must be used each time a member of staff uses the toilet.</li> <li>Additional hand washing sinks to be used in the Bluebell and Poppy rooms so hands can be washed with soap and water regularly.</li> <li>A decontamination fogging device will be used daily, in addition to our already robust cleaning procedures, to offer a quick and easy way to sanitise large spaces and kill viruses and bacteria.</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>All waste to be disposed of in a hygienic and safe manner, using the clinical waste collection bins.</li> <li>Tissues and cleaning wipes to be immediately disposed of in the designated areas.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>Children must not share items such as flannels and bedding.</li> <li>Wash items such as sheets and flannels at 90 degrees.</li> <li>Appliances sinks and cupboards must be wiped clean after each use.</li> </ul>
	Risk Assessment	<ul style="list-style-type: none"> <li>Activities should be risk assessed and adapted for consideration of Covid-19. This is likely to mean removing internal items not easily washable such as play dough and other malleable materials and not doing cooking activities with the children.</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 except for that worn for normal practice such as intimate care routines and administering first aid and medication.</li> <li>Staff will wear face masks, visors, disposable aprons and gloves when greeting the Bluebells and Poppies (and their parents) during drop off and collection times. Staff greeting all other age groups will wear face masks and ensure they adhere to social distancing protocols.</li> <li>Supplies of PPE will be continually monitored, and orders placed to ensure stock levels are maintained.</li> </ul>

<b><u>Premises</u></b>	Building	<ul style="list-style-type: none"> <li>• A full and comprehensive cleaning schedule will be completed prior to fully re-opening and on a daily basis.</li> <li>• Where possible, keep doors and windows open for ventilation.</li> <li>• Use the outdoor areas as much as possible.</li> </ul>
<b><u>Supplies</u></b>	Resources	<ul style="list-style-type: none"> <li>• Children not to bring items from home other than necessary comforters and a change of clothes.</li> <li>• Children’s bags are to be left outside the entrance and must contain the above essential items only.</li> <li>• Resources to be cleaned regularly - see other guidance in this document.</li> <li>• Equipment used to staff such as pens and clipboards to be allocated to individuals where possible and cleaned regularly.</li> </ul>
	Procurement & monitoring	<ul style="list-style-type: none"> <li>• As above, re PPE - check stock and order essential supplies to minimise shortages, the setting cannot operate without essential supplies.</li> </ul>
<b><u>Responding to a suspected case</u></b>		<ul style="list-style-type: none"> <li>• If a child develops Covid-19 symptoms (<b><i>see below</i></b>) they should be isolated with one staff member, ideally outside, or in a well-ventilated internal room, collected immediately and apply to take a test. Once results are confirmed parents <b>MUST</b> inform the Nursery and if positive <b>MUST</b> follow the guidelines re isolating. Children are able to return to Nursery following a negative test result, providing they are well enough to do so. The Nursery <b>MUST</b> see proof of the test results.</li> <li>• If they remain inside until collection clean the area the isolation area thoroughly, ideally after leaving it for 72 hours if possible. The person cleaning it should wear gloves, facemask, face shield and an apron.</li> <li>• If an adult develops symptoms they should return immediately to their own home and isolate and apply to take a test.</li> </ul> <p><b><u>Main symptoms of Coronavirus/Covid-19:</u></b></p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means 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)</li> <li>• <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Most people with coronavirus have at least 1 of these symptoms.</p>
<b><u>Confirmation of a positive case</u></b>		<ul style="list-style-type: none"> <li>• If a child or staff member tests positive the Nursery <b>MUST</b> be informed immediately.</li> <li>• Following confirmation, we will contact all those considered ‘close-contacts’ of the affected individuals and inform them that they <b>MUST</b> self-isolate for 10 days and the dates this will apply.</li> <li>• Those self-isolating <b>DO NOT</b> need to be tested unless they develop symptoms and informing us if they receive a positive result to enable us to assist with test and trace procedures.</li> </ul>

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|  |  | <ul style="list-style-type: none"><li>• We will inform the Local Authority, Public Health England and Ofsted and work with them to ensure our procedures are as robust as possible.</li><li>• Once the self-isolation period has been completed all individuals can return to normal activities, including attending Nursery.</li></ul> |
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On receiving confirmation of a positive test result, the Local Authority's Early Years & Childcare Service will be informed immediately via [earlyyears.service@cambridgeshire.gov.uk](mailto:earlyyears.service@cambridgeshire.gov.uk) (Email is monitored 7 days/week)./

The EYC team will then advise on next steps and the following:

Informing parents, staff and close contact re self-isolation;  
Conducting Risk Assessments;  
Contacting PHE;  
Contacting Ofsted.

### **Guidelines on periods of self-isolation**

<http://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do>

### **Information on the current National Lockdown (17<sup>th</sup> May 2021 onwards)**

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>