

## COVID-19 Site Operating Procedures (Shingay – effective 11<sup>th</sup> October 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 no longer operate a single setting attendance policy, therefore children can use more than one setting in addition to The Wendy House. This is subject to change should government advice and recommendations alter.</li> </ul>
	Holidays and travel	<ul style="list-style-type: none"> <li>Guidance recommending against travel to amber countries has now been removed.</li> <li>Adults fully vaccinated in the UK will no longer have to quarantine for 10 days after returning from amber-list countries.</li> <li>Under-18s will no longer need to quarantine.</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">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</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> </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>We no longer operate a single setting attendance policy, therefore staff are able to resume any additional employment. This is subject to change should government advice and recommendations alter.</li> </ul>
	Social distancing / grouping	<p>With there no longer being a requirement for children and double vaccinated adults to self-isolate, we will no longer be operating strict bubbles/grouping of the children.</p> <p>Staff will continue, where possible, to be allocated to a single room to offer continuity of care to the children. Where staff are required to move, this will only be done assuming the staff member is in good health.</p> <p><b><u>Non-room staff</u></b></p> <ul style="list-style-type: none"> <li>Non-room staff are no longer required to wear face masks and can move freely around the Nursery and buildings without the need to maintain social distancing measures.</li> <li>Managers are no longer required to wear face masks and can resume full interaction with staff and children when observing in individual rooms or conducting rounds.</li> </ul> <p><b><u>Additional measures</u></b></p> <ul style="list-style-type: none"> <li>Messages will continue be relayed during morning and afternoon rounds and in addition using the internal call function on the telephones or on the Notes app on the individual iPads.</li> <li>Staff well-being, workshops, discussions will all take place outdoors either in the Cabin or whilst walking in the grounds, where possible.</li> <li>All training and meetings will be conducted in well-ventilated rooms, through virtual conferencing or outdoors.</li> </ul>
	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>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 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> </ul> <p>A further risk assessment will be completed for any 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.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/</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 now have full access to communal spaces, including the staff room.</li> <li>• Communal food and drinks, cups, cutlery, plates and all food prep equipment can now be used.</li> <li>• All personal possessions will once again be stored in the staff room or in individual's cars. All mobile phones must be signed in/out when entering and leaving the building and stored in the dedicated security locker.</li> </ul>
<b><u>Parents</u></b>	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>• There will no longer be a requirement for parents to wear face coverings when dropping off and collecting children.</li> <li>• Whilst there is no requirement to follow social distancing guidelines at drop off and collection times, we ask that parents exercise caution and do not overcrowd areas.</li> <li>• We will continue to use separate entry/exit points for different rooms, as currently in place.</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.</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> <li>• Parents will now be individually invited into the Nursery building to conduct transitional meetings prior to their child moving to a new room.</li> </ul>
	Communication	<ul style="list-style-type: none"> <li>• Staff will no longer wear face masks when greeting parents.</li> <li>• If Bluebell and Poppy children are able to safely walk to staff unaided this is to be encouraged.</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> </ul>



	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule will continue to be followed, which includes furniture, surfaces and children's toys and equipment.</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>• Staff must use hand sanitiser before opening doors and then again immediately after entry.</li> <li>• Housekeeping staff will continue to ensure that touch points, door handles, toilets etc are cleaned at regular intervals throughout the Nursery day.</li> <li>• Portable hand-washing sinks will continue 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 regularly (twice weekly), 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>• As with usual practice, children must not share items such as flannels and bedding.</li> <li>• Appliances, sinks and cupboards must be wiped clean after each use.</li> </ul>
	Risk Assessment	<ul style="list-style-type: none"> <li>• Children will continue to take part in cooking activities.</li> <li>• Activities will continue to be risk assessed and adapted for consideration of Covid-19. This will include assessing the benefit these activities will have on the children when conducted safely.</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>• 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 on a daily basis.</li> <li>• Where possible, doors and windows will be kept open for ventilation.</li> <li>• As always, we will continue to utilise the outdoors areas and grounds 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> </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.</li> <li>• If they remain inside until collection clean 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, isolate and apply to take a test.</li> <li>• If the test confirms a child/adult is positive, the Nursery must be informed immediately and self-isolation guidelines must be followed.</li> <li>• Children and staff can return to Nursery following a negative test result, providing they are well enough to do so.</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 Covid-19 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 MUST be informed immediately.</li> <li>• We no longer require parents/carers to inform the Nursery if your child is being tested – only now informing us on receipt of a positive test result for your child or within your household.</li> <li>• Following confirmation, we will await instructions from NHS test and trace concerning those considered 'close-contacts' of the affected individuals.</li> <li>• As of 16<sup>th</sup> August 2021, close-contacts who are fully vaccinated or under the age of 18 years will not need to self-isolate but should be advised to take a PCR test. If the PCR test is positive, follow the self-isolation guidance for cases as usual.</li> </ul>

		<ul style="list-style-type: none"> <li>• On confirmation of a positive test result, we will continue to inform the Local Authority, Public Health England and Ofsted and work with them to ensure our procedures are as robust as possible.</li> <li>• Should individuals be required to isolate, once this period has been completed all individuals can return to normal activities, including attending Nursery.</li> </ul> <p>On receiving confirmation of a positive test result, the Local Authority's Early Years &amp; Childcare Service will be informed immediately via <a href="mailto:earlyyears.service@cambridgeshire.gov.uk">earlyyears.service@cambridgeshire.gov.uk</a> (Email is monitored 7 days/week).</p> <p>The EYC team will then advise on next steps and the following:</p> <p>Informing parents, staff and close contact re self-isolation;  Conducting Risk Assessments;  Contacting PHE;  Contacting Ofsted.</p>
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### **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>