



COVID-19 SITE OPERATING PROCEDURES



PROCEDURE DETAILS				
PROCEDURE ID	DATE	REVIEW DATE/S		HAZARD
TIDDLYWINKS SITE	23/03/2020	20/04/2020	18/05/2020	COVID-19
		29/05/20	02/07/2020 JS	
		13/08/20 JS	23/12/20 JS	
		05/01/21 JS	24/03/21	
ASSESSORS LAST NAME	ASSESSOR FIRST NAME	ASSESSOR JOB TITLE		ASSESSOR EMAIL
Smillie	Jenny	Head Of Early Years Education		jennysmillie@tiddlywinksnursery.com

Below is a brief outline of the System of Controls as set out by the Government Document ‘Actions for Early Years and Childcare Providers during the Corona Virus Outbreak.’ More detail on how we implement these Systems of Controls is set out in the Site Operating Procedures below.

Prevention

You must always:

- 1) [Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting](#)
- 2) [Ensure face coverings are used in recommended circumstances](#)
- 3) [Ensure everyone is advised to clean their hands thoroughly and more often than usual](#)
- 4) [Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach](#)
- 5) [maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents](#)
- 6) [consider how to minimise contact across the setting and maintain social distancing wherever possible](#)
- 7) [keep occupied spaces well ventilated](#)

In specific circumstances:

- 8) [ensure individuals wear the appropriate personal protective equipment \(PPE\) where necessary](#)
- 9) [promote and engage in asymptomatic testing, where available](#)

Response to any infection

You must always:

- 10) [Promote and engage with the NHS Test and Trace process](#)
- 11) [Manage and report confirmed cases of coronavirus \(COVID-19\) amongst the setting community](#)
- 12) [Contain any outbreak by following local health protection team advice](#)

FOCUS	AREA OF CONSIDERATION	ACTION
Children	Attendance & Arrival at the Nursery	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period should attend the nursery. • On arrival at the nursery parents will be asked to sign our Health Declaration which confirms both their child and household are symptom free of Covid-19 (high temperature or a persistent cough, loss of sense of smell/taste). <i>If either is a YES, they will not be allowed to leave their child at the nursery.</i> • Parents will be asked to use the hand sanitizer on arrival at the setting and children must wash their hands either at the door or on entering the nursery play room. • Only one adult per child can enter the nursery reception area • No parents will be allowed to access the children's rooms during this time • All children coming into the setting should avoid all non-essential public transport travel, and outside setting hours, minimize social interactions – as per the National Guidelines
	Physical Distancing & Grouping	<ul style="list-style-type: none"> • There is no longer a requirement to operate in bubbles, however as early years setting, we mostly operate in room and key carer bubbles, each rooms have a consistent staff team working within their own rooms only • All staff bubbles have their own designated break areas to avoid mixing as much as possible • All bubbles stay separated in own rooms from the beginning until the end of the day. • Limited number of staff can enter the office – the must wear a mask at all times • Staff must be limited in entering the kitchen and avoid too many staff in there at one time e.g. no more than two and keeping at least 1 metre distance. • Children will be seated with plenty of space at mealtime allowing for social distancing to happen. • Children will be encouraged to keep a space in-between them at circle/group times • Parents will continue to keep two meters apart at pick up times throughout the day.
	Hygiene	<ul style="list-style-type: none"> • Children will wash their hands thoroughly at set times during the day – on arrival, when coming to a new activity, before mealtimes, after mealtimes, coming in from outside and following use of the bathroom. • Children will wash their hands every 30 mins whilst playing in the playrooms. • Children will be encouraged to avoid touching their face, eyes, nose and mouth. • We have minimised resources in some instances in the playrooms and changed to those that can be cleaned effectively and we rotate and fabrics, pillows, fabric dolls, etc or remove if necessary • Play equipment is rotated to ensure the thorough cleaning of all equipment during the week. • Sand play – sand will be used for one day, sprayed clean with Kangen water and stored away for a minimum of two days before it is used again, alternative resources will be used in-between. • Water play – the water will be changed at regular intervals throughout the day.

		<ul style="list-style-type: none"> All high use/touch areas will be sprayed with Kangen water every hour Cleaner will deep clean the rooms more often throughout the week
	Wellbeing & Education	<ul style="list-style-type: none"> 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. Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time. Outings from the setting into the local community will now be risk assessed and facilitated if the risk to exposure to COVID-19 remains low e.g. walk in local community
Parents	Support children whose parents are exposed to Covid-19 (NHS / Social Care)	<ul style="list-style-type: none"> Parents who work with people with Covid-19 symptoms or have a higher chance due to their place of work (i.e. medical and nursing staff or social care workers) and wear Personal Protective Equipment (PPE), that protects them from being exposed to the virus. All parents are to wear PPE (facemasks) when collecting their children, reducing the potential spread of the virus within the setting unless exempt for a medical reason.
	Physical Distancing	<ul style="list-style-type: none"> Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child at the nursery. To maintain social distancing at drop off and collection times only 1 parent per family will be permitted into the nursery building to collect their child/ren. Parents are to sanitize their hands-on arrival at the nursery and when collecting children using the bathrooms or hand sanitizer station and children are to wash their hands. Parents may use sanitizer on their own child's hands if they wish Parents will temporarily not be allowed to enter the playrooms with their child/ren. Parents will be only permitted into the nursery corridor and met by a member of staff to collect their child. This is to limit the number of adults entering the playrooms for hygiene reasons. Parents are asked to phone ahead so staff can have their child ready to be collected, this is to reduce the time parents spend in the nursery corridor and to reduce waiting time in the building. When parents are waiting to drop off or collect their child, physical distancing will be maintained as set out spaces outside and in the lobby for parents to wait to be admitted. No more than 1 parent will be permitted into the nursery lobby, any further parents will be required to wait outside and maintain 2 meters social distancing rules. All parents are required to wear a facemask when picking up and dropping off children (unless exempt). As Home Visits for Gradual Admissions are currently suspended, our amended procedure will be a meeting with the parent/s in the meeting room, followed by gradual admission times for the child into the nursery. (<i>This is for any child who has no experience of a childcare setting and this is a new experience for them.</i>)
	Communications	<ul style="list-style-type: none"> Parents will receive 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. Signs and instructions are displayed throughout the nursery, parents will be added to a specific keyworker email group, and parents will receive copies of relevant documentation informing them of our amended practices and any implications or impact it will make to them moving forward.

Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the setting is 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). Where essential visits are required these should be made outside of the usual nursery operational hours where possible. • There is an enhanced visitor's policy which includes more detailed questionnaire for personal information relating to NHS track and trace guidelines. Please see amended visitor's policy. • Home Visits for gradual admissions are currently suspended and will be re-introduced following and changes to National Guidelines. A revised Gradual Admission procedure is in place, with initial meetings taking place in our family room or a large meeting space, and no parents being permitted to enter the playrooms unless necessary to settle their child. • Look arounds to take place outside of normal operational hours, visitors to wear mask and maintain distancing throughout the visit.
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Workforce	Attendance	<ul style="list-style-type: none"> • Staff will only attend the nursery if they are symptom free. • Should a member of staff become ill they will only be permitted to return to work if they have completed the required isolation period or received a negative test result for Covid-19. • Staff who walk to work or use public transport MUST wear their own clothes for travelling and change into their uniform once they are in the nursery building. • On arrival staff will read and sign the Health Declaration form which confirms both themselves and household are symptom free of Covid-19 (high temperature or a persistent cough, loss of sense of smell or taste). <i>If either is a YES, they will not be allowed to enter the nursery.</i> • We will limit the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day. • Staff are responsible for following government guidelines on social distancing when out of work to minimise chances of infection. • Staff are encouraged to opt into the asymptomatic COVID-19 lateral testing. Every member of staff taking part in the asymptomatic lateral testing will test themselves every Sunday evening prior to starting work in the morning.
	Physical Distancing & Grouping	<ul style="list-style-type: none"> • Wherever possible staff will remain with the same group of children, who they are allocated to and not encounter other groups.. • Only one staff member per day can leave the setting to buy lunch (buy for others if needed) – we cannot allow multiple staff members in and out of the nursery each day • Social distancing must be maintained during breaks. This will be achieved by having an allocated room or space for each team. LIST ROOM FOR STAFF GROUPS TO HAVE LUNCH IN • Staff members will avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions will be conducted through virtual conferencing limiting small work gatherings and the number of non-essential staff members in the nursery or small group training may be facilitated with social distancing measures in place.

	Training	<ul style="list-style-type: none"> All staff members will receive appropriate instruction in our site operating procedure and risk assessments within which they will be operating and can access online training regarding infection control.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to the nursery alone, using their own transport or in single passenger transport. If public transport is necessary, current guidance on the use of public transport must be followed. Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises, but rather in external buggy areas where possible. Outings from the setting into the local community will only take place following a strict risk assessment and with permission from parents.
Premises	Building	<ul style="list-style-type: none"> Windows, skylights and external doors will be open where possible to ensure ventilation in the playrooms while maintaining the safety of the children. End of day fogging of all areas of the nursery with disinfectant as well weekly weekend fogging.
	Resources	<ul style="list-style-type: none"> Children will not be permitted to bring items from home into the setting unless essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival. All resources required for play and learning experiences of children will be regularly washed and/or sterilized after each use and rotated for new resources allowing for 48 hours to ensure thoroughly cleaned. Equipment used by staff such as stationary, tablets etc. are allocated to individual staff members and cleaned regularly throughout the day using disinfectant.

Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> All children, parents and staff must wash and/or sanitise their hands upon arrival at the nursery. Parents to use hand sanitizer, staff and children to thoroughly wash hands, staff then to sanitize. Children and staff members will wash their hands frequently and at regular intervals throughout the day.
	Cleaning	<ul style="list-style-type: none"> An enhanced cleaning schedule has been implemented which includes furniture, surfaces and children's toys and equipment. Communal area, touch points and hand washing facilities are cleaned and sanitised regularly throughout the day every hour or more if necessary. Every area of the nursery is fogged with disinfectant every other day of an evening after all children and staff have left and every weekend the whole nursery is also fogged again with disinfectant.
	Waste disposal	<ul style="list-style-type: none"> All waste is disposed of in a hygienic and safe manner. Tissues are immediately disposed of and hands are washed afterwards. Staff will sanitize hands between each child before wiping multiple noses.
	Laundry	<ul style="list-style-type: none"> All items within the setting are washed in line with NHS laundry guidelines, we have introduced the use of an anti-bacterial laundry cleanser for each wash in line with guidance. Items such as towels, flannels and bedding are not be shared by children and bedding is washed after each use each day.
	Risk assessment	<ul style="list-style-type: none"> All activity is 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.

	PPE	<ul style="list-style-type: none"> • 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. • PPE e.g. a facemask is required when greeting children and parents and seeing them out. • PPE e.g.. a facemask to be worn by both staff and parents when moving around the setting. • PPE e.g. a facemask is to be worn when communicating with outside agencies that have access to the building. • PPE e.g. a facemask to be worn during look arounds.
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • We ensure we have an adequate supply of essential supplies and contingency plans are in place to minimize the impact of any shortages of supplies. The nursery will not be able to operate without essential supplies required for ensuring infection control. • 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. • In the case the supply of food is interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.
RESPONDING TO A SUSPECTED CASE		<ul style="list-style-type: none"> • 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 • 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 from their 'bubble'. The provider may consider suitable PPE for this staff member. • 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. • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. • Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days.

NOTES

TO BE REVIEWED IN 4 WEEKS TIME OR FOLLOWING ANY RELEVANT UPDATED GOVERNMENT ADVICE.

**** END OF REPORT ****

PLEASE SIGN BELOW TO CONFIRM YOU HAVE READ AND UNDERSTAND THE ABOVE OPERATING PROCEDURES