

Nursery Operational Plan for dealing with COVID-19

Phased return of children

created 28/05/2020

This operational plan takes precedence over the normal operational plan in place at the setting whilst we are in the pandemic of COVID – 19, it will be updated regularly as a working document and removed once the pandemic is thought to be less of a threat and under government guidance.

We fully understand how worried and concerned you are going to be following the governments advice that Early Years Settings should return to Preschool from 1st June. We have looked through the government's advice for our sector and came up with some ways we can best put this into practice.

You must understand with the best will in the world and whatever methods and practices we put in place it is impossible for children to socially distance from each other or the staff, we cannot and will not stay two meters apart. If your child needs a hug they will receive one but we will use our common sense.

The staff have been advised not to wear facemasks while working but we will wear one and other PPE if your child begins to show any symptoms. We can't do our job from a distance. The staff will exercise judgement for the highest standard of safety and cleanliness at all times

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Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever
- loss of taste/smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 meters) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then

touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

There is currently no good evidence that people who do not have symptoms are infectious to others.

1. Who will attend during phased re-opening?

- Children of Key workers and vulnerable children
- Key worker children will be counted as the children that have parents on the government list
- Vulnerable children will be counted as children in the following categories:
 - Looked after children
 - Children on a child in need plan or child protection plan
 - Children on an ECHP plan or waiting for a plan
 - Children on a TAF
 - Three/four-year-old transitioning to lower school in September 2020
 - Children who receive two - year funding
- There will be a cap of 16 children per group and the children will be split into bubbles smaller groups. The children will be in a bubble with their key person and as much as possible small groups will be maintained.

2. Staff working/Rota's

On arrival Staff at the door to check all staff arriving temperature check and record.

- Staff will be split into working groups and have a bubble of children within their group/ the children within their group will be their key children

Staff well-being meetings will be held regularly by manager or as needed to monitor the emotional and physical welfare of staff.

- Staff to come to work in own transport where possible if they are coming on public transport, they are required to wear a mask at all times,
- On entry to the building staff use the hand sanitizer provided at the entry of the main door.
- PPE equipment is available if staff members wish to use it during the day.
- Staff are required to wear full PPE equipment:
 1. if a child becomes ill and these will include a face mask and face visor/Apron and gloves
 2. At all changing nappies time.
 3. IF dealing with bodily fluids such blood , urine , vomit , or faeces.
- Staff are required to dispose of these appropriately in the yellow bin.

- Staff to follow the rules around government social distancing and that they are doing their utmost to keep themselves, children in setting and their work colleagues safe.

3. Working with Parents during Phased re-opening

- There will be a continuous line of communication from the setting to parents, this will be through messages, phone calls, emails, family app, and if required a home distance meeting.
- Parents with children returning will be asked to sign a new parent contract and this will contain parental agreements around social distancing, the procedure that they must follow, sickness in their children and not attending the setting and guidance on keeping their families and others safe at the setting and home
- The Nursery will continue with Family activities to be shared with parents to do at home for children not returning.
- Parents with children at home will be contacted by Nursery, to check if they are okay.
- The setting will provide some home packs of activities for the parents to use with their children for the children staying home
- You must ensure all of your emergency contacts are up to date and are able to collect your child in the event of an emergency or they become ill. You must be able to collect your child as soon as possible no later than 40 minutes of receiving a telephone call.

4. Entry/Pick up/ bags and items from home

- Drop off and collection will be different to usual. Only one parent who is symptom free will be allowed onto the nursery grounds for drop off and collection. No parent will be allowed into the nursery building. Please respect staff and nursery parents by maintaining distance yourself 2 meters away from them at all times.
- If a parent should be shielding at home they should not drop off. Children who are extremely vulnerable should remain shielding at home and not return to preschool until further government notice advises. Vulnerable staff will remain at home shielding too.
- Parents will be asked to line up outside the building on the spacing lines / floor posters provided/ parents must keep their child by their side at all times in the line up.

- Parents to drop off and pick up on time and must abide by these to ensure social distancing for the whole setting and safety measures for all families and staff.
- Parents will be asked that only one parent to drop off or pick up and where at all possible to not bring siblings with them.
- No parents will enter the building unless it is an emergency situation.
- Adults must stay 2 meters away from other adults and keep their child with them until they have been dropped off. (Follow the line marked in the front garden 2 meters apart.) In other to maintain social distancing hanging around in the Nursery front garden, after pick up or drop will not be allowed.
- Each child will be accepted at the main door from the parent by a member of staff, children will be registered and taken to wash their hands, they will then join their bubble group of eight children.
- At the end of the session each child will be returned to their parents at the entrance of the main door by a staff member from within their bubble.
- Every child will be required to have a spare clothes, sunhat, sun-cream which will be kept on their pegs. A staff member will ask for more clothes if required.
- To limit items brought in to the building No personal items such as toys will be allowed in the setting . Children must not bring in any comforters, soft toys, blankets, toys or anything other than their coat, spare change of clothes, sun cream.
- You must ensure all of your emergency contacts are up to date and are able to collect your child in the event of an emergency or they become ill. You must be able to collect your child within 40 minutes of receiving a telephone call.

5. How Children will be grouped/ how the groups will work in the setting/Children's well-being

- Children will be organised into small groups, keeping cohorts (bubbles) together with the same staff member. We will be outside the majority of the time regardless of the weather so please dress your child appropriately. If it is sunny please apply sun cream to their skin at home before you bring them in, cover their shoulders with a t-shirt and wear leggings not shorts so staff have as little time applying cream to your child should they require a top up Please keep sun cream with your child's name on in their bag with a complete change of clothes.
- The staff members will be the child's key person.

- Oakleys groups will have free flow from indoors to outside with their key people and the outside area will also be split into areas and cleaned between the groups using each area.
- Each group will have their own sets of paper/ pens / glue/ cardboard/ scissors in boxes and these will be cleaned after each use.
- Children well-being will be of the utmost importance.
- Stories to help with understanding around their new environment will be held daily to begin then when required.
- Feelings sessions with stories will be held daily in the children's bubbles to encourage the children to express their emotions and explain in their own way how they are feeling and any concerns.

6. Lunch time/routine

- Each child will remain in their bubble with the same staff members for their lunch and snack time
- Staff will eat their lunch with their children in the bubble
- All Staff to ensure Apron and food gloves are used during meal and snack times.
- A SEPARATE WATER JUG FOR EACH BUBBLE and disposable cups
- We will try to seat children in the same groups they have been playing with and as far apart as possible at lunch time

7. Cleaning the setting/equipment and all areas through the day and at the end of sessions

We have removed a lot of resources and equipment such as blankets, soft toys, pillows; however playdough, water will be changed frequently. Sand has been removed from the EYFS for now. We have cleaned everything in sight. We will continue to clean up during the day as usual and at the end of the day do a thorough clean.

- The setting and all surfaces will be cleaned using disinfectant at the end of each day including all floors, doors touchable surfaces and toilet areas
- Throughout the day when children are moving between areas/equipment toilets the staff will use disinfectant all in one spray which is sprayed and left and can be used on all surfaces and kills 99 percent of viruses and germs including Corona virus
- All toys and equipment will be sprayed at the end of the day with disinfectant in one spray and put into a liquid solution on a Friday and soaked for one hour then dried and returned to their areas.

- The outside equipment will be sprayed with disinfectant between uses and at the end of each day
- Carpets and rugs will be steam cleaned at the end of every day.
- The setting will be steam mop at the end of each day

8. Preventing the spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water or use alcohol sanitizer if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See [Catch it, Bin it, Kill it](#)
- people who feel unwell should stay at home and should not attend work or any education or childcare setting
- Staff and children should wash their hands:
 - before leaving home
 - on arrival at setting
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving the setting
- use an alcohol-based hand sanitizer that contains at least 70% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces

- if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment
- see further information on the [Public Health England Blog](#) and the [NHS UK website](#).

Cleaning Routines:

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitizing solution each day, this includes all door handles, light switches, telephones, office desks , outside equipment.

Hand Washing Routines:

To ensure the staff, children are washing their hands in line with the current guidelines the following will be put in place:

On arrival to Nursery all staff will sanitize their hands in the entrance hall with the sanitizer provided and wash hands frequently.

No parents will be permitted into the building unless it is an emergency. Staff will collect each child at the main door along with their belongings and return children to parents at the main front entrance at the end of their sessions.

During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before meals or snacks, and when arriving back from a walk or being outside.

Children's guides on handwashing will go in all bathrooms.

Staff must wash their hands before preparing or serving food even if wearing gloves.

9 .Guidance on dealing with suspected or confirmed cases of COVID-19 at Pre-School

What to do if child or adult becomes unwell and believe they have been exposed to COVID-19 (either through travel to a specified country or area or contact with a confirmed case)

Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days. You can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care Centre or a hospital.

Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 meters away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you do not have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

Make sure that children and young people know to tell a member of staff if they feel unwell.

What to do if a case of COVID-19 is suspected in the pre-school

If anyone has been in contact with a suspected case in a childcare or educational setting, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home. As a precautionary measure, the NHS are currently testing a very large number of people who have travelled back from affected countries, the vast majority of whom test negative. Therefore, until the outcome of test results is known there is no action that staff members need to take apart from cleaning specific areas and disposing of waste.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return to pre-school.

What to do if a case of COVID-19 is confirmed in the pre-school

The Nursery will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and

advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment.

The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as playrooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken by Nursery with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing.

What to do if children or staff in Nursery are contacts of a confirmed case of COVID-19 who was symptomatic while attending the setting

The definition of a contact includes:

- any child or staff member living in the same household as a confirmed case, or equivalent setting such as boarding school dormitory or other student accommodation

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- they will be actively followed up by the Health Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever, or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and

explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the Nursery the local Health Protection Team will provide you with advice and will work with the management team. Outside those that are defined as close contacts, the rest of the Nursery does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the setting. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the Nursery and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever, or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

How to isolate an adult or child at Nursery

If an adult becomes unwell and believe they have been exposed to COVID-19:

If they become unwell in the workplace and have travelled to the affected countries the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as the meeting room or Office, if it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms. If the person affected is not able for any reason to call NHS 111 themselves, then a staff member should call on their behalf.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet, if available.

If a child becomes unwell and believe they have been exposed to COVID-19:

The child must be isolated in the same manner as an adult; however, their key person should remain with them, and keep their distance from the child, at least 2 meters.

The adult must wear protective gloves and disposable apron.

To ensure the child and staff members safety the child will be sat in a chair, to maintain their distance from the adult supporting them.

The child's parent would be called to collect the child immediately, 111 will also be called for advice and if required an ambulance will be called. The child should be off the Nursery premises within one hour of becoming unwell.

After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

10 . Guidance on dealing with children and adults who have travelled to affected countries/regions

What to do if a child or adult at the nursery has travelled from any country/area in the past 14 days

Any specific lockdown areas if they are currently well, they should self-isolate for 14 days and you should follow the advice as above for contacts of confirmed cases in the educational setting

- if they become unwell please call NHS 111 immediately for them to be assessed by an appropriate specialist. You should follow the advice as above for contacts of confirmed cases in the nursery. If they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of recent travel to risk areas for COVID-19

If they are currently well:

- they are advised to self-isolate as per government guidance

their family do not need to take any precautions or make any changes to their own activities

- testing people with no symptoms for COVID-19 is currently not recommended
- it is useful to always take a mobile phone with them when they go out so that they can contact others if they do become unwell

If they become unwell:

- they should stay indoors and avoid contact with other people as they would with other flu viruses (see home isolation advice).
- they (or a family member, colleague, or member of staff) should call NHS 111 immediately for them to be assessed by an appropriate specialist, as quickly as possible
- they should stay at home and should not attend work or education
- they should not go directly to their GP or other healthcare environment
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of recent travel to risk areas for COVID-19

What to do if children or staff return from travel anywhere else in the world within the last 14 days

Currently there are minimal cases outside the risk areas and therefore the likelihood of an individual encountering a confirmed case is low.

There is no need to advise any of these children or staff to avoid normal activities or educational settings unless they have had contact with a confirmed case of COVID-19.

If individuals are aware that they have had close contact with a confirmed case of COVID-19 they should contact NHS 111 for further advice.

11 .Guidance on cleaning Nursery after a case of COVID-19 (suspected or confirmed)

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

Disposing of waste in the Nursery including tissues, if children or staff become unwell with suspected COVID-19

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag, and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, the Nursery will be instructed what to do with the waste.

12. Guidance to assist professionals

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published. Up-to-date advice can be found through the following links.

Early years foundation stage statutory framework (EYFS)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

The DfE Early Years planning guide for wider opening

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

Guidance for educational settings

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

Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid19/guidance-for-employers-and-businesses-on-covid-19>

<https://www.acas.org.uk/coronavirus>