**COVID 19 Operational Protocol**

In action from 1.09.20

Last update 21.01.21

This protocol will change as we learn more and circumstances develop. We will adapt to staff and parent views. We will learn from our experiences as we manage the nursery during changing times.

To reduce the chance of cross contamination staff must actively uphold:

1. 2m social distancing from staff and children not in your class. Encourage children to use their designated class room only. Maintain a 2m distance from children not in your bubble when out in the garden (there MUST be a representative from each bubble in the garden at all times). SMT, Admin and Site staff will socially distance as much as possible from the classrooms. At daily review in the PPA room please maintain a 2 m distance. Maintain a distance from parents at handover
2. the requirement to isolate if you have symptoms, inform the nursery and seek a test
3. Regular hand washing/sanitising throughout the day and support children to do the same
4. Good respiratory hygiene by using tissues and disposing of these in a lidded and lined bin and support the children to do the same
5. Minimum footfall on site - where pupil numbers are low staff will be timetabled to work from home as much as possible (see Working From Home Protocol)

**Office/Admin staff**

* Sanitise all equipment at the start of the day and at key points throughout (see cleaning protocol)
* Dispose of all used tissues, sanitizer wipes etc in the lidded bin provided
* Follow 2m social distancing protocol as far as possible
* Limit adults in the lobby area to 1 at a time (others must wait outside the main door)
* Keep the glass screen in place
* Late arrivals Ash/Oak groups: unless agreed as a special arrangement - explain how this is unacceptable and record in the Late Book before calling room staff to collect the child.
* Ensure all contact details are up to date and encourage communication between parents and staff through school emails

**Visitors (including parents, contractors and deliveries)**

* No non-essential or unplanned visitors to be admitted
* Deliveries to be left at front door
* Do not enter with signs/symptoms of Covid 19
* Sign in visitor’s book and include contact phone number
* Ask visitors to QR code
* Parents dropping off to use QR code at classroom doors
* Hand sanitize on arrival, do not shake hands and wear a face mask whilst on premises
* Do not use nursery equipment, including stationery
* Be accompanied by a designated staff member at all times and maintain a social distance of 1-2 metres as possible
* Do not be in same area as children (unless pre-arranged with parental consent)
* Do not leave written papers – send by email after the visit

**Classroom Groups**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class | Oak | Elm | Ash | Willow | Beech |
| Room | 1 | 2 | 3 | 4 | 1 |
| Children AM | 5 | 6 | 17 | 14 | 3 |
| Children PM | 0 |  |  | 14 | 0 |
| Staff | Ellie/Emily, Laura, Meena (EMA) | SEND Team | Norah, Vicky, Renae | Alison (T), Sahra, Johanna | Tesesa,, Shona |

Social distancing, given the young age of the children, is neither possible or desirable but there are some mitigating strategies which will limit the contact-

1. **To minimise the potential for transmission between classes:**

* During lockdown, where it is anticipated children will be kept at home as far as possible class size should not exceed 16
* Children will be spread across 5 classrooms instead of the usual 4
* FT children will be kept together in Room 4 but will have free access to Room 2 and both Willow and Elm will be considered as 1 group.
* Elm children will have their mainstream experience in Room 4.
* Oak and Ash groups will remain in their own classrooms for indoor learning.
* There will be no whole school celebration
* The drinking water fountain will be relocated from Rm 1 to the staff room to stop children self-accessing
* All staff have been issued with a visor to be worn when they come out of their allocated bubble

1. **To minimise potential transmission within classes:**

* group times must be key worker groups only
* Remove all soft toys/ furnishings
* Ensure children coats and bags are kept on their own pegs and taken home at the end of their session
* Willow/ Elm all lunchboxes to be wiped down with disinfectant wipes on arrival and stored safely
* Maximise the use of the garden
* Session times will be reduced by 30 mins to allow for thorough cleaning of equipment between groups

1. **Outdoors**

* Oak, Ash. Elm and Willow will all be able to access the garden freely.
* The garden will be staffed by one member of staff from Oak, Ash and Willow.
* Staff are to maintain a 2m social distance from each other and children not in their designated class where possible.
* All small equipment is to be washed after use (because of FT children) and boxed up separately for AM/PM sessions to minimise cross contamination. Boxes will be stored in separate AM/PM sheds.
* The swing must be wiped down after each use
* The woodwork bench will be relocated to the covered area of the garden
* Forest School activities will be based within the nursery (no off site visits) for the short term future

1. **Interactions with children**

* We will continue to interact with children as normal: warmly and lovingly
* We will use the same protocols already in place for nappy changing and first aid to keep everyone safe (aprons and gloves). However, we will provide face masks for nappy changing if staff feel it is necessary to use one.
* Children will wash their hands with soap and warm water on entry, after using the toilet, after playing outdoors, before snack/lunch and before going home
* We will encourage children to wipe their own runny noses and dispose of tissues safely in the bin provided
* In the unlikely event of a child falling ill with suspected Covid19 symptoms during a session they will be taken to Room 5 and cared for by a member of staff wearing the PPE kit provided (mask, visor, apron and gloves). PPE kit is stored in Rm 5. A second member of staff will call the parent and remain on hand to support in Room 5 if necessary

1. **Behaviour**

* Behaviour involving spitting or biting could be a risk
* If identified a Risk Assessment for the child should be completed by the SENCo
* A behaviour management plan must be identified put into action ensuring that parents are made aware, de-escalation strategies are used and a key worker is identified (form a strong relationship)
* If we cannot successfully mitigate against these behaviours, then we may conclude the child is safer at home until such time that this changes
* Some children may display adverse behaviours a result of lockdown: these need identifying by staff and discussing at the daily review meeting so we can develop a consistent approach to supporting children through this difficult time and sharing this with parent

1. **Daily timetable**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Oak | Elm | Ash | Willow | Beech |
| set up | 8.30 |  |  |  |  |
| Arrival point | Garden/Rm 1 | Main door/Rm 2 | Garden/ Rm 3 | Main gate/ Rm 4 | Main gate/ Rm 6 gdn |
| AM Arrival time | 8.45 | 8.45- 9.00 | 8.43 | 8.45 - 9.00 | 8.45 |
| Garden open | 9.15 | 9.15 |  | 9.15 |  |
| Garden close | 10.50 |  |  |  |  |
| Departure time | 11.15 |  | 11.15 |  | 11.15 |
| Cleaning | 11.15-11.45 |  | 11.15-11.45 |  | 11.15-11.45 |
| Staff Lunch | 11.45-12.30 |  | 11.45-12.30 |  | 11.45-12.30 |
| Children’s lunch |  | 11.45-12.30 |  | 11.45 – 12.30 |  |
| PM Arrival time | 12.30 |  | 12.30 |  | 12.30 |
| Garden open | 12.45 |  |  |  |  |
| Garden close | 2.35 |  |  |  |  |
| Departure time | 3.00 |  |  |  |  |
| Cleaning – whole team | 3.00-3.30 |  |  |  |  |
| Review – 1 staff | 3.15-3.30 |  |  |  |  |

1. **Drop off/pick up times**

* 2m Social distancing signs and markings are along the perimeter fence to help parents keep safe whilst waiting
* Oak and Ash Groups will be admitted/collected through the Garden Gate:

AM between 8.40-8.50am and 11.10-11.20am

PM between 12.25-12.35pm and 2.55-3.05pm

The gate will be staffed by SMT/Office staff

* Beech Group will be admitted/collected through the main gate between 8.40-8.50am and 2.55-3.05pm

The gate will be staffed by SMT/Office staff

* Willow and Elm Groups will be admitted/ collected through the main gate at 9.00am and 3pm
* The room leads are responsible for managing handover at the classroom door
* Children are encouraged to carry their own lunchbox into nursery and keep other personal items to a minimum
* Once in the classroom coats and bags onto pegs, lunchbox cleaned with disinfectant wipe and stowed in safe place and child to wash hands
* Late arrivals must enter by the main gate and complete the ‘late book’ before the child is escorted to class
* Before pick up all possessions to be crated next to the class exit ready for collection by the child
* All children to wash their hands and wait for their name to be called

1. **Lunch Time**

* Children to sit down to lunch in Room 4 in two shifts to limit the number at table 11.45 - 12.10 and 12.10 -12.30
* When not at table they can access the small outdoor space
* Staff teams are to alternate early/late lunchtime with their classroom cleaning regime: so that all staff are not accessing the staff room at the same time.
* Ash will alternate weeks with Oak/Beech, Willow staff will alternate within the team, Elm staff will have their lunch at 11.45-12.30 but are reminded not to overwhelm the staff room as they are a large team and if they sit in there nobody else can access

1. **Messages /Communications**

* It is not possible to have the usual face to face meetings: encourage parents to call or use email
* First aid slips still need to be signed for at the end of the session and should be taken to the exit door
* If staff need urgent support refer to the DSL/FAW

1. **Settling New Children**

* No home visits prior to starting
* Maximum of 4 children settling at one time to limit the number of adults on site
* Only one adult per child
* Adult to wear a face covering
* Use Rm 5 as a parents waiting area – maximum of 6 parents (use corridor if necessary)
* Key Worker to spend time with the parent to cover what would normally be discussed on the home visit

1. **Children who are ill**

* If a child/ adult becomes ill whilst at nursery remember the key symptoms of Covid19: a temperature, persistent cough, runny nose. While diarrhoea has been observed in children as a symptom of Covid -19 it is not a formal diagnostic symptom so cannot trigger any formal Covid-19 system actions, like testing, bubble bursting, isolation for 10 days, tracing etc.
* If the child/ adult is unwell with any other symptoms deal with as per usual protocol
* For a single case of diarrhoea, the usual protocol for diarrhoea would apply - to send the child home and not readmit until 48 hours after the diarrhoea has stopped. As many causes of diarrhoea e.g. norovirus are infectious, it is prudent to keep a watching eye on the rest of the class but not necessary to send all home or have a period of isolation. If a second case arises then PHE should be contacted to investigate whether it is an outbreak of diarrhoea.
* If Covid19 is suspected isolate the child/ adult in Room 5, don PPE, take their temperature, arrange for the parent to be contacted (or a safe way home for adult)
* Advise the parent/ adult to have the child/ themselves tested for Covid19
* If the test result is negative the child/ adult may return to nursery as soon as they no longer display symptoms
* If the test result is positive the child/adult must remain away from school until symptoms cease/ 10 days
* If there is 1 confirmed cases within the bubble the entire bubble and staff must self-isolate for 10 days
* The class room would need a deep clean and garden equipment cleaned thoroughly
* Staff must stress to parents that if they are in any doubt and think their child may be unwell they should keep them at home
* If staff have needed to use PPE they must ensure it is ‘doffed’ as per directions and disposed of safely (double bagged and into the general waste).
* Staff must always wash hands thoroughly

1. **PPA Cover arrangements**

* Meena will cover Emily all day Monday
* Renae will cover Norah Weds AM
* SEND team will cover Sahra on Thursday PM
* Ellie will cover Teresa for 0.5 days per fortnight (Friday)

1. **Meetings/INSET**

* We will continue to do as much via Zoom as is possible to maintain only small groups of staff having to physically meet together
* Weekly Staff Meeting will be on Thursday at 4.30pm via Zoom for those who want to get home first
* Weekly MMT will be ‘in person’ and Zoom on Tuesday at 8.00am
* Weekly SMT will be in person on Wednesday at 1pm
* On INSET days’ staff will be required to be in nursery but training groups will be small to allow for social distancing
* External INSET: we will look for on-line opportunities where possible

1. **Health and Safety**

* All H&S procedures apply except in circumstances covered in the Risk Assessment
* Safe adult limits for each room have been calculated on the 4m2 advice of PHE. This number will dictate the number of children via the adult: child ratio
* All normal first aid principles apply: ensure ice packs are washed after use, use non-contact thermometers
* All classroom first aid boxes must be restocked weekly
* Each day has a First Aid at Work, Paediatric First Aider and Fire Marshal
* Fire Drills will take place as usual and procedures remain the same

**14.1 Cleaning Protocols**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Site Team | Office Staff | Class Staff | Garden Staff |
| AM | DM to sign in and hand sanitise  Open windows to ventilate  Wipe all door panels, handles, access buttons w. 2% disinfectant solution | Sign in and hand sanitise  Open windows to ventilate  Wipe phone, keyboard, mouse, photocopier, any other office tools w. disinfectant wipes  All visitors to sign in and hand sanitise | Sign in and hand sanitise  Empty dishwasher  Open windows to ventilate  Check supplies of hand towels  Wipe down lunchboxes  Support children to wash hands  Wash any items that have been mouthed | Sign in and hand sanitise |
| Midday  11.30 | AS to sign in and hand sanitise  Wipe all door panels, handles, access buttons w. 2% disinfectant solution  Wipe down staff toilet flush, seats, handles. Re stock hand towels | Repeat | Wipe down sinks, toilet flush, seat w. disinfectant spray  Wash down tables and chairs with hot soapy water  Support children to wash hands  Wash any items that have been mouthed | Wash small equipment  Wipe down equipment between uses eg swing  Wash down fixed play equipment w. 2% disinfectant solution |
| PM | DM, DKB and LW to sign in and hand sanitise  Wipe all door panels, handles, access buttons w. 2% disinfectant solution  Regular cleaning programme throughout the nursery | Repeat | Support children to wash hands  All resources washed and put away  Wash down tables and chairs with hot soapy water  All dishes into dishwasher and turned on | All resources washed and put away  Wash down fixed play equipment w. 2% disinfectant solution |

* The correct cleaning solution is 2% disinfectant in warm water. Use a bucket and measure to get this right
* Disinfectant must be stored in the Site Supervisors/ Cleaning cupboard at all times
* A spray bottle of disinfectant solution should be kept in each room out of the reach of children for use during the day for a quick clean
* Wear disposable gloves when you are cleaning
* Wash cloths in disinfectant each day

**14.2 Ventilation**

* It is important to keep a good airflow indoors at nursery: the site supervisor will open windows in all rooms in the morning and these must remain open throughout the day
* In Room 5 it is especially important to consider ventilation and clearing the air in between face to face meetings.

**14.3 Staff Clothing**

* There is no need for anything more than normal personal hygiene and washing of clothes on a 60 degree wash following a day in a childcare setting
* We recommend you have a spare set of clothes in case you get covered in bodily fluid. If this happens bag soiled clothes and wash as soon as viable
* Change your work clothes daily
* Wear minimal jewellery and anything a child may touch
* Wear apron, gloves and face mask for nappy changing
* Wear apron and gloves for first aid
* Wear apron gloves, face mash and visor if you are dealing with a child you suspect has symptoms of Covid19 and follow donning and doffing advice (handout provided)

**14.4 Staff Wellbeing**

* Staff wellbeing is a top priority and SMT are available to discuss any concerns you may have
* You can also access the Employee Assistance Programme
* All large group meetings have been cancelled. Instead meetings will take place via the internet (zoom, google or chat room)
* We understand that staff travelling on public transport may be late arriving at nursery due to the limit of passengers at any one time. Please follow TfL guidance at all times

**14.5 Break Times and Use of facilities**

* Shared facilities require cleaning after use so all staff need to participate in this
* Door handles, fridge, microwave, water boiler, oven are all touched by several people in a day and need to be wiped with disinfectant wipes after each use
* All crockery and cutlery used must be washed in the dishwasher at the end of the day/ emptied in the morning
* Cleaning products are available in each toilet and ensure they are safely stored after use. Hand dryers are not in use/ paper towels are provided.
* A staff member will clean door handles/ access buttons at midday in addition to other cleaning at other times
* All staff are to take a 45 min break away from the children: in the Staff Room staff are required to maintain a distance from staff based in other classes, when staff have prepared their food they are asked to sanitise the prep area and relocate to the PPA room/classroom if the staff room is full.