

COVID 19 Operational Protocol

In action from 1.09.20

Last update 2.09.21

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. Maintain a distance from parents at handover
2. the requirement of staff to complete lateral flow tests at home, provided by the nursery, twice per week during term time
3. the requirement to isolate if you have symptoms, inform the nursery and seek a PCR test
4. Regular hand washing/sanitising throughout the day and support children to do the same
5. Good respiratory hygiene by using tissues and disposing of these in a lidded and lined bin and support the children to do the same
6. The adequate ventilation of the building at all times
7. Not exceeding max. numbers in each room as specified on the door sign

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
- Ensure all contact details are up to date and encourage communication between parents and staff through school emails

Visitors (including parents, contractors and deliveries)

- Deliveries to be left at front door if possible
- Do not enter with signs/symptoms of Covid 19
- Sign in visitor's book and include contact phone number
- Ask visitors to QR code
- Hand sanitize on arrival, do not shake hands
- 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

1. To minimise potential transmission within classes:

- minimise use of soft toys
- Ensure children coats and bags are kept on their own pegs and taken home at the end of their session
- Maximise the use of the garden

2. 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.

3. Daily timetable

	Robin	Magpie	Sparrow	Jay
set up	8.30			
Arrival point	Garden/Rm 1	Main door/Rm 2	Garden/ Rm 3	Main gate/ Rm 4
AM Arrival time	8.45	8.45- 9.00	8.45	8.45
Garden open	9.00			9.15
Garden close	11.00			
Departure time	11.30		11.15	
Staff Lunch 1	11.30-12.15			
Staff Lunch 2	11.45-12.30			
Children's lunch		11.45-12.30		11.45 – 12.30
PM Arrival time	12.15		12.15	
Garden open	12.30			
Garden close	2.35			
Departure time	3.15	2.45-3.00	3.15	2.45
Review – 1 staff	3.15-3.30			

4. Drop off/pick up times

- 2m Social distancing signs and markings are along the perimeter fence to help parents keep safe whilst waiting
- Robin and Sparrow Groups will be admitted/collected through the Garden Gate:
The gate will be staffed by SMT/Office staff/SEN Team
- Magpie Group will be admitted/ collected through the main gate at 9.00am and 3pm
- Jay Group will be admitted/collected through the main gate at 8.45am and 2.45pm
- 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 before the child is escorted to class

5. 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 which means staff are not accessing the staff room all at the same time.

6. 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

7. 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, 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 are 5 confirmed cases the Outbreak Management plan will be followed

8. 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
- Fire Drills will take place as usual and procedures remain the same

9. 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	Repeat	Support children to wash hands All resources washed and put away	All resources washed and put away Wash down fixed play equipment w. 2% disinfectant solution

	Wipe all door panels, handles, access buttons w. 2% disinfectant solution Regular cleaning programme throughout the nursery		Wash down tables and chairs with hot soapy water All dishes into dishwasher and turned on	
--	---	--	--	--

- 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

10. 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.

11. 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 mask and visor if you are dealing with a child you suspect has symptoms of Covid19 and follow donning and doffing advice (handout provided)

12. 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

13. 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.