**Guidance for Fairhaven Under Fives Centre- COVID-19 Site Operating Procedures 1/6/2020**

These guidelines are intended to assist Fairhaven Under Fives Centre in implementing precautionary measures to reduce the spread of COVID-19 disease in nursery. These guidelines are based on Public Health England and Department for Education guidance for educational settings and key staff. The fundamental principle of this guidance is to ensure physical distancing between identiﬁed groups and to implement good hygiene practices. The way we will design the day as small communities of children and subdivided of our areas will greatly assist our ability to create physical distance between groups and cluster children into specific groups or ‘bubbles’.

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| Focus | Area of consideration | Supportive Measures |
| Children | Attendance | Only children who are symptom free or have completed the required isolation period should attend the setting.  Parents will be required to complete a returning contract before starting back. |
| Physical distancing/ grouping | Children will be organised into small groups or spaces within the setting, wherever possible, these small groups or ‘bubbles’ should not mix during the session unless this cannot be avoided.  Routines including the provision for snacks, carpet times and registration should be organised within the space allocated to each ‘bubble’ wherever possible.  Outdoor spaces should be used by diﬀerent ‘bubbles’ at diﬀerent times of the session. |
| Wellbeing and education | Children should 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. To support this, designated ‘Hygiene Stations’ will be provided both indoors and outdoors containing tissues, lidded bins and hand sanitiser.  Children should be supported to understand the changes and challenges they may encounter as a result of Covid-19. Staﬀ need to ensure they are aware of children’s attachments and their need for emotional support at this time.  A story will be provided to parents which they can read to children as they prepare to return to nursery. |
| Workforce  Parents | Attendance | Staﬀ should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. **Self-referral or Employer referral.**  Staff will be required to complete a health questionnaire when returning to the workplace and following any absences.  Consideration should be given to limiting 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 session. |
| Physical distancing/ grouping | Wherever possible staﬀ should remain with the small group of children, the ‘bubble’ of children who they are allocated to and not come into contact with other groups where possible.  Staﬀ members should avoid physical contact with each other including handshakes, hugs etc.  Only one adult will be permitted into the kitchen/bathrooms (enclosed spaces) at any one time.  Where possible, meetings and training sessions should be conducted through the use of virtual conferencing. |
| Training | All staﬀ members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.  Educare - Infection, Prevention and Control in Early Years Settings training must be competed by all staff working in the nursery.  At least one member of staff on the premises at all times will withhold a First Aid certificate. |
| Physical distancing | Only parents who are symptom free and or have completed the required isolation periods will be able to drop oﬀ or collect their child.  Aim to limit drop oﬀ and pick up to 1 parent per family and stagger the timings where possible (according to bubbles).  The school site will be organised to operate a one-way system where possible. Arranged drop oﬀs and pickups from nursery, will take place in the garden area where space can be utilised for social distancing.  Staff will allocate time to open and close early in anticipation of parent arrivals. |
| Communications | Parents should receive clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their child/children and themselves. These will be published on the website, parents will be either directed to these documents or sent them individually.   * Parents will be provided with details of a risk assessment * Parents will be provided with a copy of this operational procedure * Parents will be communicated with verbally by staff where necessary each day * Parents not attending the setting will continue to receive home learning updates and ant other correspondence by email |
| Visitors | Visits | Attendance to the setting should be restricted to children and staﬀ as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance).  Deliveries or waste collections will be dealt with outside the door where a maintained distance can be created.  Where essential maintenance visits are required, these should be arranged outside of the usual nursery operational hours where possible. |
| Travel | Travel associated with setting operations | Wherever possible staﬀ and parents should travel to the nursery alone, using their own transport.  If public transport is necessary, current guidance on the use of public transport must be followed.  www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers |
| Hygiene, Health & Safety | Hand Washing | All children and staﬀ must wash their hands upon arrival to nursery.  Children and staﬀ members should be encouraged to wash their hands frequently throughout the session. |
| Cleaning | An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children’s toys and equipment.  Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly.  Toilets will be cleaned using standard cleaning products, and sprayed with  disinfectant after each use.  Toys will be cleaned at the end of each session, and any toys that are not easily disinfected will be put away until the end of the coronavirus pandemic.  Staff electronics such as tablets, phones and computers will be disinfected before and  after use.  In order to complete this enhanced cleaning schedule each session will be limited to 2 and a half hours. |
| Waste Disposal / Laundry | All waste must be disposed of in a hygienic and safe manner  Tissues will be immediately disposed of into lidded bins then emptied into the outdoor waste bins at the end of each session.  PHS waste collections including Nappy waste disposal will continue |
| Risk assessment | All activities should be 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, sand and the suspension of the sharing of food and utensils including cooking.  All children will have snacks served on a plate to eliminate the sharing of food. |
| PPE | 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.  Although PPE isn’t required, Fairhaven Under Fives Centre will provide access to this equipment, as a precaution, should a child or staff member display symptoms of COVID- 19 whilst in the setting. |
| Premises | Building | Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns, appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.  Windows will be opened where possible to ensure ventilation |
| Resources | Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Parents will be asked to provide children with a carrier bag containing spare clothing which must remain in the setting.    All resources required for play and learning experiences of children will be regularly washed and/or sterilised.    Equipment used by staﬀ such as stationary, laptops etc. will be allocated to individual staﬀ members where possible and cleaned regularly. |
| Supplies | Procurement & monitoring | An adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. (enough to last till the end of term)  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. |
| Responding to a  suspected case | Procedure | 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 area.  A window will be opened for ventilation.  The staﬀ member responsible for the child during this time should be a staﬀ member from their ‘bubble’ where possible.  PPE will be available for the staﬀ member.  The area will 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. |