

### Sawston Nursery Covid19 Operation Plan for Parents and Children 22<sup>nd</sup> March 2021

The fundamental principle of this plan is to ensure physical distancing between groups and to implement good hygiene practices. Our primary aim is to keep the nursery as safe as possible from the transmission of COVID. We know the working environment will be different however, children should not feel a significant change in their nursery experience despite having reduced access to some resources.

The Operation Plan contains guidance from the Department of Education and the government to create protective measures for all children, their families and the staff working in the nursery.

Sawston Nursery will inform the Local Authority and Public Health England Health Protection team of any confirmed case of COVID in staff or children.

Focus	Area of consideration	Recommendations
Children/ Staff and Families	Attendance  	<ul style="list-style-type: none"> <li>• Only children who are symptom free or have completed the required isolation period should attend the Nursery.</li> <li>•</li> <li>• The porch area in the nursery will be used to drop off and collect children in this current climate.</li> <li>• A familiar adult should drop off your child and collect to prevent different people entering the porch of the nursery.</li> <li>• Masks must be worn by adults entering the porch area.</li> <li>• Please sanitise your hands before using nursery pens to sign your child into the nursery. Also, ensure your child sanitises their hands before entering the nursery and before pressing the buzzer - if necessary.</li> </ul>

		<ul style="list-style-type: none"> <li>• Please give priority to staff waiting to enter the nursery so they can prepare themselves and be in the classroom to greet the children.</li> </ul>
	<p>Physical Distancing/Grouping</p>  <p>A photograph showing two small figures standing on a red surface, with the text 'Social distancing' written above them.</p>	<ul style="list-style-type: none"> <li>• Children are organised into their classroom bubble groups.</li> <li>• Staff will not enter other classrooms wherever possible.</li> <li>• Outdoor play areas are divided to ensure safer play takes place across the nursery.</li> <li>• Staff will minimise contact and mixing of children across the nursery where children are not in their classroom group.</li> <li>• Use of the toilet and communal internal areas will be restricted and monitored at all times.</li> </ul>
	<p>Health and Safety</p>  <p>A graphic of a red puzzle piece with the words 'HEALTH &amp; SAFETY' written on it, set against a background of grey puzzle pieces.</p>	<ul style="list-style-type: none"> <li>• Staff have guidance on appropriate PPE and the operating procedures we have in place in nursery.</li> <li>• Staff will wear a mask whilst using any communal area in the nursery (Unless they are exempt). Staff can make their own choice to wear a mask in the classroom under current government guidance.</li> <li>• Public Health England have produced a flowchart for the nursery staff to use which must be followed in the event of suspected or confirmed cases of COVID in the nursery.</li> <li>• Lunch breaks will be staggered for the staff to enable social distancing in the staff room.</li> <li>• If your child has been given Calpol prior to coming into the nursery they should stay at home.</li> <li>• There is appropriate PPE to be worn in a plastic container which can be found in the manager's office. This is to be used if a child displays COVID symptoms and needs to be removed from the classroom.</li> <li>• Spaces in the nursery will be kept well ventilated.</li> <li>• Any confirmed COVID cases will be reported to Ofsted and Public Health England.</li> <li>• If you collect your child from nursery with suspected COVID symptoms and choose not to book a COVID test for your child, you will be asked to self-isolate with your child for 10 days from the day they are sent home.</li> </ul>

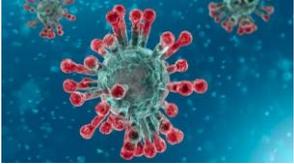
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|  |  | <ul style="list-style-type: none"><li>• Public Health England and Early Years Services advise that if a child's temperature reaches 38 and above the parent will be asked to collect the child and asked to seek medical advice.</li><li>• A child should be well for 48 hours before returning to the Nursery.</li><li>• If a child's temperature reaches 38 degrees and is showing symptoms of a fever, we will take the child's temperature using a digital thermometer, the second reading will be taken 10 to 15 minutes later and thereafter for up to one hour before calling the parent to collect the child from Nursery.</li><li>• Ofsted, Public Health England, and The Local Authority will be notified if there is a positive case of COVID in the setting.</li><li>• Bubbles will close immediately and will not return until the Local Authority and Trustees deem it safe to do so in line with Government Guidance. Management will report information to RIDDOR when more than one positive case is recorded and report all cases to the Local Authority.</li><li>• Please contact Sawston Nursery to obtain a copy of the Rules on Self Isolation - a quick guide for parents which we will e mail to you.</li><li>• All toys and resources that are used by the children during the day must be cleaned using milton or anti bac spray daily.</li><li>• Sand play is closely monitored, and sand changed regularly. Children wash hands before and after play in the larger sand pit.</li><li>• Staff communal areas are monitored, and numbers are restricted to ensure safer social distancing.</li><li>• Car sharing is not permitted by staff with anyone outside of your bubble under current lockdown restrictions.</li><br/><li>• If a member of staff develops suspected COVID symptoms whilst working at the nursery they will be sent home immediately and isolate at home in line with the NHS guidance.</li></ul> |
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<p>Food Preparations</p> 	<ul style="list-style-type: none"> <li>• Our cook will provide all snacks, lunches, and tea to the children in the nursery.</li> <li>• Our cook will deliver the meals to each classroom for the children and leave the trolley outside of the classroom door for collection by a member of staff (or staff will collect their trolley from the corridor outside of the kitchen).</li> <li>• When mealtime is over the cook will collect the trolley from outside of the classroom door.</li> <li>• If staff need to contact the kitchen, please use the internal communication system.</li> <li>• Our cook will wear appropriate PPE to minimise the risk of contamination to the food.</li> <li>• Disposable gloves must be worn by all staff throughout serving any food to the children.</li> <li>• Our cook will be solely responsible for the food deliveries where disposable gloves will be worn on collection of the food from the front entrance.</li> </ul>
<p>Wellbeing and education</p> 	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Children will be supported to understand the changes and challenges they may be encountering as a result of COVID, and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>• Through imaginative play staff will teach children about social distancing and the importance of changes we are now experiencing in our lives.</li> <li>• Activities will support and nurture children in developing their social and emotional well-being and resilience.</li> <li>• Drop off and handovers at the end of the day will take place in the foyer during this current climate. Further Information about your child's day can be found on Tapestry, in the foyer on the window posters and Facebook.</li> <li>• Feel free to contact us through Tapestry and e mail if you have any questions or queries.</li> </ul>
<p>Personal Hygiene</p>	<ul style="list-style-type: none"> <li>• Staff and children are expected to wash their hands for 20 seconds with running water and soap and then dry thoroughly. Handwashing is encouraged throughout the day at regular intervals.</li> </ul>



- Staff, parents, and children should sanitise their hands on arrival at the nursery. (Hand Sanitiser can be found on the red table in the foyer).
  - Hand sanitiser is provided in the classrooms and areas around the nursery.
  - Nappies will continue to be disposed of in a hygienic manner. Re useable nappies will not be used during this period to reduce the possibility of transmission through bodily fluids.
  - All gloves and PPE will be disposed of immediately after use in a closed bin.
  - Please discourage your children from bringing in toys from home unless essential.
  - Posters are displayed in the nursery to demonstrate good hygiene practices.
  - Staff are encouraged to sneeze in the collar of their clothing.
  - No flannels or towels will be shared by children.
  - If baking is taking place in nursery individual resources must be used and cleaned after use.
  - Windows are to be opened at the beginning of the day to ensure good ventilation in the rooms prior to the children entering the nursery.
  - Lockers are used by staff to store personal belongings.
  - Staff to provide their own mugs and no washing up is to be left in the sink area.
  - Staff lunches are to be placed in the fridge in sealed containers or bags only.
  - Staff are to have their hair tied back in the classroom and not wear jewellery although wedding rings are acceptable.
  - If staff travel to work by public transport, they should bring a change of clothes on arrival at the nursery to reduce the chances of transmitting the virus through clothing.
  - Regular spot checks will be carried out by the management team to ensure cleaning is of a high standard throughout the nursery.
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|          |  | <ul style="list-style-type: none"> <li>• Staff, parents, and children should sanitise their hands on arrival at the nursery. (Hand Sanitiser can be found on the red table in the foyer).</li> <li>• Hand sanitiser is provided in the classrooms and areas around the nursery.</li> <li>• Nappies will continue to be disposed of in a hygienic manner. Re useable nappies will not be used during this period to reduce the possibility of transmission through bodily fluids.</li> <li>• All gloves and PPE will be disposed of immediately after use in a closed bin.</li> <li>• Please discourage your children from bringing in toys from home unless essential.</li> <li>• Posters are displayed in the nursery to demonstrate good hygiene practices.</li> <li>• Staff are encouraged to sneeze in the collar of their clothing.</li> <li>• No flannels or towels will be shared by children.</li> <li>• If baking is taking place in nursery individual resources must be used and cleaned after use.</li> <li>• Windows are to be opened at the beginning of the day to ensure good ventilation in the rooms prior to the children entering the nursery.</li> <li>• Lockers are used by staff to store personal belongings.</li> <li>• Staff to provide their own mugs and no washing up is to be left in the sink area.</li> <li>• Staff lunches are to be placed in the fridge in sealed containers or bags only.</li> <li>• Staff are to have their hair tied back in the classroom and not wear jewellery although wedding rings are acceptable.</li> <li>• If staff travel to work by public transport, they should bring a change of clothes on arrival at the nursery to reduce the chances of transmitting the virus through clothing.</li> <li>• Regular spot checks will be carried out by the management team to ensure cleaning is of a high standard throughout the nursery.</li> </ul> |
| Cleaning |   | <ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is in place to include all furniture, surfaces and children's toys and equipment.</li> <li>• Communal areas, touch points and handwashing facilities are cleaned and sanitised regularly throughout the day.</li> </ul>   |

		<ul style="list-style-type: none"> <li>• Mop heads are to be changed daily in the classrooms.</li> <li>• We employ a cleaning company who come into the nursery after close to ensure all areas are cleaned to a high quality.</li> </ul>
Risk Assessment		<ul style="list-style-type: none"> <li>• We have a risk assessment in place where consideration has been given to any adaptations to usual practice.</li> <li>• Our risk assessment highlights any risks in the COVID pandemic, and the safety control measures in place throughout the nursery.</li> </ul>
PPE		<ul style="list-style-type: none"> <li>• Government guidance states that PPE is not required for general use in early years settings to protect against COVID transmission.</li> <li>• PPE should continue to be worn as normal for nappy changing and the administration of first aid.</li> </ul>
Communications		<ul style="list-style-type: none"> <li>• Parents will receive clear communication regarding the safe operating procedure and measures being taken to ensure the safety of their children and themselves.</li> </ul>
Transport		<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to the nursery alone, using their own transport.</li> <li>• Parents should not leave car seats, scooters, or buggies in the setting premises.</li> <li>• Outings from the setting into the local community are risk assessed and in line with government guidelines. Outings do not include mixing with members of the general public.</li> </ul>
Visits		<ul style="list-style-type: none"> <li>• Attendance to the setting is restricted as far as practically possible to staff and children unless there is essential maintenance that needs to be carried out. Essential work will be carried out, as far as possible, when the nursery is closed to the children.</li> </ul>
Resources		<ul style="list-style-type: none"> <li>• Children should not bring items from home into the setting unless absolutely essential for their well-being.</li> <li>• All resources required for play and learning experiences of children should be regularly washed and/or sterilised.</li> </ul>

Supplies	Procurement and monitoring	<ul style="list-style-type: none"> <li>• The setting ensures an adequate supply of essential supplies and plans are in place to minimise the impact of any shortages of supplies. Supplies are needed for the infection control.</li> <li>• PPE is monitored to meet the operational needs of the nursery.</li> </ul>
Staff	Lateral Flow Testing 	<ul style="list-style-type: none"> <li>• Lateral Flow Device (LFD) tests are available to staff in the nursery and are used to detect COVID-19 in asymptomatic individuals.</li> <li>• Staff may conduct the test at home, before coming into work, twice a week.</li> <li>• Tina and Emma are responsible for the distribution, record keeping and sharing of information with the NHS related to the Lateral Flow Testing.</li> <li>• Anyone who proves positive as a result from the testing will self-isolate immediately for a 10-day period. This will also include their household and classroom bubble.</li> </ul>