

*Sawston Nursery Covid19 Operation Plan/Policy for Parents and Children - Updated on 30<sup>th</sup> November 2021 in line with changes to Government Guidelines from the 19<sup>th</sup> July, 16<sup>th</sup> August and 30<sup>th</sup> November 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.

As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. We are slowly moving forward, away from stringent restrictions on everyone's day to day lives and the government are advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

The Operation Plan below, 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
	Attendance	<ul style="list-style-type: none"> <li>• Only children who are symptom free of COVID and have completed the required isolation period should attend the Nursery.</li> <li>• Children must be symptom free for 48hrs before returning to the setting and well enough to attend.</li> <li>• The porch area in the nursery will be used to drop off and collect children in this current climate.</li> </ul>



- A familiar adult should drop off your child and collect to prevent different people entering the porch of the nursery.
- Masks must be worn by adults entering the porch area - due to this being a confined space and social distancing is not possible.
- All staff, parents and children 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.
- Please give priority to staff waiting to enter the nursery so they can prepare themselves and be in the classroom to greet the children.

Tracing close contacts and self-isolation Close contacts in early years settings are now being identified by NHS Test and Trace and education and childcare settings are not expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case and/or their parent or carer specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. **All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directed and required to self-isolate immediately and will be asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category.**

Physical  
Distancing/Grouping

- Children are organised into their classroom bubble groups.
- From week beg 25<sup>th</sup> October 2021 we re-merged the Poppy and Daffodil; large garden area.



- Children will continue to not be allowed in each other classroom until further notice.
- Staff will not enter other classrooms wherever possible. Unless they are employed as a 'Float or Bank Member' of staff covering other members of the team. Also, we may need certain members of the team to enter or cover staffing in the classrooms to ensure we adhere to ratios.
- Staff will minimise contact and mixing of children across the nursery where children are not in their classroom group.
- Use of the toilet and communal internal areas will be restricted and monitored and kept clean at all times.

#### Health and Safety



- Staff have guidance on appropriate PPE and the operating procedures we have in place in nursery.
- Staff will wear a mask whilst using any communal areas and entering a classroom where they do not normally work and where social distancing is not possible across the nursery (Unless they are exempt). Staff can make their own choice to wear a mask in the classroom under current government guidance.
- 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.
- Lunch breaks will be staggered for the staff to enable social distancing in the staff room.
- Staff are to ensure that they sanitise their hands when entering and exiting the staffroom and classrooms to avoid transmitting the virus.
- If your child has been given Calpol prior to coming into the nursery and requires 1:1 care due to being unwell, they should stay at home, as we are not able to give them the attention, they require throughout the session with one adult attending to their needs. In line with the Statutory Framework, we must adhere to strict ratios within the rooms and as we all know the best place for a sick child is at home with their main parent/ carer.

- There is appropriate PPE to be worn which is kept in a plastic container found in the manager's office. This is to be used if a child displays COVID symptoms.
- All areas of the nursery will be kept well ventilated, with door and windows open.
- Any confirmed COVID cases will be reported to Ofsted and Public Health England.
- If you collect your child from nursery with suspected COVID symptoms, you will be requested to seek medical advice as to whether to obtain a COVID test (PCR) and are asked to keep the setting informed of the outcomes. If a child or member of staff have been sick, have had a high temperature or diarrhoea, they must not return to the setting for at least 48 hours after symptoms last showed and they feel well enough to attend.
- **Important note:** Whilst teething is known to cause such side effects as rosy cheeks and sore gums, NHS guidelines do not consider a high temperature to be a side effect of teething, as such it is **not to be** considered when suspecting COVID.
- 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.
- A child should be well for 48 hours before returning to the Nursery, as per our Managing Sick Children Policy, which can be found on our website at [www.sawstonnursery.org](http://www.sawstonnursery.org), parents may also ask for a copy from our admin or management team.
- 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, a 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. Staff will record all temperatures taken as evidence of changes in a child's temperature and share with the parents via Tapestry or paper format. If we give a paper copy, then one copy to be kept on file and one will be given to the parents.

- Ofsted, Public Health England, and The Local Authority will be notified if there is a positive case of COVID in the setting as will parents and staff within the 'Bubble'.
- **Symptoms of a possible suspected case of COVID:**  
Most people with coronavirus have a least one of the following symptoms and you will need to be aware of this if your child becomes unwell:  
A high temperature - hot to touch on chest or back.  
A new continuous cough - coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.  
A loss or change to your sense of smell or taste - this means you have noticed you cannot smell or taste anything or things smell or taste different to normal.  
Please note the infectious period is from two days prior to the onset of symptoms, or positive test result if asymptomatic, to 10 days after.
- As of the 30<sup>th</sup> November 2021: All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directed and required to self-isolate immediately and will be asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category..
- Close contacts who are fully vaccinated or those under 18 years and 4 months will not need to self-isolate, providing they are not identified as coming into contact with the Omicron variant.
- All close contacts will be advised to take a PCR test. These can be booked online through the NHS website.
- Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test.

		<ul style="list-style-type: none"> <li>• If the PCR result is positive the individual must isolate and will be advised by NHS test and Trace.</li> <li>• Under 18s will be advised to take a PCR test, but this will only apply to Under 5s if the positive case is a household contact.</li> <li>• Single vaccinated/non vaccinated adults will be advised to self-isolate.</li> <li>• Double vaccinated adults will be advised to take a PCR test.</li> <li>• Circumstances that may require a child/family to self-isolate even though they are not displaying symptoms such as having travelled to a destination on the government <b>list</b> requiring isolation on return.</li> </ul> <p>You may like to refer to the document below: When to self-isolate and what to do-Coronavirus (COVID-19)-NHS(<a href="http://www.nhs.uk">www.nhs.uk</a>). <b>See guidance regarding the Omicron variant.</b></p> <ul style="list-style-type: none"> <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>• All soft furnishings/soft toys and dressing up clothes will continue to be washed regularly.</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 in communal areas are monitored, and numbers are restricted to ensure safer social distancing and will be asked to wear a mask where distancing is not possible.</li> <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 and seek medical advice in regard to testing.</li> </ul>
	Food Preparations	<ul style="list-style-type: none"> <li>• Our cook will continue to provide all snacks, lunches, and tea to the children in the nursery.</li> </ul>




- 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).
- When mealtime is over, the cook will collect the trolley from outside of the classroom door.
- If staff need to contact the kitchen, please use the internal communication system.
- Our cook will wear appropriate PPE to minimise the risk of contamination to the food.
- Blue disposable gloves and aprons must be worn by all staff throughout serving any food to the children.
- Staff must ensure that they wash/ sanitise their hands before and after supporting with mealtimes in the room and when on their lunch/ rest breaks.
- 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.


Wellbeing and education




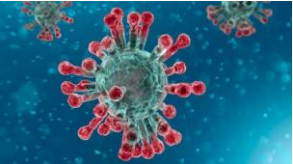
- Children will be supported in age-appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
- Children will be supported to use sanitiser/ handwashing where necessary.
- Children will be supported to understand the changes and challenges they may be encountering as a result of COVID.
- Staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- Through imaginative play staff will teach children about social distancing and the importance of changes we are now experiencing in our lives.
- Activities will support and nurture children in developing their social and emotional well-being and resilience.

		<ul style="list-style-type: none"> <li>• Drop off in the morning will now take place in the foyer until further notice (From 18/08/2021).</li> <li>• <b>Pick-ups from the 6<sup>th</sup> of September 2021 - Parents (wearing masks) will be allowed to enter the nursery for pick up only! This will be done using our traffic light system of one parent per room at any one time.</b> However, should there be a confirmed case or localised outbreak we will return drop off and collection taking place in the porch area.</li> <li>• <i>Any parents/ carers who have symptoms or have been requested to self-isolate are politely reminded not to attend the setting.</i></li> <li>• Feel free to contact us through Tapestry and e mail if you have any questions or queries during the day.</li> </ul>
<ul style="list-style-type: none"> <li>•</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> <li>• Staff, parents, and children should sanitise their hands on arrival at the nursery as they depart at the end of the day. (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 including the staffroom.</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 in a nappy sack/medical waste bag immediately after use placed in a closed bin.</li> <li>• Please discourage your children from bringing in toys from home unless essential. We understand that some children require a comforter, and we will endeavour to ensure that these are accessible to the individual child only. This will help prevent children becoming distressed when another child wants their toy, as well as preventing loss, damage, or transfer of viruses.</li> </ul>



		<ul style="list-style-type: none"> <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 and are washed after every use.</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 throughout 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 and stud earrings are acceptable.</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>
	<p>Cleaning</p> 	<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>• Within classroom and communal areas, touch points and handwashing facilities are cleaned and sanitised regularly throughout the day.</li> <li>• Mop heads are to be changed daily in the classrooms and toilet mops are changed immediately after use.</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>
	<p>Risk Assessment</p>	<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> </ul>

		<ul style="list-style-type: none"> <li>• An outbreak management plan is currently being written and will be put into place in the nursery following the move to step 4. This plan informs the nursery how they would operate if any measures were recommended in their area for any reason. If the Nursery is advised by the Government, the Local Authority, Directors of Public Health or PHE health Protection Teams they should apply additional protective measures.</li> <li>• Our risk assessment highlights any risks in the COVID pandemic, and the safety control measures currently in place throughout the nursery.</li> </ul>
	PPE	<ul style="list-style-type: none"> <li>• Government guidance is 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 due to space restrictions and transmission of viruses.</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> </ul>

		<ul style="list-style-type: none"> <li>All resources required for play and learning experiences of children should be regularly washed and/or sterilised where appropriate.</li> </ul>
Supplies	<p>Procurement and monitoring</p> 	<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	<p>Lateral Flow Testing</p> 	<ul style="list-style-type: none"> <li>All staff are offered and encouraged to participate in twice weekly Lateral Flow Device (LFD) tests, these are free and available to all staff in the nursery. They are used to detect COVID-19 in asymptomatic individuals and therefore support us in making our environment as safe as possible.</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 and will be required to inform the setting with immediate effect.</li> </ul>