

**Health & Safety Operation Procedure  
COVID-19 Site Response**

These guidelines, based on Public Health England and the Department for Education guidance for educational settings and key workers, are intended to assist in implementing precautionary measures to reduce the spread of COVID-19 disease in our settings. They override any existing standard policies.

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> <li>• Only children who are symptom free or have completed the required isolation period will attend the setting. The child’s household must also be symptom free and clear of required isolation periods.</li> <li>• Our settings may consider taking temperatures of children on arrival and risk assessing returning children with regular health questionnaires.</li> <li>• Children who normally attend two settings should only attend one during the outbreak of Covid-19. Management will discuss these arrangements with their individual families.</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Children are to stay in age groups within early years settings. Wherever possible these age groups will not mix during the day.</li> <li>• Care routines including provision of meals, nappy changing, and toileting will be within the space allocated to each age group wherever possible.</li> <li>• The use of communal internal spaces will be restricted as much as possible.</li> <li>• Outdoor spaces will be used by different age groups at different times of the day, and staff will be creating daily plans that allows them to move their small group of children between spaces while avoiding crowd.</li> <li>• Distancing of beds/cots will be facilitated.</li> </ul>
	Wellbeing and education	<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-19.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff need to be aware of children’s attachments and their need for emotional support at this time.</li> <li>• A ‘More About Me’ form will be sent to parents prior to their child returning to nursery that collects up to date information about their interest and well-being, any concerns parents have about them re-settling in and if there have been any important life changes during lockdown</li> </ul>
Nursery based staff	Attendance	<ul style="list-style-type: none"> <li>• Staff will only attend the nursery if they and their household are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• The Nursery may consider taking temperature of staff on arrival and will be risk assessing with health questionnaires for returning staff.</li> <li>• Consideration will 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 day.</li> <li>• Staff who are advised by their GP to shield themselves will not be permitted into the nursery during operating hours, until their medical advice changes.</li> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Wherever possible, staff will remain with an age group of children and not come into contact with other groups.</li> <li>• Ratios continue to apply as normal. But as per the statutory guidance: exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.</li> <li>• Social distancing must be maintained during breaks. This will be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.</li> <li>• Staff members will avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible and necessary, meetings and training sessions will be conducted through virtual conferencing.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.</li> </ul>
	Rapid testing	<ul style="list-style-type: none"> <li>• Parents/Carers of school-aged children are able to access free at home rapid testing kits for asymptomatic individuals. All staff members who this applies to are strongly encouraged to access these in order to further prevent the risk of infection in the setting.</li> </ul>

Office based staff	Attendance & Physical Distancing	<ul style="list-style-type: none"> <li>• Staff will only attend the nursery/office if they and their household are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• We may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff.</li> <li>• Wherever possible, there should only be 50% of the office based staff in at any one time.</li> <li>• Staff will sit at a two-metre distance from each other if required to sit in the same office space.</li> <li>• Where feasible, staff may be permitted to work from home with more frequency.</li> <li>• Informational signs and posters on reducing the risk of infection will be displayed inside the office.</li> <li>• Hand sanitizer, disinfectant and gloves should be made available in the office.</li> <li>• Staff should ensure that they clean their desk space as often as possible throughout the day, including the shared resources, such as Printers.</li> <li>• Staff electronics such as tablets and computers should be disinfected before and after use, and personal mobile phones should be cleaned regularly.</li> <li>• Where possible, staff should drive, cycle or walk to work. Where staff depend on public transportation to get to work, arrangement will be made (where requested) to avoid peak travelling times, where feasible.</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Drop off and pick up will be limited to 1 parent per family at a time, possibly with staggered timings.</li> <li>• Drop off and pick up will be at the nursery entrance to avoid parents entering the nursery unnecessarily.</li> <li>• Site specific operations to be in place where multiple entrances/exits can be safely managed and controlled if appropriate.</li> <li>• When parents are waiting to drop off or collect their child, physical distancing will be maintained in a safe area with marked distance parameters where possible. We reserve the right to request masks to be worn if required.</li> <li>• Management will consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. The Nursery will consider measures to minimise contact between the parent and other children and staff members.</li> </ul>

		<ul style="list-style-type: none"> <li>As much information about the child's day as possible is to be shared via the eyLog Daily Diaries to avoid excessive feedback on collection.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>Attendance to the setting will be restricted to children and staff as far as practically possible during operating hours. Visitors will be restricted from attending unless essential (e.g. essential building maintenance or safeguarding visits). Where essential visits are required these will be made outside of the usual nursery operational hours where possible.</li> </ul>
	Show arounds	<ul style="list-style-type: none"> <li>Show arounds with prospective new parents and children will take place in a variety of ways specific to each site</li> <li>Viewings will be virtual where possible and will not be indoors during operating hours. Out of hours viewings can be considered where it is felt safe to do so, with additional measures put in to place to prevent unnecessary physical contact eg. Doors being left open.</li> <li></li> </ul>
	New starters	<ul style="list-style-type: none"> <li>Nursery Managers should contact new starters due to attend to explain our current procedures to ensure they are fully informed and have a confirmed start date.</li> <li>New starters are able to attend the nursery providing that the child and parent are symptom free and or have completed the required isolation periods.</li> <li>Where possible, as much information about the child should be gathered prior to the child attending site via telephone or Zoom.</li> <li>Settling in sessions will be adapted to minimise unnecessary travel and contact using measures such as reducing the number of initial sessions</li> <li>Parents will be allowed to stay on site during a settling in session for no longer than one hour. They will be required to wear face masks and avoid close contact with other children on site.</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>Wherever possible staff and parents will travel to the nursery alone, using their own transport.</li> <li>If public transport is necessary, current government guidance on the use of public transport must be followed by the staff member.</li> <li>Parents will be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises.</li> </ul>

		<ul style="list-style-type: none"> <li>• Outings from the setting into the local community will be restricted.</li> </ul>
	Travel associated with abroad trips	<ul style="list-style-type: none"> <li>• Staff should take extra precautions if planning on travelling abroad, including checking the government exclusions and guidance. If necessary, they should review their plans in relation to this responsibly.</li> </ul>
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> <li>• The nursery will provide liquid soap, hand sanitizer, disinfectant and non-latex gloves.</li> <li>• All children and staff must wash their hands upon arrival at the nursery and re-entering the building throughout the day.</li> <li>• Children and staff members will be encouraged to wash their hands frequently, especially after using the toilet, sneezing or coughing, before eating or when moving between groups of children and after physical contact with others.</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment following the government guidance 'COVID-19: Cleaning in Non-Healthcare Settings'.</li> <li>• Communal areas, toilets and high contact surfaces, including, tables, door handles, faucets, and light switches should be cleaned twice daily using standard cleaning products.</li> <li>• Staff electronics such as tablets and computers should be disinfected before and after use, and personal mobile phones should be cleaned regularly.</li> </ul>
	Stock and resourcing	<ul style="list-style-type: none"> <li>• Managers are to endeavour to source an adequate supply of ear thermometer covers and batteries at all times for temperature testing.</li> <li>• Managers are to ensure that there is always an adequate supply of appropriate cleaning products.</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>• Garbage bins should be emptied before they are completely full and at least once a day.</li> <li>• Tissues must be immediately disposed of in closed topped bins.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering such as blankets and beddings should only be used by one child.</li> <li>• Items such as towels, flannels and bedding must not be shared by children.</li> </ul>
	Risk Assessment	<ul style="list-style-type: none"> <li>• The nursery risk assessment for COVID-19 must be adhered to at all times. All activity will 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 and the suspension of the sharing of food and utensils.</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- 19 transmission. However, aprons and gloves will continue to be worn as normal for nappy changing, food hygiene and the administration of first aid.</li> <li>• Government guidance is clear the face masks are not required in early years settings. We will, however, endeavour to keep a stock of face masks on site. If a child becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the member of staff. If there is a risk assessment of splashing to the eyes, for example from coughing or spitting, then eye protection should also be worn.</li> </ul>
	Uniform	<ul style="list-style-type: none"> <li>• Staff will be required to wear a clean uniform each day</li> </ul>
RIDDOR	Reporting	<ul style="list-style-type: none"> <li>• The nursery will make a report under RIDDOR when an unintended incident at work has led to someone’s possible or actual exposure to COVID-19. This must be reported as a dangerous occurrence.</li> <li>• The nursery will make a report under RIDDOR when a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns, appropriate Health &amp; Safety checks will be conducted prior to reopening including legionnaires checks.</li> <li>• Where premises are closed, regular checks will take place on the building to ensure safety and security in line with guidance from the Property Manager.</li> <li>• Keep windows open where possible to ensure ventilation.</li> <li>• Avoid use of lifts other than where absolutely essential.</li> <li>• The nursery will hang informational signs and posters at the building entrance and/or where staff and parents convene on reducing the risk of infection.</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival.</li> <li>• All resources required for play and learning experiences of children will be regularly washed and/or sterilised.</li> </ul>

		<ul style="list-style-type: none"> <li>• Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned daily.</li> <li>• Malleable resources such as playdough will be freshly made daily.</li> </ul>
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> <li>• The setting will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control.</li> <li>• A monitoring system for the usage of aprons, gloves and cleaning products 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.</li> <li>• In the case the supply of food is interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.</li> </ul>
Responding to a suspected case		<ul style="list-style-type: none"> <li>• Where a child or staff member develops symptoms, they should be sent home and advised to self-isolate for 10 days. Their fellow house members should self-isolate for 10 days.</li> <li>• All children now have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. Where the child tests negative, they can return to their setting and the fellow household members can end their self-isolation. We may request proof of a negative test result to permit your child from re-entering the nursery if it is within the 10-day isolation period.</li> <li>• Whilst waiting for the child to be collected, the child will be isolated from others in a previously identified room or area. If possible, a window will be opened for ventilation. In this situation, the staff member supervising the child is required to wear a face mask.</li> <li>• If possible, the identified area will not be used for 72 hours after the child has been collected.</li> <li>• 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.</li> <li>• The person responsible for cleaning the area will wear appropriate PPE.</li> <li>• In the event a staff member develops suspected coronavirus symptoms whilst at work, they will be sent home immediately and must isolate at home in line with the NHS guidance.</li> <li>• Any staff or child displaying symptoms of COVID-19, will have access to a test and are highly encouraged to get tested.</li> </ul>

		<ul style="list-style-type: none"> <li>• Where the staff or child tests negative, then the period of isolation ends, and they can return to the setting.</li> </ul>
Dealing with a confirmed case of Covid 19		<ul style="list-style-type: none"> <li>• Where a child or staff member tests positive, they will be required to self-isolate for 10 days and guidance will be sought via the Department for Education Helpline (0800 046 8687) who will direct to the dedicated NHS advice team and escalate to the Local Health Protection team if necessary. The LHP team will support settings by conducting a rapid risk assessment and providing guidance on next steps. It is likely that those who have been in close proximity (e.g. The age group) with that child or staff member will be required to self-isolate for 10 days.</li> <li>• On return to the Nursery following the illness, the outlined attendance checks will resume.</li> <li>• Any confirmed cases of COVID-19 (either child or staff member), and/or if the setting is advised to close as a result, should be reported to Ofsted through the usual channels.</li> <li>• Where there has been a confirmed case on site, asymptomatic staff who are continuing to work in the nursery will be encouraged to either access their local rapid testing centre or, where these are too far away, will be provided with a rapid test on site to further prevent the risk of infection.</li> </ul>

Please note that this is a working document and will be updated in response to any further Government or local authority guidance that we receive.