



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 SOPs are designed to work across the Storal Learning Group, however individual nurseries will have specific procedures e.g. a one-way system. Please speak to the Nursery Manager for more details on what an individual nursery is doing in regards to COVID-19.

The fundamental principle of this guidance is to gradually restore face-to-face contact with all our stakeholders, while keeping everyone's safety as the highest priority. This SOP takes into consideration the recent rise of COVID-19 cases and the discovery of the Omicron variant. It includes the updated government guidance from and takes effect from the 4<sup>th</sup> January 2022.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> <li>Only children who are symptom free and have completed the required isolation period (if applicable) will attend the setting. Our settings may consider taking temperatures of children on arrival and risk assessing returning children via a health questionnaire.</li> </ul>
	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>
	Wellbeing	<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> </ul>
Nursery based staff	Attendance	<ul style="list-style-type: none"> <li>Staff will only attend the nursery if they are symptom free and are not required to self-isolate.</li> <li>Fully vaccinated staff, who have been in contact with a known covid case, will do daily lateral flow tests for 7 days following</li> <li>The Nursery may consider taking temperature of staff on arrival and will be risk assessing</li> </ul>



		<p>with health questionnaires as required</p> <ul style="list-style-type: none"> <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> </ul>
	Physical distancing/ grouping	<ul style="list-style-type: none"> <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> </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>• All staff members are strongly encouraged to access free at home testing kits in order to further prevent the risk of infection in the setting.</li> <li>• They are also strongly encouraged to test themselves before returning to the setting after a holiday or other absence.</li> </ul>
Office based staff	Attendance & Physical Distancing	<ul style="list-style-type: none"> <li>• Staff will only attend the nursery/office if they are symptom free and not required to self isolate</li> <li>• We may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff.</li> <li>• Where feasible, staff may be permitted to work from home with more frequency.</li> <li>• Hand sanitizer, disinfectant and gloves should be made available in the office.</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and not required to self-isolate will be able to drop off or collect their child.</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. Masks must be worn on nursery property unless exempt for health reasons</li> <li>• Parents who do not want to wear masks can remain outside and the child will be brought to them.</li> <li>• Site-specific operations will be in place to limit parents arriving at the same time. Please see the specific COVID-19 Process for your nursery for more details.</li> <li>• As much information about the child's day as possible is to be shared via the eyLog DailyDiaries 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 and show-arounds	<ul style="list-style-type: none"> <li>Limited visitors will be allowed to attend the setting. This will include for show-arounds, maintenance, or safeguarding.</li> <li>Visitors to the nursery must wear masks and remain at a 1 metre distance from nursery staff and children. They must clean their hands with hand sanitizer on entry to the building. They must complete a Visitor COVID declaration form before their visit and are only allowed to attend if they have no symptoms of COVID and have completed any necessary self-isolation periods.</li> <li>During the visit, doors &amp; windows will be left open if possible.</li> <li>For show-arounds during operational hours, a maximum of 2 parents are allowed.</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>A maximum of 1 parent may attend a settling session. They will be required to wear face masks and avoid close contact with other children on site</li> </ul>
	Contractors	<ul style="list-style-type: none"> <li>Contractors must complete a COVID-19 declaration form before they attend the site</li> <li>They must clean their hands with hand sanitizer on entering the building</li> <li>Masks must be worn in communal areas such as corridors; masks may be removed outside or if the contractor is in a room alone.</li> <li>If contractors need to be in a room with members of staff for a prolonged period, windows should be opened to ensure good ventilation.</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>Current government guidance on the use of public transport must be followed by the staff members.</li> <li>Parents will be encouraged to not leave travel accessories including buggies, car seats, scooters at the setting premises.</li> <li>Outings from the setting into the local community will be restricted.</li> </ul>

	Travel associated with trips abroad	<ul style="list-style-type: none"> <li>Staff and parents 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. No one is allowed to return to nursery until they have completed any self-isolation periods associated with their trip.</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>The manager must ensure adequate cleaning is carried out throughout the nursery</li> <li>Cleaning equipment is available for all staff to use on an as-needed basis.</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.</li> <li>All activity will be risk assessed and due consideration given to any adaptations to usual practice.</li> </ul>
	Ventilation	<ul style="list-style-type: none"> <li>It is becoming increasingly apparent that poor ventilation increases the spread of COVID-19. The government is now providing CO2 monitors to the nurseries. A high level of CO2 does not mean COVID is circulating, but means if someone were to have COVID, it would spread more easily.</li> <li>Where it is available, nurseries will use the CO2 monitor to ensure high levels of ventilation in</li> </ul>



		<p>a room. These should be placed at approximately adult head height, out of the reach of children. They should be kept away from open windows/air conditioning units (which reduce CO2 and may skewer the reading downwards), and also 50cm away from people (who breathe out CO2 and may skewer the reading upwards)</p> <ul style="list-style-type: none"> <li>• Manufacturer’s instructions for the device should be followed at all times, and over-ride the advice in this guidance (which is based off the HSE advice)</li> <li>• Single snap-shot readings may not be reliable. For best results, keep the CO2 monitor in the same room for a day with multiple checks. CO2 levels will change depending on occupancy and the activities being done (e.g. singing produces more CO2 than at nap time)</li> <li>• If not otherwise stated in the instructions, a CO2 level of over 1500ppm is too high. If the reading shows this, managers should ensure windows are open. If this is not possible, or if the reading continues to be too high with open windows, speak to the Head of Property regarding ways to improve ventilation in the room.</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 that masks should be worn by staff in corridors and communal areas. Staff must follow this and wear masks in corridors, any indoor areas accessed by multiple age groups (e.g. a dining room), and any staff-only areas like staff rooms and offices They do not need to wear masks outside.</li> <li>• We will 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>• Should a nursery have a confirmed case of COVID-19, a member of management should inform Ofsted via <a href="#">this link</a> and let the Managing Director know once this is complete.</li> <li>• The manager should also report to the Department for Education Helpline (0800 046 8687) and selecting option 1.</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Where premises 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>
Covid Outbreak	Emergency Response	<ul style="list-style-type: none"> <li>• In the case of a COVID outbreak (several confirmed cases within a fortnight), the manager will re-introduce new safety procedures. This will be for a minimum of 2 weeks to allow time to control the situation, and can be extended at the manager's discretion.</li> <li>• Non-essential visitors to the nursery will no longer be allowed. The manager will need to decide what is "essential", but in essence, visitors in relation to legal compliance; health and safety; safeguarding will all be allowed during operating hours. Visitors in relation to marketing; non-essential maintenance; training and other such purposes should only come outside of operating hours.</li> <li>• Essential visitors must wear masks and use hand sanitizer on entry. They must maintain social distancing as far as is possible.</li> <li>• Parents will no longer be allowed to enter the nursery. Drop off and collection will happen outside, with the nursery staff escorting the child.</li> <li>• Children will be placed in age groups or bubbles, and contact between these groups will be limited. Spaces will be assigned to each group, and staff will ensure children remain in their spaces as far as possible.</li> <li>• Staff will also be assigned to specific bubbles, and not mix as far as is possible.</li> <li>• Staff will be encouraged to social distance on their breaks, and not come into physical contact with each other.</li> <li>• Increased cleaning will take place</li> <li>• Staff will consider suspending the use of materials which are not easily washable e.g.</li> </ul>



		<p>playdough</p> <ul style="list-style-type: none"> <li>Office capacity will reduce to 50% of standard capacity</li> </ul>
<p>Responding to a suspected case</p>		<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.</li> <li>All children now have access to a test if they display one or more symptoms of coronavirus (high temperature, new continuous cough, loss of taste and/or smell) and are encouraged to get tested in this scenario. Where the child tests negative, they can return to their setting, provided they are not otherwise feeling unwell. 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. They must use an appropriate test for symptomatic individuals (currently PCR only via NHS guidelines June 2021).</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> <li>Where the staff or child tests negative, then the period of isolation ends, and they can return to the setting.</li> </ul>
<p>Dealing with a confirmed case of Covid 19</p>		<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 it will be reported to OFSTED (following the procedure outlined above)</li> <li>On return to the Nursery following the illness, the outlined attendance checks will resume.</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</li> </ul>



		<p>risk of infection.</p> <ul style="list-style-type: none"><li>• Should the nursery close a room or multiple rooms, in order to control an outbreak, this will be reported to ofsted.</li></ul>
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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.