

COVID-19 Safe Operating Procedures

At Happy Children nursery we value each child as individuals and strive to ensure that they grow into confident, happy learners. The safety of children, staff, and families is paramount.

These Safe Operating Procedures are intended to assist us in implementing precautionary measures to minimise the risks of coronavirus (COVID-19) transmission in our setting. These guidelines have been drawn from Public Health England and the Department for Education guidance specifically for early years educational settings and their key workers.

Our aim is to work together in partnership with parents/carers to ensure our own safety and that of others and trust that everyone will understand and follow these Safe Operating Procedures.

<i>Focus</i>	<i>Area of consideration</i>	<i>Recommendations</i>
Children	Attendance	<p><u>Any child, staff member, parent/ carer or other adults MUST not come to the nursery if:</u></p> <ul style="list-style-type: none"> • They are displaying symptoms of coronavirus (COVID-19) (the most common being a new continuous cough, a high temperature or a loss or change of taste and smell); or • Have tested positive for coronavirus (COVID-19). in the last 10 days; or • Have someone in their household with coronavirus symptoms or who has tested positive. <p>It is important that you seek medical advice if you are unsure.</p> <p>It is important that children do not attend nursery if unwell for their own wellbeing and for the safety of others.</p>
	Temperature monitoring	<ul style="list-style-type: none"> • Public Health England is clear that routine temperature testing is not recommended as a reliable method for identifying COVID-19.
	Social distancing/ grouping	<ul style="list-style-type: none"> • Early years settings are no longer required to arrange children and staff in small, consistent groups so can operate in normal group sizes as mentioned by the Department for Education guidance. • Toddlers and Pre-Schools children will only mix if absolutely necessary.

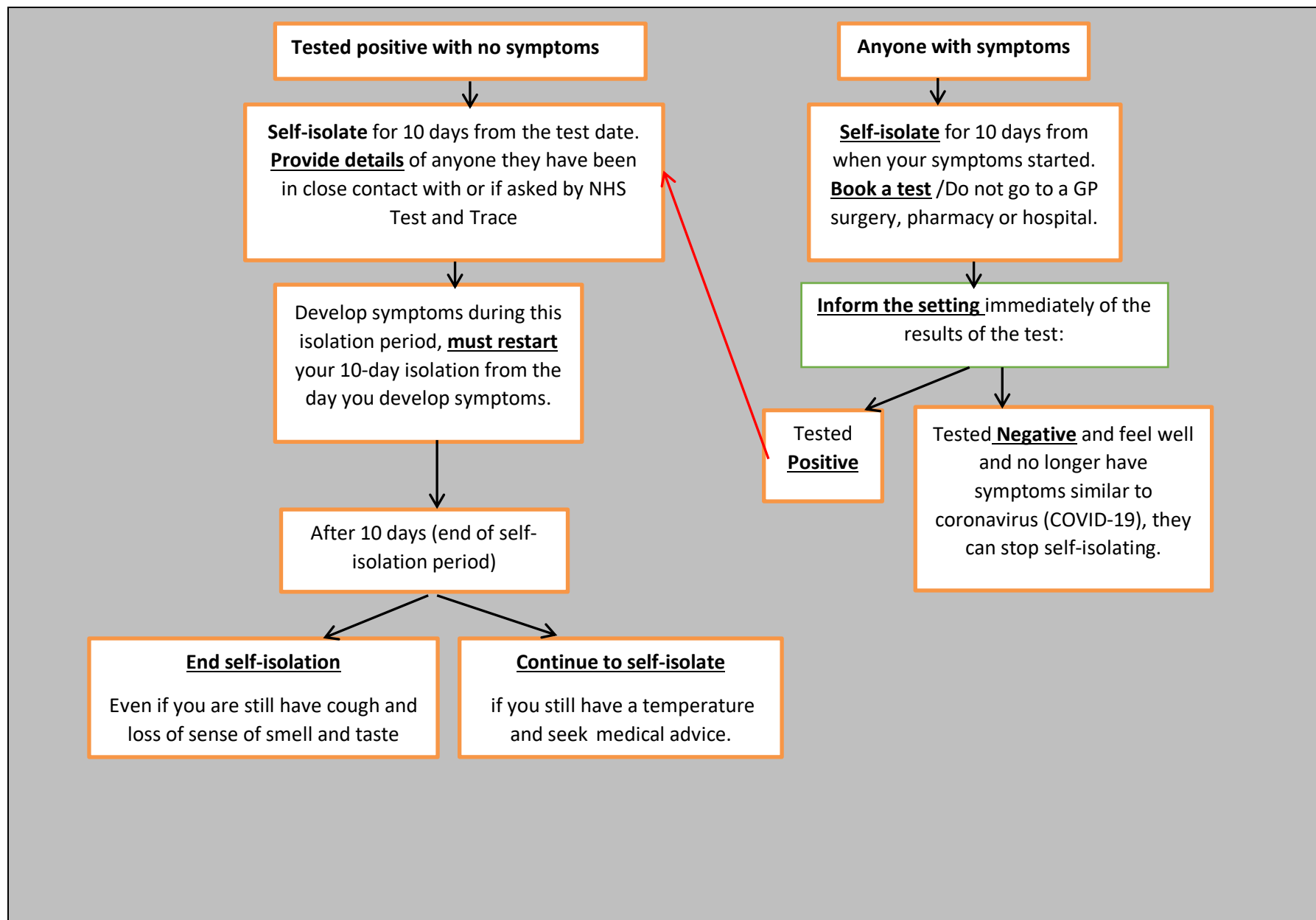
	Wellbeing and education	<p>We know that this is a very unusual time for everyone. We will continue to offer the care needed by all children to ensure that everyone within the nursery community feels safe and secure.</p> <ul style="list-style-type: none"> • We are making plans to best accommodate your child's well-being and supporting them in settling back into the setting. • Key workers will ensure they are aware of children's attachments and their need for emotional support at this time. • We will plan different activities with the children to support them, and age appropriate activities to educate them about their personal care and to understand the steps they can take to keep themselves safe with particular emphasis on washing hands and 'Catch it, Kill it, Bin it'. • We will be continuing to support the children's early language and communication skills as well as their physical development.
Employees	Training	All employees have received a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.
Parents/Carers	Communication	<ul style="list-style-type: none"> • Regular updates on our eyLog will continue to be as clear and informative as usual. Toddler room have the daily diary which will inform you of your child's day in the nursery. • Verbal handovers will be time restricted. We will give you a limited handover; unless there is an important issue to discuss, as other parents/ carers and children may be waiting. Staff will contact you via the mobile as soon as possible if we have any concerns regarding your child. If you or the key person feel they need to address an urgent matter this can be arranged by a phone call at a time which will suit all parties.
	Drop off and collection of children	<ul style="list-style-type: none"> • Dropping off and picking up time will be staggered and parents/ carers will be allocated a time for arrival and departure which will be sent via text. This is to limit the number of parents/ carers arriving at any one given time. If parents/ carers cannot collect their child at the allocated time they must call/text the nursery mobile. • We request parents/ carers collect their children promptly to ensure that no child is to remain in the nursery after 4pm .For unforeseeable incidents parents / carers should make alternate arrangements for their child to be collected promptly if they are running late. There is a late charge as mentioned in our parent pack. This will be applied immediately. • Whilst parents/ carers are waiting, it is important to adhere to social distancing guidelines. A one way system has been put in place .to encourage social distancing when waiting to enter the building • We request only one parent to carry out drop off and collection at the nursery setting.

	Attending other nurseries	It is preferable that your child only attends one setting to avoid mixing with other group of children. Please speak to the Nursery Manger if this will be a problem or to make them aware that this is not the case.
	Items from home	<ul style="list-style-type: none"> • We request children not to bring toys from home. The nursery has plenty of exciting experiences and resources to access. • However, if your child requires a comforter in the early days due to being unsettled please bring it in a bag. We would prefer no toys or comforters to be brought into the nursery but do understand that this could cause distress.
Health, Hygiene and Safety	Reducing the spread of the virus	It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus. It is important that everyone is alert to the symptoms.
	Hand Washing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the nursery at the provided hand washing stations located at the nursery entrance. • All children and staff must wash or sanitise their hands regularly. <p><u>PROPER HAND-WASHING PROTOCOL</u></p> <p><i>HAND-WASHING IS A CORNERSTONE OF OUR REOPENING PLAN.</i></p> <p>All children and staff will wash their hands:</p> <ul style="list-style-type: none"> ✓ Upon arrival in the morning, and re-entering the building throughout the day. ✓ Whenever one's hands are visibly dirty. ✓ After using the toilet. ✓ After coughing or sneezing into one's hands, or into a disposable tissue. ✓ Before eating. ✓ When going from one room to another. ✓ Before and after preparation of food. <p>We will ensure that enough hand washing or hand sanitiser 'stations' are available so that all our children and staff can clean their hands regularly.</p> <p>All members of staff have also been given their own hand sanitisers which can be clipped onto their uniform for easy access during the day.</p>

	Promoting the <i>'catch it, bin it, kill it'</i> approach	<p>The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes:</p> <ul style="list-style-type: none"> • Encouraging them not to touch their mouth, nose and eyes. • Cover their mouth and nose with disposable tissues when they cough or sneeze (or into the crook of your elbow, not into your hand if a tissue is not immediately available). • Children will then clean their hands with soap and water or hand sanitiser.
	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule will be implemented throughout and at the end of the day. • All high-contact surfaces, including touch points and hand washing facilities, tables, door handles, faucets and light switches will be regularly cleaned and disinfected. • Toilets will be cleaned twice daily using standard cleaning products. • Toys will be cleaned at the end of each day, and any toys that are not easily disinfected will be put away until the end of the coronavirus pandemic. • Cleaning takes place whenever there is a break in the action: in the middle of the day, while children are eating or napping, or at the end of the day, once the children have gone home.
	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. Hand washing, effective cleaning and social distancing are the most effective measures. • Gloves and aprons will continue to be worn as normal for nappy changing. • PPE will also be used by staff who may be caring for any child who has displayed symptoms and is awaiting collection. These will include disposable aprons, masks, face shields and disposable gloves.
Visitors	Visits	<ul style="list-style-type: none"> • Visitors to the nursery will not be encouraged, unless it is essential and cannot be conducted virtually. • We will ensure site guidance on social distancing and hygiene is explained to visitors on or before arrival and closely adhered to.
	Parents/Carers	<ul style="list-style-type: none"> • Parents/ carers may enter the nursery for the purpose of settling-in sessions only if not doing so would cause a child distress. The manager will give further guidance on the day. It is important that social distancing continues to be maintained. The parents/ carers will not be able to spend time in the children's rooms in order to minimise any risk of infection and children will be dropped off and collected at the door. • Prospective parents/ carers will be given a virtual tour of the nursery upon request and have any questions answered via telephone.

	Contractors	Contractors to the nursery will only visit the nursery if absolutely necessary. The visits will be made outside of usual nursery operational hours where possible.
Travel		<ul style="list-style-type: none"> • To reduce the spread of infection staff who travel to work via public transport are asked to change into their uniform upon arrival to the nursery. • Parents/ carers will be asked to take their travel accessories including pushchairs, scooters, etc. with them home. However, as a last resort they can be placed in the external designated shed. Please ask for the shed's code before arrival. • All outside activities, such as trips to the park, library or regular care home visits will be suspended until further notice. • Parents/carers and employees must notify the nursery manager of any travel plans that involve staying away from home and, in particular, foreign travel that might involve a period of quarantine.
Responding to a person displaying symptoms of COVID-19	Procedure	<p><u>A child</u></p> <ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the nursery, their parents/ carers will be asked to collect them as soon as possible and isolate at home in line with the NHS guidance. • Whilst waiting to be collected, the child will be moved and isolated in the nursery office or the most suitable alternative. They will be cared for by a member of staff wearing appropriate PPE including a face mask, gloves, apron and face shield. A window will be opened for ventilation. • If the child becomes seriously ill, we will follow our normal emergency procedures and call 999. • The isolation area will be immediately and thoroughly cleaned, once the child has been collected. The person responsible for cleaning the area will wear appropriate PPE. • The member of staff who has been in contact with the child displaying symptoms does not need to go home unless they develop symptoms themselves. The member of staff will adhere to strict hand washing routines as usual. <p><u>Employee:</u></p> <ul style="list-style-type: none"> • In the event of a staff member developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance.

	<p>Reporting, testing and tracing</p>	<ul style="list-style-type: none"> • Everyone who displays symptoms of COVID-19 or has been in close contact with someone who begins to display symptoms is eligible for and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119. <p><u>DEPENDING ON WHETHER THE TEST RETURNS POSITIVE OR NEGATIVE, THE FOLLOWING MUST BE FOLLOWED (FIGURE 1):</u></p> <ul style="list-style-type: none"> • Self-isolate if you have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms. • Any suspected or confirmed case must be reported to the nursery manager immediately. Positive tests will be reported to the PHE Local Protection Team and Ofsted by the nursery manager. • Parents/carers and staff should provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.
<p>(Figure 1):</p>		



	Households with possible or confirmed coronavirus (COVID-19) infection	<p><u>Self-isolate if any member of your household has tested positive for coronavirus (COVID-19) symptoms. THE FOLLOWING MUST BE FOLLOWED:</u></p> <div data-bbox="958 434 1610 842"><p>Household with covid-19 Stay home for 14 days (start from the test day or first person showing symptoms day become ill)</p><p>↓</p><p>If anyone else in the household displaying symptoms, stay 10 days/ book test</p></div>
--	--	--