



## Daisy Nursery COVID-19 Operating Procedures

The outbreak of a new strain of coronavirus earlier this year was understandably a cause for concern. Daisy Nursery has remained open for children of key workers during this time, and has implemented precautionary measures to minimise the risk of infection in each nursery. Thankfully, and because of the team's vigilance and hard work, during this 9 week period we have not had a single case of an infected child or staff member.

As we prepare to reopen for all children, we have used our initial risk assessment and experiences to build on these measures and to ensure through continued careful planning, we can seek to prevent the spread of COVID-19 in our settings when more children and team return.

These guidelines are based on several publications from central Government; particularly Department for Education and Public Health England; our Local Authority and our union:

- Actions for early years and childcare providers during the coronavirus outbreak (updated 15 May)
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (updated 12 May)
- Coronacast webinar with Dr Matt Butler
- Coronavirus (COVID-19): guidance for educational settings (current until 31<sup>st</sup> May)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings (updated 12 May)
- Early years foundation stage statutory framework (EYFS) (updated 24 April)
- Early years foundation stage: coronavirus disapplications (24 April)
- Hampshire County Council Local Recovery Guidance for Early Years and Childcare (updated 15 May)
- Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers (updated 11 May)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (updated 14 May)
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak (updated 11 May)

The fundamental principle of these guidelines is to ensure physical distancing between identified groups and importantly to implement good hygiene practices. The design of our settings as relatively small communities in private, sole use, non-domestic premises and further subdivided rooms, greatly assist our ability to create physical distance between groups and cluster children into 'bubbles'.

The senior team will continue to monitor updates or changes to these guidelines, and continue to use email to communicate with all our community, both parents/carers and our team, when needed and appropriate.

Although the recent science confirms early years settings are a safe place to be, it is imperative we maintain the following measures and controls:

Focus	Area of Consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> <li>• Children should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Non-contact temperature checks may be taken on entry to the nursery to monitor children's health.</li> <li>• Parents/Carers encouraged to stagger their drop off and collection times.</li> <li>• If Calpol or Ibuprofen has been administered to a child in the previous 6 hours they cannot attend nursery as this may mask symptoms of coronavirus.</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• Children are usually organised into small groups or rooms within early years settings. Wherever possible these groups or 'bubbles' should 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 'bubble' 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 'bubbles' at different times of the day.</li> <li>• Increased distancing of bed/cots will be facilitated wherever possible.</li> <li>• Wherever possible mealtimes will be organised into groups or 'bubbles'. This may involve more than one sitting for each meal.</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 handwashing 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 and the team will ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>• Early years education will continue, following the EYFS and our curriculum.</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Team members should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Non-contact temperature checks may be taken on entry to the nursery to monitor the team's health.</li> <li>• Consideration will be given to limiting number of team in the nursery at any one time, scheduling enough needed to care for the expected occupancy levels on any given session.</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• Wherever possible team members should remain with their group of children/ 'bubble' and not come into contact with other groups.</li> <li>• Social distancing must be maintained during breaks. This may be achieved through a variety of strategies including staggering breaks, reduced hours of work (i.e. half day rather than full day), creating new break locations (Crown Daisy- training room facility, Sunshine Daisy ground floor break room and office space, Butter Daisy office space and new outdoor furniture).</li> <li>• Team members will avoid physical contact with each other including handshakes, hugs etc.</li> </ul>

		<ul style="list-style-type: none"> <li>• Team members will be mindful of movements around nursery asking, is the journey necessary now, can it wait until break time?</li> <li>• Where possible, group training sessions will be conducted through virtual conferencing.</li> <li>• Where possible, team members working in head office will be based solely in one nursery and use telephone calls, emails and virtual conferencing to communicate.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All team members must receive appropriate instruction and training in infection control and this operating procedure and risk assessment within which they will be operating. This will be recorded in each team member's file along with their COVID-19 infection control online certification.</li> </ul>
	Personal	<ul style="list-style-type: none"> <li>• Team members must practise strict and robust hygiene and cleanliness standards.</li> <li>• Team members are to avoid touching their eyes, nose, and face whilst in nursery and whilst children are in their care.</li> <li>• Team members must wear clean, fresh clothes each day.</li> <li>• Team members must have their hair up, short nails and leave personal belongings at home or in their cars where possible. Small multiuse lunch boxes, car keys etc. must be stored in lockers. Disposable lunch containers may be stored in the fridge.</li> <li>• Team members will be offered support to promote their well being and positive mental health.</li> </ul>
Parents/Carers	Physical distancing	<ul style="list-style-type: none"> <li>• Parents/Carers should only drop off or collect from the nursery door if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• We will limit drop off and collection to one parent/carer per family and encourage staggered timings where possible.</li> <li>• When parents /carers are waiting to drop off or collect their child, physical distancing will be maintained in a safe area. Please use the floor stickers to assist you with this and remain in your car if there is a long line.</li> <li>• We will consider allowing parents/carers to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. We will first consider measures to minimise contact between the parent and other children and team members.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• Parents/Carers 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 nursery will be restricted to children and team members as far as practically possible and visitors will not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these will be outside the usual nursery operating hours where possible. Prospective parents/carers will be invited to view our virtual show round facility, and arrange a telephone call with our Nursery Managers.</li> </ul>

Travel	Travel associated with our operations	<ul style="list-style-type: none"> <li>• Wherever possible team members and parents/carers should travel to the nursery alone or in household groups, using their own transport.</li> <li>• Wherever possible team members and parents/carers should travel to nursery on foot or by bicycle.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed.</li> <li>• Parents/Carers will be asked not to leave travel accessories including buggies, car seats and scooters in the premises.</li> <li>• Outings from the nursery into the local community will be restricted at this time.</li> </ul>
Hygiene and Health and Safety	Handwashing	<ul style="list-style-type: none"> <li>• All children and team members must wash their hands upon arrival at nursery. To facilitate this, we have invested in portable camping sinks for each nursery building entrance and will support children on arrival to wash and dry their hands before coming inside.</li> <li>• Throughout the day, children and team members will be encouraged to wash their hands, signage displayed around the building for both children and team members will reflect this message.</li> </ul> <p><u>Proper handwashing protocol</u></p> <p>Handwashing is the key weapon in our full re-opening plan and has played a huge part in our operations over the last two months. When in doubt, wash thoroughly and often, using liquid soap and water. Hand sanitizer that is 70% ethanol or stronger is our second preference, followed by disposable wet napkins.</p> <p>We will wash our hands:</p> <p><i>Upon arrival at nursery</i></p> <p><i>Whenever one's hands are visibly dirty</i></p> <p><i>After using the toilet or having a nappy change</i></p> <p><i>After coughing or sneezing into one's elbow or hands, or into a disposable tissue</i></p> <p><i>Before eating</i></p> <p><i>When going from one room to another</i></p> <p><i>When leaving nursery</i></p> <p>We will also have a good stock of gentle hand lotion to help team members and children avoid dry skin from such frequent hand washing.</p>
	Cleaning	<ul style="list-style-type: none"> <li>• We have an enhanced cleaning schedule that will be implemented daily. This includes furniture, surfaces, toys and equipment.</li> <li>• Toilets will be cleaned twice daily using standard cleaning products, and sprayed with disinfectant after each use.</li> <li>• All high contact surfaces including touch points, hand washing facilities, tables, door handles, light switches, taps, banisters, will be disinfected and sanitized at least twice a day.</li> <li>• Any toys or resources that are not easily cleaned will be put away until the end of the coronavirus pandemic. We will remove unnecessary clutter from nursery.</li> </ul>

		<ul style="list-style-type: none"> <li>• Team electronics (such as tablets or nursery laptops) will be disinfected before and after use by each individual.</li> <li>• Hot desking is prohibited and desks in nursery offices should be kept clear with only IT equipment left to aid cleaning.</li> <li>• Used dishes and cutlery should be washed or placed in the dishwasher for cleaning, they should not be left in the sink or on the draining board.</li> <li>• Soft furnishings may be kept for use as we have our own laundry facilities and will wash all covers, blankets and soft toys regularly in nursery. Soft furnishings that do not have a removeable cover may not be used and will be put away until the end of the coronavirus pandemic.</li> <li>• Long curtains will be removed.</li> <li>• In addition to the rigorous daily cleaning each nursery will comply with, we have purchased an NHS standard fogger allowing us to perform a weekly deep clean of every nursery building. This will use child safe cleaning disinfectant, and take place after hours allowing the rooms to dry and clear before the next nursery session begins, but successfully killing the COVID-19 virus and many others. This weekly fogging allows us to regularly disinfect our carpets, blinds, every surface and resource thoroughly and to the highest possible standard.</li> </ul>
	Waste disposal	<ul style="list-style-type: none"> <li>• All waste will be disposed of in a hygienic and safe manner, we have increased the number of collections our largest nursery receives.</li> <li>• Tissues are made available to all throughout every group and must be immediately disposed of and bins will be emptied thought the day.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• Laundry, such as bedding, will only be used by one child in line with our current policy, and laundered weekly in house and to the NHS guidelines.</li> <li>• Items such as flannels are only used by one child and are laundered daily in house and to the NHS guidelines.</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>• All activity will be risk assessed and due consideration given to any adaptations to usual practice. This may include, but not be limited to, the suspension of some learning experiences involving materials which are not easily washable.</li> <li>• All children will be served meals in their own bowl or plate, eliminating the sharing of food and serving 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. PPE will continue to be worn as normal for nappy changing, the serving of meals, and the administration of first aid.</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• We have only temporarily closed one building during this time, however we have built in appropriate health and safety checks in this building, including legionnaires checks.</li> <li>• We will keep windows open where possible to ensure ventilation.</li> </ul>

		<ul style="list-style-type: none"> <li>• Although the Government guidelines state early years standards are sufficient for space, in every nursery we already have a far greater floor area per child than these standards aiding our physical distancing and ability to divide children into groups/'bubbles'.</li> <li>• Due to this extra floor space, we are able to move children around the buildings giving ample opportunity for enhanced cleaning between groups.</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children will not be permitted to bring items from home into the nursery unless absolutely essential for their wellbeing. Where this is the case please let your Nursery Manager know and items will be appropriately cleaned on arrival.</li> <li>• Children may still bring in a small bag with their coat, a change of clothes, dummy etc. These will be accepted on a child's first session and returned at the end of their last session of the week. Soiled clothes will continue to be securely bagged and sent home on the day.</li> <li>• All resources required for play and learning will be regularly washed and/or sterilised.</li> <li>• Equipment used by team members such as stationary, tablets etc. will be allocated to individual team members where possible and cleaned regularly.</li> <li>• Team members will continue to use Tapestry to record magic moments and learning journey tracking as a contactless way of communicating.</li> <li>• Day sheets will continue to be sent home as usual, although parents/carers may request not to receive these.</li> <li>• If a parent/carer is required to sign a form (accident, medical etc.) this will be brought out to you at the nursery door.</li> <li>• During this time Nursery Managers and their senior team will sign you in and out of the nursery using the nursery register.</li> </ul>
Supplies	Procurement and monitoring	<ul style="list-style-type: none"> <li>• We will ensure an adequate supply of essential stock is in place, and we have contingency plans to minimise the impact of any shortages.</li> <li>• A monitoring system of the use of PPE is essential to ensure that a supply of stock is available to all who require it to meet our operational needs. 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 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	Procedure	<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending nursery, they will be collected as soon as possible and isolated at home in line with the NHS guidance.</li> <li>• Whilst waiting for the child to be collected they will be isolated from others with the window open for ventilation.</li> </ul>

		<ul style="list-style-type: none"><li>• The team member responsible for the child during this time will be a team member from their 'bubble'. The team member will wear appropriate PPE including a face mask while waiting with the child.</li><li>• The area will then be thoroughly cleaned.</li><li>• The person responsible for cleaning the area will wear appropriate PPE.</li><li>• In the event of a team member developing suspected coronavirus symptoms whilst working at nursery, they will return home immediately and isolate at home in line with the NHS guidance.</li></ul>
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Although every measure and precaution will be taken, children in the early years age group will inevitably want to hug and touch others through play or when needing comfort. Therefore, it is vital that we adhere to best practise hygiene procedures as outlined above, and that parents can also support this by changing their children into different clothing when they return home and placing these clothes in the wash.

There is absolutely a balance to be achieved together. We have outlined our sensible, reasonable adjustments to nursery operations, and ones that we hope will be embraced by our children and become part of the new normal as this virus may be around for many months to come. Excellent hygiene, cleanliness and physical distancing are imperative to this new way of life; however, we must also recognise that if a child needs comfort our professional team members will comfort them and ensure their social and emotional needs are met. Children need some normality now and our operating procedures aim to keep their experience as normal as possible, with each Nursery Manager and team exercising their judgement in each situation.