



COVID-19 risk management information for parents

These plans may need to be altered after opening, once we see how the children and staff manage. We will also keep up to date with Government guidelines and notify you of changes these may require us to make.

Re-opening ACE Day Nursery on Monday 15th June 2020 9.00am-4.15pm

Below are the main details of the measures being taken by the nursery to limit the risk to the girls and boys, staff and parents during the re-opening of the nursery from Monday 15th June. A full risk assessment on all areas and activities will be completed and available on our website as soon as fully completed. We have shared below more detail of the measures relating to parents, so you can start to understand what we are asking of you to support us too.

Drop off and pick up:

- Each day there will be one group of approximately 8-10 children attending and they will attend for the full day. We won't be able to accommodate half day sessions; this is to avoid children and staff interacting with two groups of children in one day, as thorough cleaning won't be able to take place prior to a new group coming into the building on the same day.
- Only one parent/carer should drop off and collect their child.
- When waiting to drop off your child or collect them, all parent/carers must adhere to the 2m distancing measure when waiting in the front court yard – we will have signs up to help remind everyone. This may mean if the court yard is full you will need to wait the other side of the yellow gate until there is sufficient space for you to enter.
- If arriving at nursery on a bike, please still adhere to the 2m social distancing measures. Upon re-opening we shall monitor how social distancing is working in the front court yard and make necessary changes if required so we can always safely manage the 2m rule. It may be that bikes are best left outside the courtyard.
- Parent/carers cannot come into the building but there will be a familiar member of staff at the entrance (first door) to bring your child into the nursery environment. The main door will be locked (no access to the cloakroom) and a door bell will be fitted so parents/carers can gain the attention of a staff member.
- A familiar member of staff will also bring your child to the front door at the end of their session. We will see who is at the front of the line of waiting parents and bring the children out, one at a time.
- We encourage drop offs to take place between 9.00am – 9.15am and collection between 4.00pm-4.15pm. During these times the yellow gate will be left open to avoid lots of contact with a single surface.
- Our usual verbal feedback and details about your child's day will be reduced. The staff member on the door at collection time will be able to let you know how your child has slept and eaten. The weekly update with details and photographs of activities will continue to be issued via email.

Playroom:

- Windows and doors will be open throughout the day for maximum ventilation.
- All unnecessary items will be removed including soft toys/cushions/rugs to aid with cleaning.
- Surfaces and high contact points (light switches, door handles etc) will be cleaned each day (morning and evening).
- Toys and equipment used during the day will be cleaned at the end of each day.
- Until further notice no outings outside the nursery will be arranged.

Social distancing:

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- We shall aim for the daily group or 'bubble' to consist of approximately 8- 10 children and 3-4 staff. Until further notice the maximum number of children attending the Day Nursery per week will be 16.
- The children in each bubble will socialise with one another and then on a different day of the week they may be in contact with different children.
- We anticipate staff will work a rolling rota until Monday 17th August (end of summer term) in groups of 3-4. This means each week there will be a familiar face from the previous week greeting the children and this will aid communication within the staff team.
- Each day the children will spend the majority of their time outside in the garden (weather permitting), however the middle doors in the playroom will be open to the garden, as this will allow a well ventilated large play space for the children to freely move around in.
- Activities: will be risk assessed beforehand and all will be closely supervised by staff. Usual activities will take place such as: singing, story time, art and physical activities. Staff will arrange focussed activities with the children spaced out as much as possible. Playdough and other sensory play resources will be disposed of after each use, water play will take place limiting the children around the tray to two; the tray will be emptied and the container cleaned after use.
- Staff will comfort a child when they need it, but will avoid close face to face contact.

Garden space and equipment:

- Equipment and resources will be cleaned every day.
- The sand pit and mud in the mud kitchen **will not** be in use at the moment as we cannot clean it sufficiently.

Toys and equipment:

- The number and type of toys will be limited for easy rotation as all toys will be cleaned at the end of the day.
- Toys brought in from home are no longer permitted – we will no longer have a 'precious box'.
- Comforters which are essential for settling back in or needed for sleep time will need to be disinfected upon arrival and we would advise they then stay at nursery as they will be washed/disinfected regularly. If the comforter needs to go back home we advise that once home it is washed/disinfected.
- Books used each day will be disinfected at the end of the day and placed in a 'quarantine' box for a week. We have a large number of books, so this will be easy to maintain.

Sleep/rest time:

- Each child will have their own named bed and sheet, beds and bed sheets will be cleaned once a week. Children's own sleep blankets will be washed every week and in between times be stored separately, not touching another child's blanket.
- Our pre- lockdown routine had a rest time for all children after lunch and we will maintain this with a member of staff reading quiet stories to the children before the afternoon play begins again, while other children are sleeping.

Snack and lunchtimes:

- Morning snack will now commence at a later time of 9.30am (to ensure all children have been dropped off and their hands have been washed) lunchtime will be at the earlier time of 11.45pm and afternoon snack/high tea will merge into one at 3pm.
- Chairs, tables and the eating floor area will be cleaned after use.
- The main food shop will now take place as an online order from Tesco.
- When food items arrive at the nursery one staff member will unpack the shopping and wash their hands after the task is complete.
- Food items, where necessary, will be washed before being prepared (as before lockdown).
- Up to 3 tables can be used during mealtimes, so children will have plenty of space to eat.
- Drinking water will be offered regularly to the children throughout the day by the staff members. The cups and water butt won't be left at the children's level to avoid children touching someone else's water cup.

Nappy changes/toileting

- Nappy changing and toileting times will remain the same as before lockdown.
- Only one child to use the toilet and one staff member to support where required, and one staff member in the bathroom changing one child's nappy, to avoid a group gathering in a small space.

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- The bathroom window will be open (weather permitting) to provide ventilation.

Hygiene:

- All staff entering the building will wash their hands (following government 20 second guidelines), and frequently during the day.
- Children entering ACE will go to the bathroom with a member of staff to wash their hands (singing the ACE handwashing song) before being taken to the garden/playroom to play. Maximum of 2 children washing their hands with one member of staff (to avoid a group gathering in the bathroom).
- When blowing their nose, children will bin (lidded bins provided) the tissue and either wash their hands or use hand sanitiser immediately.
- Coughing into the elbow will be encouraged and role modelled.
- As normal – staff will wear disposable gloves and an apron when changing children's clothes if they have a toilet accident, change a nappy, support a child using the toilet and food preparation or serving.
- Staff will adhere to rigorous hygiene standards; they will frequently wash hands and be a role model to the children.
- All furniture, surfaces, doors and handles and any area that is a high frequency touch point will be cleaned frequently throughout the day.

Preventative measures:

These stringent measures have been introduced to minimise risk to others in the setting and as new guidance becomes available they may be subject to change - these will be communicated to parents/carers:

- We are not required to take children's temperatures on arrival.
- Opening and closing risk assessments will be completed daily.
- **Children should only attend one setting to avoid expansion of the child's 'bubble'.**
- Only **one person** to drop off and collect children and those waiting to adhere to the 2m distancing rule.
- No correspondence on paper, email communications will be used, meetings with parents will be held via Zoom. This will mean no art or craft work to be sent home. Photographs of children's creations can be sent home via email.
- If you need to communicate something to us, please telephone or send an email as drop off and collection times will not easily allow for conversations to be held.
- **Parents must comply with current quarantining arrangements following travel.**
- **If a child is showing signs of being unwell they cannot come to nursery** - Parents are asked that a child displaying *any* form of illness is not sent to nursery and they should be kept off until they are fully well – this is due to the expanding understanding of symptoms seen in children with COVID-19. Please keep the nursery fully informed of all absences so we can monitor the situation.
- **If anyone in your family has current symptoms of COVID-19 you need to notify us as soon as possible.**

We will be following the Government guidelines: 'Planning guide for early years and childcare settings' Published May 2020, which states:

- Anyone who begins to display coronavirus symptoms while in the nursery will be sent home immediately and follow government guidelines on what to do if you or someone in your household develops symptoms (<http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>). If a child is waiting to be collected, they will be separated from their group and isolated with one member of staff. The member of staff will wear PPE: face covering, face shield, disposable gloves and apron and maintain a 2m distance from the child where possible (but will calmly talk to the child to explain what is happening and perhaps read a story to them whilst waiting for parents to collect). Staff have been trained on the use of PPE.
- Once the child or staff member has left the nursery, we will follow the 'Cleaning of non-healthcare settings' to ensure areas have been disinfected and any PPE is disposed of safely.
- Staff and children attending an early years setting have access to a test if they display symptoms of coronavirus, and are encouraged to get a test in this scenario. (<http://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>)
- Where the child or staff member tests negative, they can return to their setting and fellow household members can end their self-isolation.

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- If the child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days. The other household members of those advised to self-isolate do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the nursery, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases, the whole Day Nursery group may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole nursery still may be necessary.
- **FAMILIES WILL BE KEPT INFORMED IF ANY OF THE ABOVE SITUATIONS ARISE.**

Accident and emergency:

- General accidents are dealt with in accordance with our usual accident policy and procedure. **Please notify us if you have changed your contact details, or emergency contact list. Thank you.**
- If a different adult is collecting your child please notify us, as pre-lockdown, by telephoning the office with details so we can give a password. Also make sure they are aware of these new health and safety measures and the collection procedure.
- If your child has an accident while at nursery, we shall complete an accident form as pre-lockdown then call you to inform you of the accident. This means at collection time you will be required to just sign the form at the door and then take the slip home if required. The phone call will reduce contact time between the staff and parent at collection.
- If your child is arriving at nursery for their session and has had an accident at home/before entering the building you will now find our [Existing Injury Form](http://www.ace-nursery-school.org.uk/existing-injuries-form.html) on the website <http://www.ace-nursery-school.org.uk/existing-injuries-form.html> Please inform the member of staff at the door upon arrival of the accident and complete the form online and email it to the office as soon as possible.
- If your child needs to attend nursery with medication please call the office as soon as you know this information. A socially distanced meeting outside will be arranged (before the child is due in) to discuss the medication and complete the medication form. This meeting will need to be out of the drop off/ collection times.

Visitors/Deliveries:

- Until further notice we shall not be showing any new prospective families around the nursery building.
- Other early years/health care professionals will only be allowed in the nursery building if it is essential for the health and well-being of a child. Upon arrival the handwashing procedures will be followed and 2-meter social distancing will be adhered to where possible.
- Home visits for new families joining us in September will be conducted before the August closure via Zoom if the family would like to meet their new key person.
- Settling in sessions for September starters always commence during the first 2 weeks of September so will be risk assessed at a later date when we have further updates from the government.
- When deliveries are made to the nursery (cleaning and stationery equipment) we have instructed our regular delivery sources to ring the doorbell, stand back 2 metres and leave the items outside. Delivery people will not enter the building.
- Upon accepting a delivery the member of staff will dispose of the packaging in the outside bins, store the items safely and securely then wash their hands.

Parents co-op hours:

- Some co-op contributions will be manageable adhering to thorough hygiene procedures and social distancing rules. Upon re-opening these contributions will be discussed individually with families. However, we appreciate that we won't be able to resume the same full co-op contribution as before lockdown, and this aspect of ACE may have to wait until a later date.

Adopted by: ACE Parents' Committee
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