



Operational Plan information for parents (Updated Dec 2020) – These plans have been altered a number of times and may require updating again to keep in line with Government guidelines.

Below are basic details of the measures being taken by the nursery to limit the risk of catching and spreading coronavirus to the girls, boys, staff, parents and families. A risk assessment on all areas and activities has been updated and can be found on our website. Below are further details of the measures we are asking parents to follow to help support us in these challenging times.

Opening times:

Early Morning session: 8.30am – 8.45am

Drop off can take place between 8.45am and 9.10am. Collection between 3.45pm and 4pm. Staff will be at the front door or rear garden gate during these times to greet the children and families.

After School Club: 4pm – 4.30pm (short), 4pm – 5.30pm (long) All children to be collected from the front door.

Alterations to sessions available: Only full day sessions are available and a minimum attendance of two full days is required.

- The children are divided into two groups: Penguin and Puffin – the Penguin Group will arrive and depart through the front door, the Puffin Group via the back gate which can be accessed along Warkworth Terrace. We ask parents to adhere to the 2m social distancing rule and to wear a face covering whilst waiting to drop their child off, or collect them from both entrances of the nursery.
- Parents cannot come into the building but there will be a familiar member of staff at **both entrances between 8.45am and 9.10am** to bring your child into the nursery environment.
- A familiar member of staff will bring your child to the front or rear gate at the end of the session. – ne child at a time.
- If you need to drop off or collect your child outside these times please telephone the nursery to let them know – 01223 357181

Classrooms:

- Windows and doors (except the front door) will be open throughout the day for maximum ventilation
- All unnecessary items will be removed from the classrooms including soft toys/cushions/rugs to aid cleaning
- Surfaces and frequent contact points (light switches, door handles etc) will be cleaned after each group. A new cleaning regime has been written and can be found on our website.
- Each group has their own art and craft equipment: pens, colouring pencils, paint brushes, scissors which stay with the group and cleaned at the end of the day. They also have their own water jug and cups for the children which will be thoroughly washed up after each use and kept with the same group throughout the day.

Social distancing:

- The groups will consist of a maximum of 20 children - this number may be slightly less on different days, depending upon the attendance. Both groups have a set team of teachers who predominantly remain with the same children throughout the day – teachers may be required to cover absence in the opposite group.
- Each bubble will have a designated supporting member of staff who will help look after the children during the lunchtime to enable staff to have a 30 minute break each day.
- The staff endeavour to socially distance from one another within their groups, as much as possible.

- **The children in each group will play with one another, but will not mix with children from the other group throughout the day (excluding early morning session and after school club).**
- The children in both groups will spend time in the art and puzzle room, big and little room and garden during the day, but will not meet during transition times as timings are staggered.
- Activities: will be risk assessed beforehand and all will be closely supervised by staff. Usual activities will take place much as possible: singing, story time, art and physical activities, but in smaller groups and the staff will arrange focussed activities with the children spaced out in the classrooms. Playdough will be made and used within each group, water play will take place using smaller trays; these will be emptied and the container sanitised after use.
- We use the garden as much as possible, and make sure the time is spread evenly between both groups.
- Staff will comfort a child when they need it, but will avoid close face to face contact

Garden space and equipment:

- Large play equipment: slide, bicycle handles, balls etc will be cleaned after each group
- The sand pit **will not** be in use at present.

Toys and equipment:

- The number and type of activities will be limited for easy rotation as all resources are cleaned at the end of the day.
- **Toys brought in from home are no longer permitted – we will no longer have a ‘precious box’**
- Books used by each bubble will be sanitised at the end of the day and placed in a ‘quarantine’ box for a week. We have a huge number of books, so this is easy to maintain!
- When a group leaves a classroom a staff member from that group cleans all surfaces and high contact points.

Sleep/rest time:

- Puffins sleep in the Puzzle room and Penguins in the Little Room; individual beds are sanitised before use. Each child has a named bag which contains an ACE blanket and these are cleaned weekly.
- Children who do not sleep have a ‘quiet time’ with stories read to them: Penguins in the Big Room and Puffins in the Art Room.

Snack and lunchtimes:

- Snack times: one group goes first, followed by the other group. This may mean that one or two children may be finishing their snack as children from the other group join them.
- Lunchtimes: Penguins have their lunch in the basement kitchen and Puffins in the Art Room
- Tables are sanitised before and after use and the children use hand sanitizer before eating their lunch, as they needed to use the banister after handwashing.

Nappy changes/toileting

- The door to the garden will be kept open as much as possible during the day.
- The groups of children will be taken to the toilet as part of the daily routine, but staggered to minimise children from different groups using the toilet area at the same time. Children will be accompanied to the toilet and supported to wash hands properly following the 20 second guidelines.
- Nappy changes will take place by one of the staff from that child’s bubble during the routine toilet times and when required during the day.

Hygiene:

- All staff entering the building wash their hands (following government 20 second guidelines), and frequently during the day
- All children entering ACE wash their hands, and frequently during the day including: after using the toilet, when coming in from the garden, when leaving one area of the nursery to move to another, before and after food. If soap and water are not available, supervised use of hand sanitiser is used.
- Penguin children entering ACE via the front door leave their lunch boxes on the shelf in the hallway, go down to the cloakroom to hang up their coats and then to the toilet area to wash hands (singing the ACE handwashing song) before going to the Big and Little rooms to play.

- Puffin children entering ACE via the back gate go into the cloakroom to hang up coats and bags, into the toilet area to wash hands (as above) and then take lunchboxes to leave on the Puffin shelves in the hallway. Finally going up to the art and puzzle rooms to play.
- When children and staff leave one classroom to move onto another, they will wash their hands or use hand sanitiser if water is not available.
- If a child needs to use the toilet during a play session a staff member from that group will take them to supervise the use of the toilet and hand basin and then clean the areas used by each child. **All plugs have been removed from the children's hand basins to ensure hands are washed in flowing water.**
- When blowing their nose, children are shown to use the bins provided (**these all have lids and will be emptied at the end of the day**) and either wash their hands if a sink is available, or use hand sanitiser.
- Coughing into the crook of their arm is encouraged – staff will role model this procedure
- Staff will wear disposable gloves and an apron when dealing with any intimate care requirements: after a toilet accident, nappy changes or if a change of clothes is needed.
- Staff will adhere to rigorous hygiene standards and role model high standards of self-care to the children
- All furniture, surfaces, doors and handles and areas that are high frequency touch points will be cleaned frequently throughout the day.

Preventative measures – these stringent measures have been introduced to minimise risk to others in the setting:

- We are not required to take children's temperatures on arrival
- Opening and closing risk assessments will be completed daily by staff
- **We prefer children to attend one setting to avoid expansion of the child's contact group**
- Only **one person** to drop off and collect children and those waiting to please keep to the 2m social distancing rule
- Email communications between the nursery and families are used as much as possible and parent meetings will be held via zoom
- If you need to communicate something to us, please telephone or send an email.
- **We regularly remind parents to comply with current quarantining arrangements following travel and notify us if this will affect the sessions a child is due to attend**
- **If a child is showing signs of being unwell they must not come to nursery** - Parents are asked that a child displaying *any* form of illness is not sent to nursery and should be kept off until they are fully well – this is due to the expanding understanding of symptoms seen in children with covid-19.
- **We are parents to keep the nursery fully informed of any absences due to:** illness or planned family events. This will enable us to monitor attendance.
- **If anyone in your family has current symptoms of COVID-19 we need to be informed as soon as possible**

We will be following the Government guidelines: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> (updated 3rd Dec '20)

- 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 <https://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 2m distance from the child where possible (but will calmly talk to them explaining what is happening and perhaps read a story to them whilst waiting for parents to collect). Staff will 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 <https://www.gov.uk/get-coronavirus-test>
- Where the child or staff member tests negative, they can return to their setting and fellow household members can end their self-isolation.

- If the child or staff member tests positive, the rest of their group 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 on the most appropriate action to take. In some cases a larger 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 will not generally be necessary.
- **FAMILIES WILL BE KEPT INFORMED IF ANY OF THE ABOVE SITUATIONS ARISE and an illness report will form part of the weekly update to parents**

Accident and emergency:

- Each group has *at least* one member of staff with a current paediatric first aid certificate
- 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.**
- If your child has an accident during the day we will show you the accident form and explain what happened – it is not necessary to sign the form at this point as the staff member will write on the form that they have spoken to the parent. If the child has had a head injury however, the tear-off section will be given to the parent as it contains important information.
- If your child is coming to nursery with an existing injury please email the office with details – and they will notify the staff and a form will be emailed for completion
- If a different adult is collecting your child please notify us, by telephoning the office with details – we will give a password. We ask parents to ensure any adult coming to collect a child should be made aware of the measure in place.

Visitors and Deliveries:

- Only families who have a child who could join the nursery within a few weeks will be offered a visit. A risk assessment for visits is in place.
- Early Years / Health Care professionals will be allowed into the nursery if it is essential for the child to do so. These essential visitors will be asked, upon arrival, to wash their hands thoroughly and follow the 2m social distancing rule where possible.
- One hour long settling-in sessions will be offered to new starters, with one adult only accompanying the child.
- When deliveries are made to the nursery, items will be left on the doorstep and the delivery person will not enter the nursery.
- Upon accepting a delivery the member of staff will dispose of the packaging in the outside bins, store the items safely and thoroughly wash their hands.

Outings:

- These have been suspended for the time being.

Related Documents:

- **Daily routine**
- **Updated risk assessment**
- **Revised cleaning regime**