



Operational Plan information for parents (June 2020) – 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.

Below are basic details of the measures being taken by the nursery to limit the risk to the girls, boys, staff and parents and families during the planned re-opening of the nursery from **15th June 2020**. A full risk assessment on all areas and activities is being finalised and will be 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.

Alterations to opening times: Drop off will take place between 8.45am and 9am. The day will end between 3.45pm and 4pm.

Alterations to sessions available: Only full day sessions will be available at present

- The children will be divided into two groups: Yellow bubble and Green bubble – the Green bubble will arrive and depart through the front door, the Yellow bubble via the back gate which can be accessed along Warkworth Terrace. Parents to adhere to the 2m distancing measure when waiting – we will have signs up to help remind everyone. The group each child is in will be communicated prior to the start date.
- Parents cannot come into the building but there will be a familiar member of staff at **both entrances between 8.45am and 9am** to bring your child into the nursery environment. The Green bubble children will be collected from the **front gate** so parents do not have to negotiate large bicycles through the gate.
- A familiar member of staff will bring your child to the front or rear gate at the end of their session 3.45pm to 4pm - we will see who is at the front of the line of waiting parents and bring the children out, one at a time.
- If you need to drop off or collect your child outside these times please telephone the nursery to say you are waiting **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 high contact points (light switches, door handles etc) will be cleaned before and after each bubble. A new cleaning regime has been organised.
- Each bubble will have their own art and craft equipment: pens, colouring pencils, paint brushes, scissors which will stay with the group and cleaned at the end of the day. They will 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. As the weather is likely to be warm, frequent drinks of water will be encouraged.

Social distancing:

- Groups or 'bubbles' will consist of no more than 16 children - this number may vary slightly depending upon the day. With the two same members of staff each day.
- 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 will endeavour to social distance from each other within their bubbles as much as possible
- Each bubble will have its own kitchen: Yellow bubble the basement kitchen. Green bubble the Parents' Room.
- Each staff bubble will have their own designated toilet
- **The children in each bubble will socialise with one another but will not be able to mix with children from the other bubble; we have organised the routine to enable both bubbles to work independently throughout the day.**
- 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 each other during transition times as we have staggered the timings.
- 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, but in smaller groups and the staff will arrange focussed activities with the children spaced out as much as possible. Playdough will be disposed of after use by each bubble, water play will take place using smaller trays; these will be emptied and the container cleaned after use.
- We will use the garden as much as possible by both bubbles and make sure the time is spread evenly between them
- 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 before and after each bubble have used them
- The sand pit **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 once each bubble has finished using them 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 disinfected at the end of the day and placed in a 'quarantine' box for a week. We have a huge number of books, so this will be easy to maintain.
- When a bubble leaves an area a supporting staff member will clean surfaces and high contact points.

Sleep/rest time:

- Only a very small number of children sleep after lunch now, but we will be able to accommodate this need by using the 'beds' in whichever area the child is in after lunch. Beds will be cleaned before and after every use and the bed will be named so the same child uses the same bed each day.
- 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 in their bubble before the afternoon play begins again.

Snack and lunchtimes:

- Snack and lunchtimes will take place in separate bubbles. The Yellow bubble will use the basement kitchen for all their food preparation, eating of food and washing up. The Green bubble will use the Parents' Room for food preparation and washing up but the children will eat snacks and lunches in the Little Room, which can be spread into the Big Room as well if numbers require it – this will also allow staff to maintain social distancing.
- Chairs and tables will be cleaned before and after use.

Nappy changes/toileting

- The toilet area window will remain open and the door to the garden will be kept open as much as possible during the day.

- The bubbles of children will be taken to the toilet as part of the daily routine, but staggered to minimise children from different bubbles using the toilet area at the same time. There are four toilets and four hand basins – these have been divided so each bubble will only use two each. These will be colour coded to make it easier for the children to identify which ones to use. 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 will wash their hands (following government 20 second guidelines) in their designated zone – Yellow bubble basement kitchen, Green bubble Parents' Room, and frequently during the day
- All children entering ACE will 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 will be used.
- Children entering ACE via the front door (Green bubble) will leave their lunch boxes on the shelves in the Parents' Room, go down to the cloakroom to hang up their coats and wash hands (singing the ACE handwashing song) before being taken to the Big and Little rooms to play. The door to the garden will be closed at this point to keep the two groups arriving, separate.
- Children entering ACE via the back gate (Yellow bubble) will use the external stairs in the garden into the basement kitchen; they will leave their lunchboxes on the shelves, put their coats/bags on a chair and wash their hands at the small sink - singing the ACE handwashing song, before being taken back to the garden to play, via the external stairs.
- When children and staff leave one learning area (big/little room, art/puzzle room, garden) 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 bubble will take them to see they use the correct toilet and hand basin for their bubble and check hands are washed thoroughly. **All plugs have been removed from the children's hand basins to ensure hands are washed in flowing water.**
- When blowing their nose, children will be 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 elbow will be 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, 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. 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 by each bubble
- **Children should only attend one setting to avoid expansion of the child's 'bubble'.**
- Only **one person** should drop off and collect children and those waiting are to adhere to the 2m distancing rule
- No correspondence on paper, email communications will be used, meetings with parents will be held via zoom
- If you need to communicate something to us, please telephone or send an email - drop off and collection times will not easily allow for conversations to be held.

- **Parents must 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 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.
- **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 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 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. (<http://www.nhs.uk/conditions/coronavirus-covid-19/gtesting-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.
- 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 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.**

Accident and emergency:

- Each bubble has at least one member of staff with a current paediatric first aid certificate (one member of staff had training cancelled due to coronavirus pandemic).
- 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 still share this with you when you collect them – keeping 2m social distancing
- If your child is coming to nursery with an existing injury please email the office with details – and they will notify the staff bubble
- If a different adult is collecting your child please notify us, 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 (which gate to collect from).

Visitors and Deliveries:

- Until further notice we shall not be showing new/prospective families around the nursery.

- Early Years / Health Care professionals will only 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.
- New families starting in September will be offered a Zoom meeting with their key person. Settling-in sessions will not take place whilst the yellow and green bubble children are on the premises.
- 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 will not be arranged during this next phase of opening.

Related Documents:

- **Revised daily routine – will be emailed in next day or so**
- **Risk assessment – will be available on the ACE website next week**
- **Revised cleaning regime – will be available on the ACE website next week**