

COVID-19 Operational Procedures

These guidelines are intended to assist us in implementing precautionary measures to reduce the spread of COVID-19 disease in the nursery and this document will be supported by risk assessments. These guidelines are based on Public Health England and the Department for Education guidance for educational settings and their key workers.

We will make adjustments to help keep everyone as safe as possible and we would appreciate your continued support and for all parents to adhere to these strict measures.

It is very difficult to social distance pre-school children, however we are confident that the design of our nursery setting accommodates relatively small groups of children comfortably. Since coming to our new building in January we have had no infections and have been free of the usual childhood illnesses. At Alphabet we were able to remain the same loving, caring and stimulating environment and by following this guidance hope to continue that way. This guidance will be updated as required.

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|  Focus | Area of Consideration  | Recommendations  |
| Children  | Attendance  | * If children attend, they should be completely symptom free (including temperatures of any kind) OR have been tested and completed the isolation period.
* Any child attending, or a member of their household, if they show symptoms must be tested for Covid-19 and may not attend until results are known and shared with Nursery Management. If the child or family are found to have the virus they **MUST** self-isolate as advised & notify the nursery immediately.
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| Physical Distancing/ Grouping  | * Children will be grouped with their group peers with a maximum of 8 children in each group, but bubbles are not necessary and children will all mix together.
* The outside area will be used as often as possible, weather permitting.
* We will ensure greater distancing of equipment and resources where possible.
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|  |  Well-being and Education  | * Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing made into a social fun game reinforcing excellent hand washing techniques. Hand washing will take place on arrival, after outdoor play, before snack, before lunch, after lunch, plus at toilet/nappy change times.
* We will reinforce good respiratory hygiene by promoting the ‘catch it, bin it, kill it approach.
* Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff will ensure they are aware of children’s attachments and their need for emotional support at this time.
* To limit contact we will not be shaking hands on arrival as previously done. We will however within our small groups be comforting children in our normal ways at times of need, to ensure their emotional wellbeing, if the children need it – we will still be giving hugs!
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| Workforce  | Attendance  | * Staff should only attend the nursery if they are symptom free or if they have had symptoms historically they have completed the required isolation period and achieved a negative test result.
* All staff at present have had both their Covid-19 vaccinations.
* Staff will be asked to complete a health questionnaire declaring they are symptom free and in good health and understand the additional COVID-19 operational procedures in place.
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|  | Drop off / Pick up Protocol | * Plan your journey so that if possible, you can arrive on foot.
* Children can be dropped off between 8:55am and 9:05am.
* Children can be picked up between 11:55am and 12:05pm.
* If your child stays all day and you are collecting before 3:30pm, please let us know in advance of your estimated time of arrival.
* When queuing outside please continue to keep a distance from other parents.
* Wait for any parent ahead of you to finish collection / drop off before moving forward..
* We will welcome your child / hand over your child and their belongings, passing on any necessary information.
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|  Training  | * All staff members have received appropriate instruction and training in infection control and have undertaken a refresher course in Infection Prevention and Control in an Early Years Setting.
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|  | Communication  | * Should Parents need additional information than the brief handover please email me and I will give you a call when convenient.
* We will endeavour that you receive clear communication regarding the operating procedure and all measures are being taken to ensure the safety of the children and staff.
* Operating procedures will be updated as required & communicated with Parents/Staff.
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| Visits  | Visitors  | * Attendance to the setting will be restricted to children and staff as far as practically possible. If viewings take place, parents will be advised to wear a mask. If essential visits for maintenance are required, these will be made outside of the usual nursery operational hours where possible.
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| Travel  | Travel associated with setting operations  | * If public transport is necessary, current guidance on the use of public transport must be followed.
* If possible we would encourage you to not leave any buggies or scooters outside as we cannot keep an eye on these and cannot be responsible if left unattended.

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| Hygiene and Health & Safety page4image23280 | Handwashing  | * All children and staff must wash their hands upon arrival at the nursery, after outdoor play, before snacks & meals & at toileting/nappy changing times.
* Children and staff members should be encouraged to wash their hands frequently in the government advised manner for a minimum of 20 seconds.
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| Cleaning  | * 24 hours prior to opening, a deep clean of the premises will take place and will also be thoroughly cleaned at the end of each school day.
* An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children’s toys and equipment, soft toys will be removed that cannot be washed.
* Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly throughout the day.
* Children will have their own named cup at snack-time and these will be used daily.
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|  | Waste Disposal  | * All waste will be disposed of in a hygienic and safe manner.
* Tissues will be immediately disposed of.
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| Risk Assessment  | * All activities will be risk assessed and due consideration given to any adaptations to our usual practice.
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| PPE  | * Government guidance is that personal protective equipment (PPE )is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid.
* PPE will be used in response to a suspected case.
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| Premises  |  Building  |  Health & Safety checks were conducted prior to opening.* The new premises are solely used by Alphabet Nursery School and building control passed all ventilation checks.
* We also have 2 air purifiers which will be also used during the session.
* Windows will be open as much as possible to ensure ventilation.
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| Resources  | * Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case, items should be appropriately cleaned upon arrival.
* All resources required for play and learning will be regularly washed and/or sterilised.
* Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly.
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| Responding to a suspected case  |  | * In the event of a child developing suspected coronavirus symptoms whilst attending our setting, they should be collected as soon as possible, arrangements need to be made for the child to be tested and to isolate at home in line with the NHS guidance. We must be informed of the test outcome.
* Whilst waiting for the child to be collected they will be isolated from others in the back room with their group teacher. A window will be opened for ventilation.
* Their group teacher at this point will use gloves, apron & the mask advised as suitable PPE.
* The area will be thoroughly cleaned immediately.
* The person responsible for cleaning the area would wear appropriate PPE.
* In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately, arrange testing and isolate at home in line with the NHS guidance. We will then seek advice from Public Health and notify the necessary parties.
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