



PROCEDURES FOR RE-OPENING KIDZ KABIN NURSERIES ON 1ST JUNE

PROCEDURES FOR STAFF

- Staff must change their clothing on arrival at work so they are not wearing the clothes they have travelled in
- Everyone must wash their hands as soon as they arrive, following the 20 second wash routine
- Staff must social distance during breaks and using the staff room, ensuring they remain at least 2 metres apart
- Breaks should be staggered during the day to try to ensure that staff take them at different times.
- Food that is prepared at home should be fully covered and any disposables thrown away immediately
- Disposable plates and cups should be used by staff for drinks and food
- All staff must wear aprons and gloves when serving food.
- Staff should also wear a face mask when changing nappies.
- All areas that are used must be cleaned throughout the day. This includes, door handles, light switches, tables, surfaces, desks, phones, taps, drawer handles and all touch points.
- Each room is responsible for this cleaning procedure.
- A professional standard cleaning spray will be provided to each room and one member of staff should be responsible each day for the cleaning in their room.
- All chairs and tables must be cleaned correctly, using a sterilising spray after each meal.
- The spray should be left for 1 minute before wiping off with paper towel

RESOURCES IN THE ROOMS

- All rugs, cushions and soft toys must be removed from the rooms and stored safely out of reach of children. This will be actioned before the nurseries are open.
- Water cups must be kept out of reach of children to avoid children contaminating them and staff must offer the water to children every hour to ensure adequate hydration
- Play dough may be used but should be made freshly each day and disposed of at the end of the day.
- Toys with many small parts such as pegs, construction toys should not be used unless under supervision and all parts should be washed in hot soapy water each day after use
- Rubbish bins must have lids that close and any open ones may not be used

MEETING CHILDREN'S NEEDS

- Children may be held and cuddled as normal
- Children's faces should be washed as needed.
- Children should be reminded throughout the day about washing their hands and supervised at these times
- If a child has a runny nose, a member of staff should ask them to wipe their nose and immediately dispose of the tissue in a waste -paper bin with a lid. They should then wash their hands
- If a member of staff needs to wipe the child's nose, they must use PPE, ie gloves and dispose of the tissue appropriately. Then wash their hands for 20 seconds



COMMUNICATING WITH PARENTS

- When parents drop their children at nursery they will need to remain 2 m apart whilst waiting to bring their children to the front door
- Staff should be polite and welcoming but cannot chat for more than a minute and only to ensure the child is well
- All other forms of communication will be in a written diary which every child will have while these measures are in place
- Parents may email the nursery for any specific information or communicate through iconnect
- Parents should leave the premises as soon as they have dropped off their child and not socialise with other parents until they are outside of the nursery environment

There will be a manager at each setting and staff should direct any questions or concerns directly to the manager.

If the manager is unable to answer, then either the manager or the member of staff should contact Linda – in person or by email

linda@kidzkabin.com