

## **Fennies COVID-19 Operational Plan**

The current government guidance can be found here:

### **Actions for early years and childcare providers during the COVID-19 pandemic (applies until Step 4) - GOV.UK ([www.gov.uk](http://www.gov.uk))**

All Fennies Nurseries must comply with the operational plan listed below, to minimise the risk of infection to children, staff, and families.

### **Vaccination**

- All staff will be entitled to a paid period to go to receive their vaccination or booster jab
- When you book the time and date of your appointment, ensure to let your nursery manager know

### **Lateral Flow Tests; Rapid testing**

- As per government guidance testing kits are available for all staff including extracurricular teachers
- Testing should take place twice per week on Sunday morning
- Staff must record their results (positive, negative, void) on the NHS website/app as per instructions
- If staff return a void result -they must test again
- Staff must inform their manager on Sunday evening by 9 pm and/or Wednesday morning by 7.30 am if they have returned a positive result
- Staff do not need to inform the manager on Sunday of a negative result; attend work as normal
- Staff who are booked in for face-to-face training at any site LFT must be done the night prior to the day
- Staff can only go on the training if they have a negative test result
- Staff who have attended training must follow up on a 2nd LFT the morning after their training
- Only after receiving a negative test that morning will they be able to work that day

## Staff

- If you developed any symptoms such as a new continuous cough, a high temperature of 38c or more, or a loss of taste and smell; you must inform the nursery management immediately and you must not go to the setting. You must arrange for a PCR test
- If a member of staff develops symptoms during the working day, they must immediately put a face mask on and inform their management team
- Staff will be sent home and need to follow government guidelines regarding self-isolating
- Staff who are contacted via telephone by Test and Trace must inform their line manager with immediate effect
- Your nursery manager will ask you to arrange COVID related questions
- As a precaution, where a positive case of Covid-19 has been confirmed, all staff working with that individual should take daily LFD tests for a 5 day period. LFT test will need to be taken for a 5-day period after the original contact
- All results need to be sent to your line manager the morning of your shift
- Should the LFT present a positive result a PCR test is required, and isolation will commence
- Staff who are fully vaccinated will not need to self-isolate if they were classed as a close contact unless and until contacted by phone by test and trace
- If you are aged 18 years 6 months or over and you are not fully vaccinated, and you live in the same household as someone with COVID-19, you are legally required to stay at home and self-isolate
- All close contact will be advised to take a PCR test
- Individuals will not need to isolate while they are awaiting results from their test
- If the PCR result is positive individuals must isolate for 10 days and NHS Test and Trace will work with them to identify any close contacts
- You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started(or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result (no earlier than 7 days after your symptoms began or your positive test result)
- You must report your LFD test result to the NHS and show proof of result to your manager before you can return to work
- You should not take an LFD test before the sixth day of your isolation period, and you should only end your self-isolation after you have had 2 consecutive

- negative LFD tests which should be taken at least 24 hours apart. You should stop testing after you have had 2 consecutive negative test results
- This guidance also applies to children and young people who usually attend an education or childcare setting

## **Travel**

- If you are traveling to a red list country must inform your nursery manager
- You will not be paid for any required isolation period during this time
- Staff and children must adhere to the relevant isolation and quarantine rules on return from any red list country

## **Children**

- All children who present with symptoms will be asked to get a PCR test to confirm. Those who choose not to get a PCR test must isolate as per current government guidelines
- Children will need to isolate according to national guidance if they return a positive PCR test
- When children are potentially close contacts they will not need isolation unless NHS Test and Trace have told them to do so
- If NHS Test and Trace identify your child as a close contact, parents/family/household members will not need to isolate and instead be advised to take a PCR test or regular LFD test

## **Staff**

- If you need to use public transport to travel to work, please use a face covering as advised by the current government guidance
- If you travel by public transport, you must change into your Fennies uniform when you arrive at the nursery
- Upon arrival at the setting, please wash your hands immediately
- When signing in, staff will also sign to say they are fit and well and no one within their household has any symptoms
- Please adhere to social distancing guidelines during your break times
- When you have finished your break, all staff must disinfect the area they have used and wash any utensils or crockery immediately
- Where possible outside seating for lunch breaks will be made available

- All uniforms must be washed daily
- All staff are required to wear a face-covering when moving through communal areas– eg in the corridor, at lunchtimes when not eating, leaving the room.
- Managers and deputy Managers must not work from the same space on a daily basis. Only one member of the management team should be in the office at any one time
- Necessary meetings must be held virtually or in a room that allows for a 2m distance between attendees and lasts no longer than 20minutes in a well-ventilated space

## **Groups**

- Children will be grouped by age group
- Staff will work within the assigned room as per their shift pattern and assigned key children
- All children can safely mix within the outdoor garden space
- Staff will be able to mix rooms to support annual leave and sickness

## **Room configuration**

- Each room will be well ventilated, with windows opened and internal doors opened, where possible.

## **Resting and Sleeping Guidance**

- As per current policy, children should sleep head to toe
- Sleep mats, cots and coracles need to be cleaned before bedding is put on for each child.
- All bedding must be stored in children's individual bags between use
- Sleep mats, cots and coracles must be cleaned immediately after the child wakes up and bedding removed
- Ensure children sleep in a well-ventilated room, either with an open window, or open internal door, where possible
- We will effectively deploy staff over sleep times to meet the needs of the children

## **Meals and Snacks**

- Due to the different arrival times children will be able to mix at either ends of the day
- Ensure all children are supported to wash their hands prior to sitting at the table, and when they have finished their food

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- Ensure all children are supported to wash their hands prior to sitting at the table, and when they have finished their food.
- Ensure that all food leaving the kitchen to be suitably covered e.g., lid or cling filmed.
- Ensure that once the mealtime or snack has ended, clean and tidy the area.
- Chefs will prepare food within the kitchen.
- Chefs/management teams will deliver food to the rooms at allocated times.
- Staff will return dishes back to kitchen at allocated times.
- Self-serve will be reinstated for all children in Pre-School

### **Toys, Equipment and Play**

- All staff need to think about their continuous provision so children still have access to a wide range of resources and experiences over the day, in a way that it can be managed and cleaned
- Comforters may be brought in where necessary, and these must be stored in children's bags when not in use
- All toys and equipment must be cleaned regularly
- Any toy that has been put into a child's mouth must be cleaned before any child uses it

### **Activities and resources that are limited**

- Soft furnishing can be added back into the room
- Sand and water play is permitted
- Play dough and malleable materials will be reinstated
- Cooking activities can be carried out
- Smart Boards must be cleaned immediately after each use
- Free access to water station for all children will be reinstated
- Children's water cups or bottles must be clearly labelled

Should we experience an outbreak in any setting (5 cases or more) we will revert to our outbreak plan which will see a suspension of the above activities.

## **Outdoor Play**

- All children will have access to the garden and outside space
- Children and staff should wash their hands on re-entering the building
- Ensure regular cleaning of outside equipment both fixed and portable
- Ensure outdoor areas have tissues, bins and handwashing protocols remain in place

## **Health and Hygiene**

- Ensure that hand sanitiser dispensers are available outside each entrance.
- Ensure that hand sanitiser is available in the reception area
- Use the hand sanitiser before entering the building
- Children and staff must wash their hands with soap and water for 20 seconds frequently
- Children and staff are encouraged not to touch their faces
- Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air
- If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off

## **Isolation Room**

- Each nursery must identify an Isolation Room
- The Isolation Room must have an Isolation box with Personal Protective Equipment such as gloves, masks and aprons readily available
- A sleep mat for use by a child
- A window that can be opened - and must be opened when the room is in use.
- A clinical waste bin with a yellow waste bag in it. This must be disposed of as soon as the child leaves in the clinical waste bin outside of the nursery
- Immediately remove anyone at the setting who shows symptoms of COVID-19 and take them to the Isolation Room
- The staff member assigned to room will accompany child to Isolation Room and comfort them until their parent arrives
- The staff member must wear:
  - Gloves
  - Apron
  - Mask
  - Visor (If needed)

- All PPE used, cleaning cloths used to disinfect the area after the child leaves or any disposable items that may be contaminated must be thrown away in the clinical waste
- The Isolation Room must be deep cleaned after child's departure

Where staff have been caring for a child with symptoms, Public Health guidance must be followed, **Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK ([www.gov.uk](http://www.gov.uk))**

## **Cleaning and Disinfecting**

- Ensure that all cleaning is completed using disposable cloths, approved cleaning products and that cleaning equipment is colour-coded according to the area of use and used only in that area
- All cleaning cloths that need to be disposed of is clinical waste bags and taken to the clinical waste bin
- Routinely clean and disinfect surfaces and objects that are frequently touched. This should include cleaning high-risk contact areas such as door handles and doors, phones, keyboards, light switches, taps, toilet flushes, countertops, handrails and bannisters, shared PCs, including children's computers/iPads and all children's resources
- Touch point cleaning form must be completed daily
- All tables and chairs (including underneath), cots, sleep mats and mattresses, toilet seats where soiled/wet, potties and changing units must be cleaned after each use
- Keep children away from any spillages involving bodily fluids and the spillage area until cleaning has been completed
- Clean handles of food trolleys/baskets etc. after each mealtime
- Sterilise plastic bibs and crockery and cups after each use e.g., dishwasher or steam steriliser
- Soft furnishings and, covers need to be cleaned in line with government guidance
- Ensure that after using any equipment e.g., microwave, kettle in staff areas/room each individual staff member is responsible for sanitising the equipment and area
- Hard floors to be mopped twice daily

## Children's arrivals and departures

- Arrivals and Departures of children will be risk assessed as per site premise
- Parents and carers must wear a face covering all times whilst on nursery premises unless medically exempt
- Only 1 parent should accompany their children at arrivals and departures.
- We advise parents while waiting to collect or drop off their child/ children to keep a polite distance from each other
- The buggy shed will be available to use as normal
- Hand sanitiser will be provided by the buggy shed which will need to be used before using the buggy shed and after
- The buggy shed door handle will be cleaned each hour within the touchpoint checklist
- Ask parents on arrival to confirm that their child has not developed a new continuous cough or a high temperature of 38c or more? If so, the child will not be allowed into nursery
- Ask parents if their child has been given Calpol for a temperature? If so, the child will not be allowed into the nursery
- A thermometer must be available to check the temperatures of any child who appears unwell on arrival
- Staff will sign to acknowledge that the parent has confirmed the child is fit and well on the register
- A practitioner will then take the child to wash their hands before starting their day. Where possible these should consistently be the same staff each day.

### End of day:

- All handover information should be done by Tapestry where possible
- Any written information about the child's day must be placed in the child's bag. Please do not hand this over to the parent
- Accident forms will be completed via Tapestry and parents will be informed by telephone call about accidents during the day
- No paper copies will be signed by parents, but a PDF of the accident form will be printed by management and kept in child's file
- A scanned copy of medication forms will be sent to parents if any child must have any medication administered and email confirmation will replace a signature

## **Social Distancing**

Fennies accept that social distancing is very difficult to adhere to with young children. We therefore plan to use the measures above to minimise the risk of infection between groups of children and ensure the health and well-being of our children and staff.

## **Visitors and Contractors**

- External visitors will be able to attend the settings for short necessary visits but must wear a face mask
- Any repairs that are essential will take place outside of nursery opening hours if possible
- If visitors contractors need to attend the site during operating hours, they will complete a Health Questionnaire before entering the nursery building
- If any of the answers do not meet our criteria for entry, they will not be allowed on site.

## **Nursery tours and Open days**

- Nurseries will have specific days within the week to host tours
- Families must complete a health questionnaire before attending the nursery
- LFT must be completed with a negative result before attending the nursery
- Face coverings must be worn while walking around the nursery
- Between each tour a full clean is required

## **New families/Settles**

- Where a child is due to start in our nursery, we will endeavour to ensure that the child's well-being is met alongside the health and safety of existing children and staff
- Parents must complete a visitor's health questionnaire before entering the nursery
- If any of the answers do not meet our criteria for entry, the settling-in session will be rescheduled
- Parents are allowed to wait in our parent room/other appropriate space during the first settling-in visit
- Future settles will be arranged with staff accordingly, subject to the health questionnaire information meeting our criteria



Parents can remain on-site during the setting in the period. **Should a nursery experience an outbreak of covid 19 – an outbreak management plan will be put in place which could involve reinstating some of the previous control measures. Including but not limited to isolations from Nursery. In the event of this happening, we will inform parents asap of the plan.**

This Operational Plan was updated on 04th January 2022 in line with the current guidance available and will be reviewed weekly.