

Fennies COVID-19 Operational Plan

The current government guidance was updated on 2 July 2020.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

System of controls

This is the set of actions early years settings must take. They are outlined in more detail below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)
 - Numbers 1 to 4 must be in place in all settings, all the time.
 - Number 5 must be properly considered, and settings must put in place measures that suit their particular circumstances.
 - Number 6 applies in all specific circumstances.

Response to any infection:

- 7) engage with the NHS Track and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following local health protection team advice
 - Numbers 7 to 9 must be followed in every case where they are relevant.

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

Staff

- If you or anyone in your household have 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.

- 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 immediately and need to follow government guidelines regarding self-isolating
- We recommend that staff arrange to be tested as soon as possible.
- 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 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 staff will be offered lunch to avoid the need to leave the nursery during the day.
- If you leave the nursery during your shift, you must change out of your Fennies uniform.
- All uniform must be washed daily.

Ratios

- In line with the EYFS framework, Fennies will endeavour to meet (and where possible exceed) the regulatory ratios.
- If we are faced with an exceptional situation which causes a significant challenge in meeting our specified ratios, we will apply flexibility and judgement around staffing to ensure the safety and wellbeing of children.
- All staffing adjustments made to staffing numbers, and skills and experience will reflect the needs of children in our care.

Groups

- Children will be work and play in their usual groups.
- Each group will operate as a bubble.
- Specific staff will be assigned to each bubble.
- Each bubble should stay together as they rotate around the room/activities/garden.
- Children should not mix with children who are not in their bubble.
- Staff should not mix with staff from another bubble, where possible.

Room configuration

- Each room will be well ventilated, with windows opened and internal doors opened, where possible.
- There is no need to form separate bubbles within a room.

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 operate flexible sleep ratios during this time.

Meals and Snacks

- Children will eat in their own rooms where possible. Where this is not possible, e.g. at breakfast, due to the different arrival times of children, children will be grouped in their bubbles and social distancing will be adhered to.
- Ensure all children are supported to wash their hands prior to sitting at the table, and when they have finished their food.
- No self-serving, staff should be portioning and distributing breakfast, lunches and snacks. Food must not be left open or uncovered.
- Staff to complete scraping and clearing away of plates, cups etc.
- Pour water during meal and snack times (no jugs on tables).
- Ensure that there is no sharing of utensils between children or staff.
- Ensure that all food leaving the kitchen to be suitably covered e.g. lid or cling film.
- 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.

Toys, Equipment and Play

All staff need to think about their continuous provision and how it may be rotated 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. It is still important to provide children with activities such as playdough and water play. However, to minimise cross infection, staff need to consider presenting these in individual trays and discard the contents afterwards, rather than having all children access them at the same time.

- Children are not allowed to bring in their own toys.
- 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 suspended

- Children's cooking activities, e.g. sandwich and pizza making.

- Sand play.
- Water play is suspended but can be allowed outside if children have individual containers – eg buckets.
- Playdough is suspended unless children have individual portions which are discarded immediately upon finishing that activity.
- Sensory activities including gloop, cornflour, clay, no malleable materials etc.
- Masks and goggles.
- Dressing up equipment.
- Limit soft furnishing where possible.
- Where possible limit the use Smart Boards. These must be cleaned immediately after use.
- Free access to water - staff will either need to provide cups that will be washed after each use in the dishwasher, or offer children the use of individual bottles (stored out of children reach, but in clear view) labelled with a child's name. Drinks must be offered and encouraged at least every 30 minutes.

Outdoor Play

- Where possible children and practitioners should be outside but remain within their bubbles.
- Where a nursery only has one garden area, this should be divided into different age groups to allow children more access throughout the day.
- Where a nursery is unable to partition the garden a garden rota will be created to ensure children are spending time outside without coming into contact with other bubble groups.
- 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, recirculatory 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 bubble 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, <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Cleaning and Disinfecting

- Ensure that all cleaning is completed using disposable cloths, approved cleaning products and that cleaning equipment is colour-coded according to area of use and used only in that area.
- All cleaning cloths need to be disposed in 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.
- Remove all soft furnishings from rooms where practicable.
- Where soft furnishings are used, covers need to be washed daily where possible.
- 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

- Parents must drop their children off at the allocated entrance to the nursery.
- Only 1 parent should accompany their children at arrivals and departures.
- Parents waiting outside the nursery must observe the current government guidelines of staying 2m away from other families.
- The buggy shed will be available to use but the current government guideline of staying 2m apart from other families need to be applied.
- Hand sanitiser will be provided by the buggy shed which will need to be used before using buggy shed and after.
- The buggy shed door handle will be cleaned each hour within the touch point 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.
- A thermometer must be available to check temperatures of any child who appears unwell on arrival.
- Also ask if anyone else in the household has developed symptoms, if so then the child will need to self-isolate for 14 days and so will all other members of the household.
- Staff will sign to acknowledge that parent has confirmed child is fit and well on register.
- If a family has travelled on public transport to nursery, the child will need to have spare clothes packed in their bag to get changed into when arriving at the nursery setting.
- Ask the parent to confirm estimated time of pick up.
- 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:

- Only 1 parent should come to pick up their children from the nursery.
- A practitioner will bring the child to the allocated entrance.
- All parents waiting to pick their children up must observe the social distancing guidelines.
- 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 accident 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 has to 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.

Staff must adhere to social distancing guidelines at all times, where practicable.

Visitors and Contractors

- External visitors to the nursery will be kept to a minimal level.

- Any repairs that are essential will take place outside of nursery opening hours if possible.
- If visitors or 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.

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.
- One parent is 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 will not be required to remain on site after first settle but would be required to ensure that they are contactable at all times.
- Settling in sessions will begin from the 15th of June after existing children have been reintroduced into the nursery environment.

Current guidance re isolation and testing:

If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.

The local health protection team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with settings in this situation to guide them through the actions they need to take.

This Operational Plan was updated on 7 July 2020 in line with the current guidance available.