

The Riverside Nursery School Operating Procedure Sept 2020 COVID-19.docx V2

We will take the following precautionary measures to reduce the spread of COVID-19 disease in our setting. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

The fundamental principle of this guidance is to ensure physical distancing where required and to implement good hygiene practices. Although the indoor environment will be prepared for children's play, it will include fewer resources to offer more space and enable more frequent cleaning. We will be spending most of our time operating outdoors and this is where children will be encouraged to play. As a relatively small pre-school setting there is no requirement for us to operate with children in 'bubbles' and therefore, children will be free to move between areas and friendship groups. Adults will be required to maintain safe distancing rules between each other.

Focus	Area	Our actions
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period should attend the setting. • We will risk assess by asking parents to confirm that no child(ren) or adult in their household has symptoms
	Physical distancing / grouping	<ul style="list-style-type: none"> • We will predominantly operating outdoors to help reduce the risk of infection and children will be encouraged to play outdoors. • The indoor area will be prepared for children's play with fewer resources and furniture to provide space and enable social distancing • Care routines will be carried out by the child's key or co-key person to ensure continuity • Lunch tables will be arranged in a way that is not overcrowded
	Wellbeing and education	<ul style="list-style-type: none"> • Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe, including regular handwashing and sneezing into a tissue • Children will be supported to understand the changes and challenges they may encounter 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 • We will ensure clear communication with parents and carers regarding the measures being taken to ensure the safety of their child(ren) whilst at Riverside

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Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend Riverside if they are symptom free, have completed the required isolation period or achieved a negative test result • We will risk assess by asking staff to complete a health questionnaire on returning • We will limit the number of staff at Riverside at any one time to those required to care for the expected occupancy levels on any given day
	Physical distancing / grouping	<ul style="list-style-type: none"> • Social distancing rules apply, i.e. 2-meter distance from each other and at a minimum 1-meter distance • Staff should avoid physical contact with each other including handshakes, hugs etc. • Social distancing must be maintained during breaks • The use of small communal internal spaces, such as kitchen, toilet areas, cupboard and rest areas, will be restricted for adults to ensure social distancing rules are maintained • Meetings and training sessions will be conducted at the setting ensuring social distancing is adhered to, or via on-line platforms
	Training	<ul style="list-style-type: none"> • All staff members will receive appropriate instruction and training to ensure they understand the systems of controls and the operating procedures and risk assessments within which they will be operating

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Parents	Physical distancing	<ul style="list-style-type: none"> • As far as possible, parents and carers should not enter our premises. • Parents and carers will be discouraged from gathering at our entrances. • Only parents who are symptom free and or have completed the required isolation periods, or negative test, will be able to drop off or collect their child • Drop off and collection will be limited to 1 parent per family and times will be staggered where possible. If parents have to bring siblings they must stay by parent's side • Drop off and collection will be in the outside area and a system to ensure social distancing will be in place • Parents/carers will wear a face mask when dropping off and collecting their child(ren) • When parents are waiting to drop off or collect their child(ren), physical distancing should be maintained. Parents should observe the guidance in place. • To minimise the contact between parents and other children and staff members, we will encourage children to be passed to a member of staff at the gate, or, we will be operating a one-in, one-out, procedure to allow parents to settle their child if not doing so would cause a child distress • Where needed, settling-in sessions for new children will be delivered outdoors or at times when there are less children on the premises
	Communications	<ul style="list-style-type: none"> • We will provide parents with clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of children and themselves
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the setting is restricted to children and staff as far as is practically possible • Visitors will not be permitted unless essential, (e.g. building maintenance). Where essential visits are required, these will be made outside of the usual operational hours where possible • Contact details of visitors will be gathered, as per usual requirements, and will include telephone numbers to be used for 'track and trace' if needed

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Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to Riverside alone, using their own transport • If public transport is necessary, current guidance on the use of public transport must be followed • Any travel accessories, e.g. buggies, car seats or scooters must be left in the outside designated area • Outings from Riverside into the local community will be risk assessed and safe distancing guidelines will be followed
Hygiene and Health & Safety	Hand washing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at Riverside and before leaving. Hand sanitiser can be used as an alternative to hand washing if necessary and will be supervised • Children and staff will be encouraged to wash their hands more frequently • Younger and SEND children will be supported to understand the need for following these routines
	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment • Communal areas, touch points and hand washing facilities and toilets will be cleaned and sanitised regularly
	Waste disposal	<ul style="list-style-type: none"> • All waste will be disposed of in a hygienic and safe manner • Tissues and used face coverings must be immediately disposed of into a bin
	Laundry	<ul style="list-style-type: none"> • All items within the setting requiring laundering will be washed at temperatures in line with NHS laundry guidelines • Items such as towels, flannels and bedding must not be shared by children

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	Risk assessment	<ul style="list-style-type: none"> All activity will be risk assessed and due consideration given to adaptations to usual practice. This will include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials, soft toys and fabrics, and the suspension of sharing of food utensils
	PPE	<ul style="list-style-type: none"> Government guidance is that 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
Premises	Building	<ul style="list-style-type: none"> As we are in a community building we will share risk assessments with Winchester City Football Club Windows will be kept open where possible to ensure ventilation
	Resources	<ul style="list-style-type: none"> Children will not be permitted to bring items from home into the setting unless absolutely necessary for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival All resources required for play and learning experiences of children will be regularly washed and/or sterilised Equipment used by staff such as stationary, tablets, cameras etc should be allocated to individual staff members where possible and cleaned regularly Where equipment has to be shared, such as telephone or computer, items will be cleaned before and after use
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> The setting will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required ensuring infection control A monitoring system will be in place to ensure a supply of stock is available to all who require it.

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	<p>Food & drinks</p>	<ul style="list-style-type: none"> • Children will be required to bring lunch boxes to nursery containing their lunch and a water bottle that can be replenished. All items must be clearly named for each child and ice packs placed inside to keep food fresh. • We will offer basic snacks and free milk for children in the morning session and later in the afternoon session. An adult will supervise snack times to ensure safe hygiene practices are maintained
<p>Responding to a suspected case</p>		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending Riverside, they should be collected as soon as possible and isolate at home in line with the NHS guidance. Parents will need to get the child tested for coronavirus • Whilst waiting for the child to be collected they will be isolated from others and if possible a window should be opened for ventilation • The staff member responsible for the child during this time wherever possible, should be the child's key person. Suitable PPE will be provided for this staff member. • The area will be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours • The person responsible for cleaning the area should wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working at Riverside, they should return home immediately, book a test, and isolate at home in line with NHS guidance • We require that parents, carers and staff inform us immediately of the results of the test • We will adhere to current Government & NHS guidance with regard to the testing and isolation of those developing symptoms and what those who have been in contact with a suspected case should do • We will engage with the NHS Test and Trace process and will require that staff and parents will, if necessary, book a test • https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/

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		<ul style="list-style-type: none">• Or telephone 119 to arrange a test• Staff and parents must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked to by NHS Test & Trace and self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19)symptoms <p>Close contact means:</p> <ol style="list-style-type: none">1. Direct face to face contact for any length of time within 1 metre including being coughed on, face to face conversation, or unprotected skin to skin2. Proximity contact, extended contact for 15 minutes3. Travelling in a small vehicle such as a car
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