

Sunflowers Operating Procedures COVID-19 (6)

These guidelines are intended to assist Sunflowers staff/parents and visitors in implementing precautionary measures to reduce the spread of the COVID-19 virus in Sunflowers Day Nurseries.

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 between identified groups and to implement good hygiene practices.

The design of our settings are relatively small which greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'.

This is a working document which will be altered in accordance with any changes dictated by Public Health England and Department for Education.

Focus	Area of Consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none">• Only children who are symptom free, not been given Calpol/paracetamol/ibuprofen or have completed the required isolation period can attend Sunflowers Nurseries.• A Health Questionnaire must be completed and emailed into your nursery. Each day you will be asked if anything has changed from your health questionnaire.• Arrival and pick up times need to be booked with your nursery; you will be given your time slot to arrive at nursery to ensure social distancing.• Please advise if you are using public transport with your children to get to nursery.
	Physical distancing/grouping	<ul style="list-style-type: none">• Children will be kept in small groups within the nursery 'bubbles' with the same members of staff caring for them for the full day.• Care routines including meals, nappy changing and toileting will be within the space allocated to each 'bubble' wherever possible.• The use of communal internal space, e.g. entrance ways, will be restricted as much as possible.• Entrance to your child's room will be through the nearest door e.g. pre-schoolers will go through the garden to their door, babies will enter through their doors and so on.• Each 'bubble' has an allocated garden, in the event of a garden being shared between 2 bubbles the garden must be sprayed down with Milton and left to dry before the next bubble enters the garden.• Distancing at sleep times is to be facilitated where possible.

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	<p>Wellbeing and education</p>	<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 hand washing and sneezing into a tissue. • Children will be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time. • If a parent or child become ill/develop any symptoms – Nursery must be informed as soon as possible, with details of the situation and actions being taken. The child cannot return to nursery until the person with the symptoms has had a negative test or they isolate; if isolating it is 10 days for the person who shows symptoms first within the household and 10 days for the rest of the household. The 10 day period starts from either the day we send your child home or from when you inform the nursery of any symptoms. • If anyone becomes unwell with a new, continuous cough or a high temperature, they will be sent home and advised to follow the COVID-19 guidance. If a child is awaiting collection, they will be moved to a room to be isolated behind a closed door with appropriate adult supervision until collection. If the child deteriorates within this time 999 will be called. • An Isolation Box equipped with equipment needed for this situation will be kept in the Nursery Office. • If a child or staff member develops coronavirus symptoms and have been sent home, all other staff and children who were in the nursery will have to access a test. • If the child/staff member tests negative, they can return to nursery if they are well enough to. You are not obliged to share any Covid-19 test results with the Nursery, it is purely at your discretion, however we would appreciate your cooperation in keeping the staff and children safe and the Nursery open. • If the test is positive, the rest of the nursery group will be sent home and advised to self-isolate for 10 days. • As part of the national test and trace programme, if other cases are detected within the nursery Public Health England's local health protection team will do a full investigation. In this case, maybe the whole nursery will be asked to self-isolate.

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		<ul style="list-style-type: none"> • Children attending another nursery setting cannot visit both settings in the same day. • Sunflowers will liaise with the other settings and share our risk assessments in order to keep all the children safe. • Our tooth brushing scheme has been re-instated with strict measures put in place to safeguard against Covid 19
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result. • Staff have access to Lateral Flow test kits which they can use twice a week, depending on days they work. • Staff will complete a health questionnaire before returning to work. • There will only be enough staff on duty to care for the expected occupancy levels each day. • Staff will be doing longer days to ensure the children have the same carer for the day. • Staff will launder their uniform daily. • Staff have their own pens and do not share. • Staff arriving on public transport / taxi will change into uniform on arrival to the nursery.
	Physical distancing/grouping	<ul style="list-style-type: none"> • Staff will remain as much as possible, with the 'bubble' of children who they are allocated to and not come into contact with other groups. • Social distancing must be maintained during breaks, these will be staggered and unused space in the nurseries used. • Staff should avoid physical contact with each other including handshakes, hugs etc • Where possible, meetings and training sessions will be conducted through virtual conferencing. • If a sister nursery needs cover, the staff will need to change into a fresh uniform before going to the nursery if they have been in a nursery already.
	Training	<ul style="list-style-type: none"> • All staff will receive appropriate instruction and training in infection control and receive a copy of this operating procedure which will be put into action in all our nurseries. • All staff have revisited their COSHH training to ensure they are up to date with cleaning procedures and PPE

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Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child. • We aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible. • Parents will not enter the nursery buildings. • Physical distancing needs to be adhered to whilst parents are waiting to drop off/pick up their child. Please refrain from chatting to other parents while dropping your child within the nursery garden. • If a child becomes particularly distressed, we will consider the parent entering the building with minimal contact with other staff and children. • All parents are to wear a mask when dropping off and picking up their child. If a staff member is greeting you at the door they will have a mask on too. If the children are in the garden staff are not expected to wear a mask unless social distancing cannot be adhered to.
	Laundry	<ul style="list-style-type: none"> • All items within Sunflowers Day Nurseries requiring laundering, will be washed in line with NHS laundry guidelines. • Items such as , flannels and blankets must not be shared by children. • Some soft furnishings have been re-introduced into the room - cushions
	Risk Assessment	<ul style="list-style-type: none"> • All activities will be risk assessed and due consideration given to any adaptations to usual practice. This includes the suspension of activities involving malleable materials that cannot be washed, also the suspension of the sharing of food and utensils. • We have suspended children self-serving their own dinner / snack • All children have been made their own pot of playdough for them to play with. This is theirs only and will not be shared with anyone else. • All nurseries have their own fogging machine, in which only the management team use. This will be added protection by sterilising all areas of the nursery. Full ppe to be worn mask and visor, apron & gloves, & machine to be emptied and cleaned each night
	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 medication.

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		<ul style="list-style-type: none"> • All PPE used is disposable. • All parents are to wear face masks when dropping off and picking up their child.
Premises	Building	<ul style="list-style-type: none"> • A full health & safety check will be done on any nursery buildings that have been temporarily closed. • Windows must be kept open for ventilation.
	Resources	<ul style="list-style-type: none"> • Children must not bring items from home into the nursery unless essential for their well-being. Where this is the case items should be in labelled containers or cleaned upon arrival. • All resources required for play and learning experiences of children will be regularly washed/sterilised. • Equipment used by staff such as stationary, tablets etc should be allocated to specific staff members where possible and cleaned regularly. • We have re-introduced sand; the sand is fogged each night.
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • Sunflowers will ensure an adequate supply of essential supplies and equipment to do our job to the best of our ability. • Stock will be monitored on a weekly basis.
	Communications	<ul style="list-style-type: none"> • Parents will receive clear communication regarding the role they play in our safe operating procedures and all measures being taken to ensure the safety of their children and themselves. • A copy of this operational plan will be sent to all parents and staff. • Managers will arrange a phone call with parents and key workers to discuss the child's development/times in nursery every 6-8 weeks.
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to Sunflowers Day Nurseries is restricted to children and staff as far as is practically possible and visitors will not be permitted to the nursery unless essential (emergency building work). Where visits are required, they will be done outside of the usual operating hours. • Nursery show rounds are now taking place in the garden, after 5.45pm when there are minimal children in the nursery. If no children in the nursery potential parents can be shown around the room, as we now have a "Fogging machine" to sterilise

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		after visit completed. Nursery Managers can send videos and photos of the rooms as well.
Travel	Travel associated with nursery operations	<ul style="list-style-type: none"> • Staff and parents should travel alone to the nursery, using their own car. • If public transport is necessary, current guidance on the use of public transport must be followed. • If staff use public transport to come to work, they need to change into their uniform once at work. • No buggies, car seats, prams or scooters to be taken into the nurseries, they can be left outside. • No outings will take place from Sunflowers Day Nurseries until further notice.
Hygiene & Health & Safety	Hand washing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival to the nursery. • Rings need to be removed as germs can hide on them. Wash your hands without your rings on, then wash your rings before putting them back on. Or remove rings completely. • Children and staff to wash and sanitise their hands frequently throughout the day.
	Cleaning	<ul style="list-style-type: none"> • Sunflowers cleaning schedules must be implemented with enhanced instructions on the cleaning of furniture, surfaces, children's toys and equipment. • Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly. • Reminder instructions will be placed around the nurseries. • Each nursery has their own "fogging machine" which is used by the management team last thing at night in all areas and hallways to sterilise the nursery.
	Waste disposal	<ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and safe manner. • Tissues must be immediately disposed of.