

## Angels Nursery - New operating procedures due to Covid-19

Focus	Areas of importance	Control measures
Children	Attendance	<ul style="list-style-type: none"> <li>• Only children who are symptom free will be able to attend Angels.</li> <li>• If children develop covid related symptoms during the day parents will be contacted to collect them and they will be asked to ensure that they self-isolate in line with NHS and UK HSA (UK health, security Agency) guidelines until PCR test results are known.</li> <li>• We will be taking temperatures of the children upon arrival to their session.</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• Children will be organised into base room groups, they will be with the same practitioners working in that room on the day.</li> <li>• At mealtimes each age group will eat their meals in their own base rooms. This will be the case for all meals.</li> <li>• The rooms and garden will be used by small groups of children on a rotating basis.</li> <li>• Where possible children will use the garden in their room groups at allocated times. There is a risk assessment in place for two rooms explaining how best to use a shared garden in the 2-4s garden area.</li> <li>• Free flow from base rooms to the outside will now be permitted but this needs to follow the process outlined in the Risk Assessment guidelines noted above</li> <li>• Children will go to the bathroom for toileting in small groups with a practitioner.</li> <li>• Where possible when children are toileting, their nappy times will be staggered around the older children, unless this cannot be avoided for example soiled nappies.</li> </ul>
	Well-being and education	<ul style="list-style-type: none"> <li>• Children should 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. For younger children pictorial cards will be used.</li> <li>• Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19.</li> <li>• Children, particularly younger children may struggle to settle, family photos and photos of activities during the lock down period will be useful for staff to communicate with and settle down children.</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff should only attend the nursery if they are symptom free, have completed the required isolation period or received a negative test result. Angels require all staff to isolate in line with NHS NHS guidelines.</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• The manager will ensure that breaks are staggered to avoid groups of staff being on their break at the same time.</li> <li>• In order to minimize any risk of cross-infection among staff, staff in the baby/toddler groups will utilize a separate space to that of the 2/3's and pre-school teams for their breaks. Staff who work among our under 2's groups will not be allowed to work on the same day in the older 2/3's and pre-school groups.. We will avoid as far as reasonably possible staff from the 0-2's team mixing with staff from the 2-4's team.</li> <li>• Staff members should avoid physical contact where possible such as handshakes, hugs etc.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• Staff members will receive appropriate instruction and training in infection control and the measures that are being put in place to keep the nursery safely open during the Covid-19 pandemic.</li> </ul>

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Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free will be permitted to drop off and collect their child. Parents entering the nursery will have their temperature taken.</li> <li>• The nursery is advising parents, albeit that it is not a legal requirement after July 19<sup>th</sup>, in the interests of safety to wear masks on drop off and collection.</li> <li>• Staff will encourage parents to socially distance whilst queuing outside the nursery whilst waiting to drop off or collect their child.</li> <li>• Only one parent and child will be permitted to be at the porch door at any one time. Once the hand over is complete, then another parent will be able to move down to the door.</li> <li>• Parents will not be permitted past the toddler outdoor barrier to allow for a safe distance between the door and the parent dropping off their child.</li> <li>• Parents of babies and toddlers will pass over to the practitioner in the porch.</li> <li>• Older children will walk into the nursery.</li> <li>• For parents of children who are settling in, the paperwork for their child will be sent prior to their settling in session. On the settling in session, if they would like to stay with their child they will need to wear a mask and sit a safe distance away from the practitioner.</li> <li>• Staff will be wearing a face mask during hand over times.</li> <li>• For the 2-4s, at collection time in the evenings, there will be occasions where staff will be using walkie talkies to communicate when there is a queue of parents outside. A member of staff will come out to the queue to handover to parents who are waiting. They will use the walkie talkie to communicate to the team inside as to which parents are waiting so the staff inside staff can get the children ready.</li> <li>• Where possible parents of the 2-3s group can collect from their child's base room via the 2-4s garden.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• If a parent takes their child for a Covid-19 test we need to be sent the electronic copy of the results even if they are negative.</li> <li>• If your child has developed symptoms and you are taking them for a Covid-19 test, please inform us via email or a call.</li> <li>• If medication has been administered prior to your child's arrival at the nursery, please make staff aware of the medication and the reason why.</li> <li>• Parents will receive this document which outlines their role and what they are required to do in order to help us maintain a safe environment to limit the potential spread of this disease.</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li>• We have now commenced doing specialist classes, there will be dance for under 2s and music and movement for 2-4s. The external teachers record their lateral flow result on a covid declaration form each week when they sign in and deliver their classes in line with an internal Risk Assessment undertaken by the Nursery Manager. Although we</li> </ul>

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		<p>have a six-seater buggy bus for outings, the nursery will not be undertaking any outings at this stage but we will review this during the latter part of the year taking into account any government guidance that's issued.</p> <ul style="list-style-type: none"> <li>• Where possible visits from plumbers, electricians etc will not be permitted when the nursery is operating unless it's an emergency. Visiting trades people will be required to wear masks at all times.</li> <li>• Deliveries to the nursery to be dropped outside main porch doors at all times.</li> <li>• When prospective parents request a viewing of the nursery we are conducting show rounds outside of normal operating hours at 6pm.to minimize any risks. All visitors need to wear a protective face mask (which they need to supply).</li> <li>• Temperature checks will be completed before the show round. Their child can still attend.</li> </ul>
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• Parents will be encouraged to take away car seats etc and for buggies to be taken home or stored in our buggy shed.</li> </ul>
Hygiene and health and safety and supplies	Hand washing	<ul style="list-style-type: none"> <li>• Anti-bacterial gels are situated in the front porches and must be used by all staff, parents and children.</li> <li>• Children and staff members will wash their hands frequently throughout the day.</li> <li>• If children and staff have used the garden when coming in they will wash their hands.</li> <li>• There will be visual aids printed throughout the nursery to support children in their cleaning habits.</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule has been created and staff are fully aware of and will complete this daily.</li> <li>• In the event of a Covid positive case a commercial defogging machine will be used to treat any of the affected areas within the nursery.</li> <li>• Manager to do weekly stock check of cleaning materials and PPE to ensure enough supplies.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• All children will have a separate bedding bag each, this will have their own individual bedding and blanket in for their sleep time.</li> <li>• All flannels, and towels will be washed after every use.</li> </ul>
	Risk assessment	<ul style="list-style-type: none"> <li>• All our activities and resources are risk assessed.</li> <li>• Children in our pre-school group will go back to self-serving with the use of utensils from September. Sandwiches and finger foods will still be served out by the practitioners.to minimize the risk of infection. We will monitor how this develops closely before the 2-3s group start to self-serve again.</li> </ul>
	PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in early years settings however Angels staff will be provided with masks for door duty.</li> <li>• Staff will continue to wear the correct PPE for meal and nappy times.</li> </ul>

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Premises	Building	<ul style="list-style-type: none"> <li>• We will ensure there is adequate ventilation within the nursery by keeping some windows open in each base room and will open doors where appropriate</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Children will only be able to bring their comforter such as dummy and muzzy to nursery.</li> <li>• All toys such as lego, action figures, dolls etc will not be permitted within the nursery, these MUST stay at home.</li> <li>• All items will be cleaned upon arrival</li> <li>• Dummies will be sterilized after every use.</li> <li>• All resources will be cleaned down after every day – as per our cleaning checks.</li> <li>• Tablets that staff use will be cleaned after every use with an antibacterial wipe.</li> </ul>
Responding to a suspected case		<ul style="list-style-type: none"> <li>• In the event a child develops symptoms whilst in Angel’s care the parent will be asked to collect and their child will be isolated with a staff member in the 2-4s porch. Staff member will wear PPE. The parent will be expected to follow NHS isolation guidelines which includes taking a PCR test for their child and self-isolating until the results are known.</li> <li>• The area will be thoroughly cleaned after the child has left; the person cleaning the area will wear PPE.</li> <li>• In the event of a staff member developing suspected symptoms whilst working, they will return home immediately and isolate following NHS guidelines.</li> <li>• The government have made testing kits available; parents can access these by calling 119.</li> <li>• Angels will require any staff with suspected case of Covid-19 to undertake a PCR test and isolate whilst waiting for results due to the public health risk that infection presents</li> <li>• In the event of a suspected case, although the government have changed their guidelines for testing children under 18, we will still strongly advise parents to get a lateral flow or a PCR test undertaken for their child. Where the lateral flow test result is positive, we will request parents to get their child to take a full PCR test. This is in the interest of limiting the spread of the virus.</li> <li>• Once either the child’s parents or member of staff receives their result, they will be required to send Angels Nursery proof of their test whether it negative or positive.</li> </ul>
Responding to a confirmed case		<ul style="list-style-type: none"> <li>• If we become aware of a confirmed case of coronavirus, we will follow the government guidance, which includes advice from the Department for Education (DfE) on their helpline number being 0800 046 8687. If, following triage, further expert advice is required, the adviser will escalate the call to the local health protection team (HPT).</li> </ul>

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- The Nursery Manager or person in charge at the time we are made aware of a confirmed case will email Ofsted and Local Authority to advise them.
- The Nursery Manager or person in charge will review internal CCTV footage and speak to the staff in the child's room to identify whom we perceive to be close contact and advise NHS Test and Trace accordingly. Based on advice given by NHS test and trace we will inform parents from there if their child is deemed as a close contact and needs to isolate.
- Staff who are double jabbed do not need to isolate as per government guidelines. However, as a company we will ask them to get a PCR test and isolate for a day whilst they await their results.
- However, if they are only single jabbed they will still need to isolate as per the government and NHS guidelines.
- All parents of any affected children will be contacted immediately to advise them of the incident if their child was deemed to be a close contact of the child or staff member concerned who tested positive. Parents will be required to collect their child from nursery if they are in attendance.
- Children and staff with whom the child with a confirmed case was in close contact with will be sent home to isolate, take a PCR test and isolate until the results are known. If negative, they can return immediately to the nursery however if positive they will need to isolate for 10 days from the day of onset of symptoms or 10 days from date of undertaking the test if you do not have any symptoms.
- Only people who are double vaccinated can isolate for 7 days, however they must show a negative lateral flow on days 6&7. If the lateral flows are negative they can come out of isolation. If the person still has symptoms, they need to isolate until day 10.
- If we have several confirmed cases within a 14 day period within the nursery this is considered under latest guidance to be an outbreak and we would advise both the DfE helpline on 0800 046 8687 and the East Midlands health protection team on 03442254524 and follow their guidelines.
- All areas where the group of children were, will be thoroughly deep cleaned. All individuals who have been identified as a close contact of a confirmed case of Covid 19 who are double jabbed will be required to undertake lateral flow testing for 7 days in a row. People in close contact with suspected or confirmed Omicron variant cases no longer need to self-isolate.

Please be aware the health protection 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.