

COVID-19 OPERATING PROCEDURES

Implementing protective measures in Kamelia Kids.

We have in place COVID 19 operating procedures and will continue to implement the precautionary measures to reduce the spread of COVID-19 disease through a risk assessment - detailed separately. The fundamental principle of this guidance is to ensure that we are, as far as possible implementing protective measures to ensure good hygiene practices and help maintain social distancing.

These guidelines have been implemented from GOV.UK and can be accessed:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1037195/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1037135/COVID-19_Actions_for_out-of-school_settings.pdf

Focus	Area of consideration	Action in place / Recommendations
Children	Attendance	<ul style="list-style-type: none"> Only children who are symptom free or have completed the required isolation period should attend or achieved a negative test result. Lead Practitioners will risk assess the health and well-being for returning children. Handwashing posters/for children are in place to encourage hand hygiene and how to do it. Staff will supervise / role model how to wash hands with children.
	Physical distancing/grouping	<ul style="list-style-type: none"> Children are organised into rooms. Care routines including provision of meals, nappy changing, and toileting will be within the space allocated to each room. Children will be spaced at mealtimes and where possible throughout the session. In the sleep room distancing of the beds/cots is in place.
	Wellbeing & 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 and disposing of the tissue in a lidded bin. Children will be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time.

Staff	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 lateral flow test. • Nursery Operations Director and or Deputy Nursery Manager will risk assess the health and well-being for returning staff. • Staff in the nursery is based on those required to care for the expected occupancy levels each day.
	Physical distancing/grouping	<ul style="list-style-type: none"> • Ideally maintain social distancing. • Staff members to avoid any physical contact including handshakes, hugs etc. • Meetings are being conducted and rooms will be ventilated. • Staff to wear a mask in communal areas and corridors and when interacting with parents/carers.
Parents	Physical distancing	<ul style="list-style-type: none"> • Only parents/ carers who are symptom free and or have completed the required isolation periods or achieved a negative test result will be able to drop off or collect their child/ren. • Preferable that one parent/carers drop off/ collect from our main entrance for Daisy and Poppy and from Wildlife and Beach Garden for Bluebells - there will be no further access into the nursery. • 2m social distancing will be practiced and maintained in a safe area when waiting to drop off or collect their child/ren. • Only parents who are settling in children will access to the nursery or in circumstances if a child is in distress. • The arrival entrances have measures in place to minimize contact between parents and other children and staff members. One parent at a time.
	Communications	<ul style="list-style-type: none"> • Parents to continue to receive clear communication i.e., regular emails/ notices regarding the role they play in the safety measures being taken to ensure the safety of their children and themselves.
Visitors & Professionals	Visits	<ul style="list-style-type: none"> • Attendance to the nursery is restricted to children and staff as far as practically possible. • Visitors are not permitted to the nursery unless essential e.g., Health Care professionals, building maintenance. • Where essential visits are required, these are made outside of the usual nursery operational hours where possible. • Hand washing or hand sanitizers to be used prior to entering the building. • A face mask to be always worn.
Travel	Travel associated with nursery operations	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the nursery alone, using their own transport. • If public transport is necessary, current guidance on the use of public transport must be followed.
Hygiene & Health & Safety	Handwashing	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the nursery and regularly throughout the day and to avoid touching their face.
	Infection Protection Control/Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule has been implemented with our cleaning providers, that includes all high touch surfaces.

		<ul style="list-style-type: none"> • Staff are cleaning daily the furniture, surfaces and children’s toys and equipment - using disinfectant a few times a day on all high touch surfaces and before and after meals. • Communal surfaces and areas - door handles, toilets, kitchens, touch points and hand washing facilities are cleaned and sanitized regularly throughout the day by staff and the cleaners.
	Ventilation	<ul style="list-style-type: none"> • Indoor offices, rooms are being kept well ventilated in good weather - leaving windows doors open where possible. Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. • We are always being mindful of fire safety/safeguarding the children and staff.
	Waste disposal	<ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and in safe manner daily i.e., food waste, nappies. • Tissues must be immediately disposed of in a lidded bin.
	Laundry	<ul style="list-style-type: none"> • All items within the nursery requiring laundering must be washed in line with NHS laundry guidelines - 60-degree wash. • Items such as towels, flannels and bedding will not be shared by children.
	Risk assessment	<ul style="list-style-type: none"> • All activities are risk assessed and due consideration is being given to any adaptations to usual practice.
	RIDDOR	<ul style="list-style-type: none"> • We are following RIDDOR reporting of COVID-19. • You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when: <ul style="list-style-type: none"> ○ an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. ○ a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. ○ a worker dies as a result of occupational exposure to coronavirus. • https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm
	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 i.e., children/staff -paper hand towels; Staff - gloves and aprons.
	Toys	<ul style="list-style-type: none"> • We are washing regularly and changing the resources daily.
Outbreak Management Plan	Exposure to Covid-19	<ul style="list-style-type: none"> • If a child becomes unwell - take child to one of the isolation areas i.e., Parents Room for Daisy and Poppy and Bluebell Group room. • Staff to wear apron/mask and gloves and or if unable to stay 2 metres apart. • Parents will be contacted and required to collect immediately. • Same process applies to staff members if they become unwell.

		<ul style="list-style-type: none"> • The room will be thoroughly cleaned. • Parents and staff will be informed that there is a suspected or confirmed case of Covid -19. We will follow NHS Guidance https://www.nhs.uk/conditions/coronavirus-covid-19/ • Following a confirmed case, a review of the nursery operation will be carried out by the Nursery Operations Director, with the aim to operate as usual. • Staffing and ratio will be reviewed and where reduction in children is required to operate safely, any reduction in children's numbers will be a last resort, priority will be given to SEND, Disadvantaged, pre-school children and key workers children. • Senior Management Team and all Support staff maybe required to cover in rooms to keep the nursery fully operating. • NHS now carry out the close contact tracing and the nursery will adhere to the guidance given to individuals.
Operational	Food and Milk	<ul style="list-style-type: none"> • Ensure there is enough to meet all children's need including dietary/allergy requirements
	Kitchen	<ul style="list-style-type: none"> • Preferably one person in the kitchens at any one time.
	Senior Management Team	<ul style="list-style-type: none"> • To keep up to date with Gov.uk/AHR advice etc.