

CLARECROFT DAY NURSERY
COVID-19 POLICY

Covid-19 is a new infectious disease which has been given the status of a pandemic by the World Health Organisation (WHO) as a result of the world facing an outbreak of this new strain of the coronavirus. This epidemic is a cause for concern as it spreads throughout the UK. At Clarecroft Day Nursery we are aware of the risks posed by this infectious disease and it is our priority to ensure the safety of our staff, children and families and we believe that through careful planning and precautionary measures and strict hygiene routines that we can operate the setting safely and minimize the spread of the disease within the nursery. This policy sets out the measures that we are putting into place to minimize the risk of the spread of the infection and the steps required to be taken by staff, parents and visitors to minimize the risk of spreading the infection.

Who is this policy for?

This policy is for all staff, parents and visitors and must be adhered to by this group of people in order to minimize the risk of the spread of the virus.

CHILDREN

Attendance

Only children who are symptom free or have completed the required period of isolation should attend the nursery. Any child with a fever of 37.8C and/or a new continuous cough **and/or loss or change to their sense of taste or smell** must not attend the setting and must self-isolate for a period of 7 days from the onset of their symptoms in line with Government Guidelines or they have been tested for the virus. If the test is negative, then the child is able to return to nursery once the negative test has been confirmed. If the test is positive, then the child must self-isolate for a period of 7 days in line with Government Guidelines. In addition to this, the child must be well in themselves and symptom free to attend the nursery.

If a member of a child's household develops the symptoms for COVID-19, then the child cannot attend nursery until the person with the symptoms has been tested. If they have been tested and the result is negative, then the child can return to nursery. A copy of the test result must be provided to the nursery manager before the child is able to return to the nursery. If the test is positive, then the child must self-isolate for 14 days. If the child then develops symptoms, then they must continue to self-isolate until they are tested. If the test is negative, then the child may return to nursery. A copy of the negative test must be provided to the nursery manager before returning to the nursery. If the test is positive, then the child must self-isolate for 7 days from the onset of symptoms. In any event, the child must be well in themselves to return to nursery.

A child who develops symptoms of COVID-19 (a fever of 37.8C and/or a new continuous cough **and/or loss or change in their sense of taste or smell**) whilst at the nursery will be isolated away from all other children and staff other than the one member of staff who will care for the child. Parents or emergency contacts will be contacted and asked to collect the child from nursery immediately. The child can only return to the nursery if they are well in themselves have tested negative for the virus. They must not however return to nursery if they test positive and must self-isolate for 7 days.

Children who have taken Calpol, Ibuprofen or other paracetamol for a fever of 37.8C or higher, which has developed before attending for their usual or booked session must not attend the nursery. Parents must follow the procedure above with regards to testing and isolation.

Where a child attends the nursery and another setting, we will ask parents to choose to only send their child to our nursery or their other setting. This is to minimize the risk of cross contamination between settings.

We are required to monitor absences from the nursery and therefore parents must continue to follow the reporting of absence procedure for their child/children.

Physical Distancing/Grouping

At Clarecroft Day Nursery, we operate usually out of 3 main rooms in small groups and limit our capacity in each room in line with the space requirements for the Early Years Foundation Stage (EYFS). In addition to the main rooms, the Sun Room and the Moon Room have separate sleep rooms too. The use of communal internal spaces must be restricted as much as possible and therefore the dining rooms will not be used as a communal dining space and children will have their meals and snacks in their rooms and with their own group.

In order to minimize the risk of infection our rooms will be further divided, and children will be kept in their group throughout their session and with the same members of staff and children each day as far as possible. Each area will be set up with different activities to ensure children have access to a ranges of learning experiences. When a group is leaving their area, should this be required, staff must clean and disinfect the area before leaving the area and before another group enters the area.

When sub-dividing each room, regard must be had to access to nappy changing areas and bathrooms and also the fire escape routes so that the building can be safely evacuated in the event of an emergency.

Our outdoor space is enclosed and therefore is an additional space which will be used throughout the day. The Sun Room have their own garden space and each group will take it in turns to access the garden. The Moon Room and Pre-School Stars share the main garden. However, the garden will be split in 2 so that each room has direct access to their own space in the garden. Again, the groups will take it in turns to access their section of the outdoor space. Again, when accessing the outdoor space, each group must stay together to reduce the risk of

cross contamination. When a group has finished using the outdoor space, before leaving the outdoor area, all equipment in the outdoor area in that section must be wiped down before leaving the area and so that it is ready for the next group to use.

Care routines, including the provision of meals, nappy changing and toileting should be within the allocated group throughout the day. Toilet sinks and nappy changing areas must be cleaned after each use by a staff member. No more than one child should use the toilets at any one time.

Meals and snacks must be consumed in the child's group and groups must not come together for mealtimes and snack times. Mealtimes and snack times must therefore be staggered to cater for this. In staggering mealtimes and snack times, regard must be had to those children and may in for a half-day session, so that they have the opportunity to have their meal before leaving the nursery at the end of their session.

Children requiring a nap or sleep must do so in their own group and in their own designated area. All sleep mats and cots must be wiped down after each use. Children have their own bedding and only their own bedding or fresh bedding must be used. The washing routine for washing bedding must continue to be followed.

In line with Government Guidance, group sizes will be limited to a maximum of 16 children.

Well-Being and Education

Children will be supported in age appropriate ways to understand the steps that they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Children will also be supported to understand the nursery environment which has been adapted to deal with the coronavirus outbreak in age appropriate ways. This will be done through play, activities, rhymes and songs.

As the rooms may be sub-divided into smaller groups, the current nursery routines will be suspended and the nursery managers will put into place new routines allowing meal times, snack times and learning opportunities to be staggered.

Staff will support children to understand the changes and challenges they may be encountering as a result of the COVID-19 outbreak and staff must ensure that they are aware of children's attachments and their need for emotional support at this time.

Children must be supported in hand washing and toileting to minimize the spread of the virus by an adult at all times.

The nursery will use its best endeavors to deliver the learning and development requirements of the EYFS as far as possible in the current circumstances. When children are returning to the

nursery after a long break away, priority will be given to the child's emotional and physical well-being, allowing the child to settle back into nursery life.

Planning for day to day learning will continue to take place in line with the cohort of children attending the nursery. However, in the current circumstances, planning will be altered to take an approach of in the moment planning to ensure that we are meeting the immediate needs of the children attending the nursery in their small groups.

Vulnerable children are encouraged to attend the nursery and where they do not attend the nursery the nursery manager and SENCO will maintain contact with the family and will liaise with outside agencies and professionals involved in the child's care to ensure the child and family are receiving the support required by them.

Any SEND children will be supported in settling into their new routines and groups. Each child with a SEND or any other additional needs will have a risk assessment carried out to minimize the risk the child and others around the child.

Shielded and clinically vulnerable children

Current Department of Education states that children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. These children must not attend the nursery until such time that this advice is updated by a Government Department. For children who fall into this category and are not returning to the nursery until Government guidance is updated, a copy of the shielding letter must be provided to the nursery managers. Clinically vulnerable (but not extremely vulnerable) children are those considered to be at higher risk of severe illness from coronavirus. For children who fall into this category, parents should follow medical advice in whether or not their child is able to attend the nursery. In these circumstances, the nursery will require written confirmation from the child's GP or other medical professional that the child is able to return to nursery, or a signed declaration from the child's parent that they have sought medical advice and that a medical professional has confirmed that their child is able to return to the nursery.

A child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend the nursery in line with current Department of Education guidance.

STAFF

Attendance

Only staff who are symptom free or have completed the required period of isolation should attend the nursery for their shift. Any staff member with a fever of 37.8C and/or a new continuous cough and/or loss of or change to their sense of taste or smell must not attend the setting and must self-isolate for a period of 7 days from the onset of their symptoms in line with Government Guidelines or they have been tested for the virus. If the test is negative, then the

staff member is able to return to nursery once the negative test has been confirmed. The staff member must provide a copy of the test result to the nursery manager before returning to the nursery. If the test is positive, then the staff member must self-isolate for a period of 7 days in line with Government Guidelines.

If a member of a staff member's household develops the symptoms for COVID-19, then the staff member cannot attend nursery until the person with the symptoms has been tested. If they have been tested and the result is negative, then the staff member can return to nursery. Again, a copy of the test result must be provided to the nursery manager before returning to the nursery. If the test is positive, then the staff member must self-isolate for 14 days. If the staff member then develops symptoms, then they must continue to self-isolate until they are tested. If the test is negative, then the staff member may return to nursery. If the test is positive, then the staff member must self-isolate for 7 days from the onset of symptoms.

A staff member who develops symptoms of COVID-19 (a fever of 37.8C and/or a new continuous cough **and/or loss of or change to their sense of taste or smell**) will be asked to leave the premises immediately and not return to the nursery once they have been tested negative for the virus. They must not however return to nursery if they test positive and must self-isolate for 7 days.

Staff must continue to follow the procedure for reporting their absence and keep the nursery manager informed of their illness in accordance with the exiting policy on managing staff absence and reporting procedures.

When managers are preparing the nursery rota each week, consideration should be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on a given day. Staff should be allocated the same group of children as far as possible.

Social Distancing/Grouping

Each day, staff will be allocated their group of children and must stay with this group of children throughout the day and must not come into contact with other groups of children. Staff must also socially distance themselves from other adults and staff in the building. Staff must refrain from physical contact with other adults at all times to include handshakes and hugs.

Social distancing must be maintained during breaks.

The staff room is small and therefore it would not be feasible for a number of staff to take their break in the staff room. Therefore, for staff who live locally, we request that they go home for their breaks and that staff who drive retire to their car for their breaks. Priority for using the staff room must therefore be given to those staff members who do not have either of these options available to them. Only two staff members must be in the staff room at any one time to maintain social distancing. Once they have finished using the staff room, all chairs, tables and

other equipment used by the staff member must be wiped down ready for use by the next staff member.

Training

Staff training and meetings are an important part of staff development and it is important that in these difficult times that meetings and training can take place.

Staff members returning to work after a long break following the closure must receive an induction on the new operation of the nursery and must read this policy and the COVID-19 risk assessment. In addition to this, all staff members must complete the COVID-19 prevent training course so that they have a better understanding of infection control. Any new staff who join the nursery must also complete the COVID-19 infection control course as part of their induction.

Public Health England have produced a video on putting on and taking off PPE safely in social care settings. Staff are required to watch this video and confirm that they have watched this video and that they understand how to put on and take off PPE as part of their induction training prior to returning to work. Any new members of staff will also be required to watch this video as part of their induction training.

Staff meetings will continue but will take place online using an online platform. Staff meetings are an important tool for communication and especially important in this uncertain climate. Staff will also be able to continue their professional development by accessing online training as appropriate. Some training, for example, first aid training cannot be undertaken online. We will follow Government and Local Authority Guidance on accessing any such training where this is required.

Uniform

Staff are required to wear a clean uniform daily to minimize the risk of spreading the coronavirus. In addition to this, staff must not wear any rings or bracelets with stones. Nails are required to be cut short to minimize the risk of spreading the virus.

Shielded and Clinically vulnerable adults

Current Department of Education Guidance states that clinically extremely vulnerable adults are advised not to work outside the home. Therefore, those staff members who are shielding and fall in this category will not be able to return to work on nursery premises. A copy of the shielding letter must be provided to the nursery manager.

Clinically vulnerable individuals who are at higher risk of severe illness have been advised to take extra care in observing social distancing and should work from home where possible. Given the nature of most job roles in a childcare setting, it will not be possible for staff who fall into this category to return to work given that social distancing from children is not possible. However, the nursery managers will use their discretion to consider if any other temporary role

can be offered to any such member of staff where social distancing may be possible and where this alternative role is risk assessed for the member of staff.

A staff member who lives with someone who is in the clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend the nursery in line with current Department of Education guidance.

PARENTS

Physical Distancing

Only parents who are symptom free or have tested negative or have completed the relevant isolation periods will be able to drop off and collect their child from the nursery. We have modified our drop off and collection procedure to enable social distancing between parents and staff and parents. Only one parent should drop off or collect their child from the nursery to ensure that effective social distancing can take place between parents and between staff and parents.

Parents are not to enter the nursery building as we are asking parents to drop off their children outside of the nursery building. Parents are to ring the buzzer and inform the nursery who they are dropping off or collecting. The parent will then enter the main gate and proceed towards the purple picket fence and wait for their child to be collected or dropped off at that point. A member of staff will then meet the parent and child outside at the picket fence and escort the child into or out of the nursery. Handovers will be kept to a minimum.

Parents must socially distance themselves from each other. Therefore, if they see that a parent is waiting at the picket fence, then they must wait at the black gate and allow that parent to drop off or collect their child. All other parents must form a queue outside on High Street 2 meters apart. As the pavement on High Street is narrow, if a parent is dropping or collecting their child by car and there is a queue outside the nursery, then we would recommend that parents wait in their car before joining the queue safely.

In terms of drop off and pickups, with the variety of sessions that we offer, the number of families arriving and leaving at the nursery is generally staggered throughout the day therefore we will not be imposing timings for collection and drop off currently. However, if we find that there are popular drop off and pick up times, then we will review this and may then impose set times for families to drop off and collect their children.

A parent will be able to enter the nursery for the purposes of settling in their child. Upon entering the premises, the parent will be asked to wear a face covering which the nursery will provide. The parent will also be asked to sanitise their hands upon entry to the nursery. For settling in sessions, only one parent will be able to accompany the child.

Communications

The nursery already has an effective system in place for communicating with parents via email. The nursery will continue to provide information and updates via email and also through our Facebook page. Handovers with parents will be kept to a minimum and parents will continue to receive our weekly bulletin whereby they can keep up to date with what their child has been doing whilst at nursery. Parents will continue to receive termly reports for their child, but these will be sent by email and we will use our best endeavors to send these out on time, but this may not always be possible. Currently, parents are required to sign accident and medication forms at drop off/collection as appropriate. The nursery is looking into software whereby these forms can be sent electronically to parents for them to complete or check and sign. This is again to minimize the risk of spreading the virus. We will provide an update as soon as we have this software in place and are ready to use it. Parents are required to sign their children in and out of the setting. However, in order to maintain social distancing, parents agree that staff at the nursery can sign their children in and out of the setting on their behalf and record the name of the person dropping and collecting their child and the time of drop off and collection.

It is important that parents are able to communicate with those who are caring for their children. We would encourage parents to contact the nursery by phone or email for these communications to take place. Equally, if staff need to communicate with parents, then the preferred method will be by telephone or email as appropriate.

VISITORS

Entering the nursery building is restricted to staff and parents only as far as possible. Visitors will be allowed onto the premises for essential maintenance works where such works cannot take place out of hours and any other essential visits that may be required from time to time. If a visitor does need to enter the premises then our usual visitors policy will apply and in addition to this, visitors will be provided with a facemask to wear whilst on the premises and will be asked to sanitise their hands upon entry. The duration of the visit must be as short as possible and limited to the fewest areas of the nursery as possible.

Visitors must not enter the building if they have symptoms of COVID-19, or have tested positive for COVID-19 and have not completed the relevant isolation period. Visitors must not enter the premises if a member of their household has symptoms of COVID-19 or has tested positive for COVID-19 and the visitor has not completed the relevant isolation period.

TRAVEL

Wherever possible, staff and parents should travel to the nursery alone using their own transport or walking or cycling where this is possible. If public transport is required to be used, then the current Government guidelines on the use of public transport must be followed.

Parents must not leave car seats, buggies, scooters etc on the nursery premises and any such storage will no longer be made available.

Outings for children outside the nursery premises will not take place as the nursery has an enclosed garden where children can access the outdoors in their groups each day. This will limit the possibility of contacts and therefore contamination risk outside the nursery.

Any Staff member of child travelling abroad will be required to follow Government Guidance prevailing at the time and must complete the relevant isolation periods before returning to the nursery. Staff must ensure that they have enough holiday entitlement to take account of any isolation periods

HYGIENE AND HEALTH AND SAFETY

Hand Washing

All children and staff must wash their hands with soap and water for 20 seconds upon arrival at the nursery and then to dry them thoroughly using a paper towel which then must be disposed of.

All staff and children must wash their hands before and after all meals and snacks and for staff before and after preparation of any snacks and bottles.

Children and staff must wash their hands upon returning inside from the outdoor area.

Children and staff must wash their hands after using the toilet or assisting a child with using the bathroom and after each nappy change.

All children must be assisted by a staff member to wash their hands and dry them and staff will introduce age appropriate information relating to health and hygiene and practicing good handwashing techniques.

The catch it, kill it, bin it practices should be implemented for all staff and for all children where this is possible.

Increased handwashing and practices and awareness of cross contamination will minimize the risk of spreading the virus.

Cleaning

As a nursery looking after young children, the nursery already has in place cleaning schedules to include daily cleaning, weekly cleaning and monthly cleaning and monthly toy cleaning. These schedules are in place as nurseries are already prone to infection by the very nature of having young children on the premises who can easily spread infections. These schedules will be continued to be followed apart from the toy cleaning schedule. Instead, all toys and equipment which are used by a group must be cleaned by the staff member supervising the group after use.

In addition to the above, an enhanced cleaning schedule will be implemented throughout the day to include frequent cleaning of surfaces, furniture, toys and equipment. Also high contact areas must be cleaned at regular intervals and at busy times throughout the day, to include door handles, light switches, phone handsets, entry system buzzers, ipads and computer equipment, taps and sinks.

When a group leaves an area in the nursery, this area must be cleaned by the member of staff supervising their group. All surfaces, toys, resources and equipment must be cleaned and left ready for use by the next group that may need to access the area. Groups will only move out of their area where this is necessary.

Staff bringing bags into the nursery must wipe them down before storing them. Staff lunches must be bought onto the premises in a lunch box and the lunch box must be wiped down before being placed in the fridge or stored elsewhere on the nursery premises. Any items brought into the nursery by children, including bags, must be wiped before being placed on their peg.

Any deliveries arriving at the nursery must be left outside by the delivery driver. The item/s arriving at the nursery must be cleaned before being stored away.

All nursery cleaning is to be carried out in line with Government Guidance on the cleaning of non-healthcare settings. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Personal Protective Equipment (PPE)

Current Department of Education Guidance states that “wearing a face covering in schools or other education settings is not recommended.”

Staff are required to use disposable aprons and gloves whilst providing personal care to children. These are single use items and must be disposed of after each use.

Where a child develops symptoms of COVID-19 whilst at the nursery, then the staff member looking after that child whilst waiting for their parent or carer to collect the child must wear disposable gloves, apron and face mask. If there is a risk of splashing to the eyes, for example, from coughing, sneezing, vomiting, spitting etc, then eye protection must also be worn. The nursery will keep in stock face shields/visors for this purpose. Once the child has been collected, all PPE worn by the member of staff must be disposed of and the staff member must wash their hands. Any staff who are in the same room where the child with symptoms is being cared for must also wear a face mask until the child leaves the room. However, if a child can be moved with the staff member away from all other children and staff or at least 2 meters away from all other staff and children, then this must be done.

If a staff member has helped a child or other person with coronavirus symptoms, they do not need to be sent home themselves unless they develop symptoms themselves unless the child

subsequently tests positive. Once the room and area has been disinfected and the PPE has been disposed of, the staff member should wash their hands thoroughly for 20 seconds. All contact areas where the child who is unwell must be cleaned and disinfected to reduce the risk of spreading the virus.

With regards to PPE for children, current Department of Education states “Face coverings should not be worn in any circumstances by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission”.

Waste Disposal

All waste must be disposed of in a hygienic and safe manner. All bins must be lined with a bin liner or black bag and must have a lid on them which is fitted correctly at all times ensuring that the lid remains closed at all times apart from when in use. The bins must not be allowed to become too full or overflow and therefore must be emptied regularly throughout the day. The bin is also a high contact area and must be cleaned in line with the enhanced cleaning schedule.

Tissues and paper towels must be disposed of immediately and safely.

Laundry

All items that require to be washed must be washed in line with NHS laundry guidelines. Items such as towels, flannels and bedding must continue to only be used by individual children.

Soft furnishings and cosy areas will be removed from all areas of the nursery as these items are not easy to clean and may harbor the virus and thereby increasing the risk of infection. However, we do realise that children must be comfortable, especially our younger children and babies. If soft furnishings such as cushions are required to be used to support babies, then these soft furnishings will be used for these children only and then washed with that child's bedding. These items must be capable of being washed at a high temperature.

In addition to this, resources or toys with intricate parts which cannot be cleaned easily will also be removed from rooms.

Record keeping for symptoms of COVID-19

Where symptoms have been reported for staff, children and members of a child's household, managers will record this information to confirm the date of the onset of symptoms, the isolation period required and the date on which the child may return to the nursery. If the child or member of their household is tested, this will also be recorded and the test result. Before a child is able to return to the nursery, evidence of the status of the COVID-19 test result must be produced to the nursery manager.

Responding to confirmed case of COVID-19

When a child or staff member develops symptoms of coronavirus, they will be sent home or advised not to come to the nursery and must self-isolate for 7 days. Members of their

household should self-isolate for 14 days. All children attending the nursery will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Where a child or staff member tests negative, they can return to the nursery and members of their household can end their isolation. Before returning to the nursery, a copy of the test must be provided to the nursery manager.

Where a child or staff member tests positive, the rest of their group in the nursery should be sent home or asked not to attend the nursery and must self-isolate for 14 days.

At no time and in line with maintaining confidentiality, the identity of the person who has been confirmed with COVID-19 will not be revealed.

Record Keeping of children's Groups

Nursery managers will keep records of which children have been in which group so that if there is a suspected or confirmed case in the nursery, then all of the child or staff members within the nursery can be identified and parents and staff can then be informed of any such cases and the actions they will be required to take.

RIDDOR

The Health and Safety has updated its requirement to report to them where there is a confirmed case of COVID-19 in the workplace. Therefore, where there is a confirmed case of COVID-19, Nursery Managers must follow the latest guidance from the Health and Safety Executive in making their report.

Emergency Medical Treatment

In the event that a child becomes unwell whilst at nursery and their condition is rapidly deteriorating, emergency medical treatment and procedure will be followed in line with our current policy on providing children with emergency medical treatment.

Requirement to Follow Government Guidance and the nursery's policy

We require that staff, children, and parents adhere to Government advice issued from time to time and this policy and all subsequent updates at all times. If the nursery becomes aware of evidence where this is not being done, then this could lead to a child's place **child's place being suspended or terminated at the nursery and may lead to a staff member facing disciplinary action which could include dismissal**. Clarecroft Day Nursery is committed to providing a safe environment for the whole of the nursery community and therefore it is essential that all who are part of the nursery community co-operate fully in keeping the nursery community safe.

PREMISES

Building

The building during lockdown has been closed for a period and then has been partly used. Therefore prior to the building fully opening, the Nursery Manager or Health and Safety Officer must complete a full health and safety check of the building to include the full monthly health and safety check of the whole building which is carried out on a monthly basis, first aid box checks, fire equipment and emergency lighting checks and any other checks which are routinely carried out. In addition to this, the kitchen and kitchen appliances have not been fully used since the lockdown, therefore all kitchen appliances must be switched on to check that they are still on good working order. All windows and doors should also be checked to ensure that they are all in good working order and allow for all areas of the building to be ventilated.

The Health and safety Executive has issued information on the use of air conditioning units and states that the risk of air conditioning spreading coronavirus is extremely low and no further actions are required given the type of air conditioning unit fitted at the nursery.

Throughout the day, all rooms must be kept well ventilated.

In re-opening the nursery, full consideration has been given to the layout of the nursery building whereby children are already split between rooms in appropriate age groups. As stated above, these rooms will be further divided to create even smaller groups of children who will stay together throughout the day and daily as far as possible.

As it is not possible to socially distance young children and therefore they will be allocated a group each day and will stay in the same group where possible throughout the week. This will prevent large groups of children and staff mixing together to minimize the spread of the virus.

In addition to using our indoor space, each group of children will have access to the nursery garden. The nursery manager will put a timetable in place to ensure that each group has the opportunity to access the outdoor environment daily. The garden has a covered area providing shade during hot sunny days and shelter for days when it is raining.

Fire Drill Evacuation and Lockdown

The nursery will continue to practice fire drills at the usual intervals. The Health and Safety Officer will conduct a risk assessment to ascertain whether these need to be adapted in any way to maintain social distancing during the practice alarms only and will consider if any new fire routes or assembly points need to be implemented. In the event of an actual evacuation of the building in the event of an emergency, the priority will be to safely evacuate the building and not on social distancing. All staff must ensure that in sub-dividing the rooms to keep children in their groups that fire routes and exits are fully accessible at all times.

During the coronavirus outbreak, the nursery's lockdown procedure will not be practiced as this will not be possible whilst maintaining social distancing between groups of children. We recognise that the nursery is at low risk of requiring a lockdown. However, if a situation occurred requiring the nursery to be placed in lockdown, then staff are aware of the procedures to be followed to place the building into lockdown.

Resources

Children will not be allowed to bring items from home into the nursery unless absolutely essential for their well-being. Where items are brought onto the premises, these must be cleaned by a staff member upon arrival at the nursery. All other items such as children's bags must also be wiped upon entering the nursery building before being placed on the child's peg. Children's bags must be brought onto the premises each week for their first session and collected from the nursery on their last session in each week.

All equipment and resources required for play and learning experiences of the children should be cleaned, washed or sterilized after use as highlighted in the cleaning section above.

Stationery and tablets used by staff should not be shared. If tablets do need to be shared, then they must be wiped down by the member of staff using the tablet before handing it over to another member of staff.

All malleable items and trays will not be used. If malleable items are required to be used for the children's learning experiences, then this will still be possible by the use of individual bowls for the children to explore rather than the shared trays. Any resources which are shared must be cleaned more frequently. The nursery will limit the use of shared resources that are taken home.

SUPPLIES

The nursery normally orders food supplies from Tesco by using their online delivery service. Since the coronavirus outbreak, the nursery has experienced difficulties in placing orders for delivery and being able to order the larger quantities of food items that we require. We believe that Tesco's have now lifted restrictions on the number of items that can be purchased. However, this could change. The nursery also has an account with Asda and Morrisons. The nursery will try order food online for delivery, but where this is not possible, staff will be given time to go to a supermarket in order to shop for the items that we require. Every effort will be made to keep within our published menus. However, in the event that we are not able to buy certain food items or ingredients, we may be required to vary our menus. Food allergies and preferences will be continued to be catered for. If the nursery finds itself in a situation where food allergies and preferences cannot be catered for, then parents will be contacted to make alternative arrangements.

For PPE and cleaning materials and supplies, the nursery has an account with a national supplier and will continue to place orders with our usual supplier. Where we are unable to purchase items from our usual suppliers, alternative sources of supplies will be sought and used. In the event that we are unable to obtain disposable PPE such as aprons, we will look at safely using washable aprons and tabbards. A risk assessment would need to put into place and

the risks assessed before putting any alternative measures into place. Any such items must be washed at a high temperature and using the NHS guidelines for laundry washing.

OTHER MATTERS

COVID-19 phone tracker app

The Government will shortly be launching the COVID-19 phone tracking app in order to implement the track and trace strategy to keep the virus under control. For this strategy to work, a large part of the population will need to download the app onto their phones and the app will then track if one person has been in close proximity to another person using their mobile phone location. For safeguarding reasons, staff leave their phones in their lockers in the staff room. However, where phones are in close proximity to each other this could give false alerts to staff where one member of staff receives an alert. In order to prevent false alerts and to continue to maintain safeguarding, staff phones must not be brought on to nursery premises at all and staff will sign on a daily basis that their phones have not been brought onto nursery premises. We appreciate that staff will want to know if they have been in close proximity of a person with the virus and to that end staff are able to leave their phones in their cars which can be accessed during their break.

Managers working in the office will be able to bring their phone on to the premises but these must be left in the office. The reason for this is that the manager's phone can be used as a back up phone in the event of an emergency. The nursery mobile phone will be continue to be used in the usual way and the track and trace app will not be downloaded on the nursery mobile phone.

Staff who travel to the nursery using public transport will be able to bring their phone onto the nursery premises but their phone must be signed in and stored in the nursery office..

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Policy update on