

BCoT Nursery Site Operating Procedure

| Focus | Area | Procedures | Additional Comments |
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| Staff | Attendance | <p>Only staff who are symptom free or have completed the required isolation period will be able to attend nursery</p> <p>Staff will have their temperature taken on arrival at nursery each day. This will be logged and regular health questionnaires will be completed and risk assessed</p> <p>Staff will wash their hands when arriving at nursery each day</p> <p>Only the number of staff required to look after the children will be on site every day</p> | |
| | Social distancing/grouping | <p>Staff will remain with an allocated small group throughout the day and not come into contact with other small groups of children</p> <p>Social distancing will be maintained during break</p> <p>Staff members will not have physical contact with other staff members including handshakes, hugs etc</p> <p>Where possible staff meetings and training will be conducted through virtual conferencing</p> | <p>Logs will be kept of each small group a staff members works with on a daily basis</p> <p>Staff to follow Staff breaks plan</p> |
| | Training | <p>All staff members will receive training and information on:</p> <ul style="list-style-type: none"> • Infection control • Critical incident • Illness • Operating procedures • Risk Assessments | |
| | Further infection control | <p>It is recommended that staff change and wash their uniforms on a daily basis</p> <p>It is recommended that staff shower when they return home from work each day.</p> | <p>Advice from Newcastle LA. If you are doing a shift at school, as soon as you get in, have a black bin liner ready just inside front door or back door and ensure your washing machine door is open. People</p> |

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| | | <p>Staff to wear minimal jewellery – no rings except wedding rings without stones, no bracelets, watches, ear-rings or necklaces</p> <p>Staff to wear their hair up wherever possible</p> | <p>can help you get this ready but should stay away during procedure.</p> <p>Take off your clothes and place them all inside bin liner. Take bin liner straight to washing machine. Scrunch clothes into a ball. Do not touch ANY part of washing machine. Door should already be open. Carefully place clothes inside washing machine making sure you do not touch sides.</p> <p>Go straight to shower. Do not touch door handles and if you have to, ensure they are wiped down after. Wash your body and hair thoroughly with soap/shampoo/shower gel. You should now be virus free. You can go and shut washing machine and put it on.</p> |
| <p>Parents</p> | <p>Social distancing</p> | <p>Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off and collect their child</p> <p>Only one parent per family to drop off and collect children from nursery</p> <p>Parent to use the 2 metre marks outside the nursery when dropping off and picking up children</p> <p>Parents will drop off and pick children up from the nursery front door, taking social distancing into consideration at all times</p> <p>For other enquiries, apart from drop off and collection, wherever possible parents will use the intercom to communicate with staff in the nursery</p> <p>If a parent requires a longer conversation with a staff member this will take place in the office, taking social distancing into consideration at all times</p> <p>If a child requires settling back into nursery a parent will be allowed into nursery to support with this. Parents will have their temperatures taken and wash their hands on entry to the</p> | <p>Becky and Jasmin to complete an information from parents form at drop off time and give to staff</p> <p>Hand over form to be completed daily by staff members and given to parents upon the collection of their child</p> |

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| | | nursery. They will follow social distancing measures with staff members at all times. | |
| | Settling in sessions | <p>Parents will be allowed into nursery for Settling in Sessions.</p> <p>The measures to minimise contact at Settling in Sessions will be:</p> <ul style="list-style-type: none"> • Parents will follow social distancing measures with staff members at all times • Parents will have paperwork to complete • Staff will have laminated copies of the paperwork to talk through with the parent • Each room will have a designated area for parents on Settling in Sessions | |
| | Communications | <p>Parents will receive clear communication and information with regard to the role they play in the safe operating procedure of the nursery and all measures being taken to ensure the safety of their children, themselves and staff members</p> <p>Wherever possible parents will explain the new site operating procedures to their children before they come to nursery for the first time</p> | |
| | Further infection controls | Push chairs, car seats and the like will not be left in nursery at any time | |
| Children | Attendance | <p>Only children who are symptom free or have completed the required isolation period will be able to attend nursery</p> <p>Children will have their temperature taken on arrival at nursery each day. This will be logged and regular health questionnaires will be completed and risk assessed</p> <p>Children will wash their hands when arriving at nursery each day</p> | |
| | Social distancing/grouping | <p>Children will be organised into small groups that will not mix with other groups throughout the day</p> <p>Children will eat their meals in their small group</p> | Logs will be kept of the names of the children in each small group each day |

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| | | <p>Children will stay in their small group all day</p> <p>Beds and cots will be placed 2 metres apart wherever possible</p> <p>Each small group will have a specific allocated time to use the outside area</p> <p>Outings in the local community and around the college will not take place</p> | |
| | Wellbeing and education | <p>Staff will support the children in their small group, in age appropriate ways, to understand the steps they can take to keep themselves safe including regular handwashing and sneezing into a tissue etc</p> <p>Staff will support children to understand the changes and challenges they may encounter 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</p> | |
| | Further infection control | Children will not bring objects from home into nursery | |
| Equipment and Activities | Infection control | <p>Indoor and garden equipment will be cleaned on a regular basis and after each group of children has used them</p> <p>Indoor and garden activities will be risk assessed and resources cleaned on a regular basis and after each group of children have used them</p> | See Cleaning schedule and Activity Risk Assessments |
| Premises | Building | <p>A Health and Safety Risk Assessment will take place before the nursery re-opens</p> <p>Whenever the nursery is open windows will be kept open where possible to ensure ventilation</p> | Jasmin and Becky to do on Thursday 28 th May 2020 |
| | Areas of the nursery | <p>Foyer – Hand sanitiser will be provided</p> <p>Reception – Re-arranged to help with Staff breaks</p> <p>Office – Re-arrange if required to ensure social distancing measures are taken into consideration</p> <p>Staff Room – Re-arranged to implement social distancing</p> | |

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| | | <p>Shared area – Re-arrange to help with children sleeping and/or staff breaks and/or small groups</p> <p>Roos – Re-arrange cots and coracle positions</p> <p>Piglets – Re-arrange positioning of beds</p> <p>Tiggers – Re-arrange positioning of beds</p> <p>CR – Look at the lay out of the room re social distancing</p> <p>Outside – Rota for small groups to use the outside area at different times</p> | |
| Visitors | Site Supervisors | Site Supervisors will only enter the nursery if absolutely required for essential maintenance. Social distancing measures will be in place at all times when they are in the nursery | Essential maintenance will preferably be completed outside of nursery hours. Where this is not possible the area needing work will be cleared of all staff and children |
| | Cleaners | The daily cleaning of the nursery will be more rigorous and will be completed before the nursery opens in the morning by the college cleaners | See Cleaning schedule |
| | Tours | No tours of the nursery will be performed initially. This will be assessed regularly | We will look into the possibility of offering a virtual tour with the college IT and Marketing Departments |
| | Other visitors | Attendance to the nursery will be restricted to staff, children, site supervisors and cleaners as far as practicable. Other visitors will only be allowed in the nursery if absolutely necessary and will follow social distancing measures at all times | Any visitors will follow the same procedures as parents coming into the nursery |
| Travel | Travel associated with the nursery operations | Wherever possible staff and parents should travel to nursery alone, using their own transport | |
| Meals | Children's | <p>The college refectory will provide lunch and tea</p> <p>All meals and snacks will take place in the room assigned to each small group</p> <p>Staff will wear aprons and gloves when serving all food.</p> <p>Staff will dish up all food (no self service)</p> | The normal nursery menu will be revised as needed |
| | Staff | Staff will bring in their own food | The college refectory will not be open to paying customers |

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| Supplies | Procurement and monitoring | <p>The nursery will ensure that the correct PPE and cleaning products are available at all times</p> <p>If we are unable to source the essential PPE and cleaning products the nursery will have to close until supplies are restocked</p> <p>If we are unable to source essential PPE and cleaning products other options will be taken into consideration first before a decision to close would be made for example washable tabards/aprons that can be washed at a high temperature</p> <p>The nursery will monitor the usage of PPE and cleaning products daily and restock regularly</p> <p>Breakfast and snack foods including milk will be available at all times, stock will be monitored daily and restocked as required</p> | |
| Additional Health & Safety and Hygiene | Telephones | <p>To limit cross contamination all telephones will be kept in the Office. Jasmin and Becky will have a telephone each that only they will use and will clean them regularly, at least twice a day. Another telephone will be available should a staff member need to use it and it will be thoroughly cleaned after each use.</p> | <p>Telephones will be cleaned with anti-bacterial wipes or spray and disposable cloths</p> |
| | Tablets | <p>Wherever possible each member of staff will be assigned a tablet that only they use and they will clean it regularly, at least twice a day.</p> | <p>Tablets will be cleaned with anti-bacterial wipes or spray and disposable cloths</p> |
| | Waste disposal | <p>All waste will be disposed of in a hygienic and safe manner</p> <p>All used tissues will be disposed of in yellow bags</p> | |
| | Laundry | <p>All items in the nursery requiring laundering will be washed in line with NHS laundry guidelines</p> <p>Items such as towels, flannels and bedding will not be shared by children</p> | <p>NHS laundry guidelines</p> <ul style="list-style-type: none"> • Wash your hands after handling dirty laundry • All underwear, towels and household linen should be washed at 60C (140F) or at 40C (104F) with a bleach-based laundry product to prevent germs from spreading |

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| | | | <ul style="list-style-type: none"> Don't leave laundry in the washing machine – any remaining germs can multiply rapidly |
| | PPE | <p>Government guidance states that PPE is not required for general use in Early Years Settings to protect against COVID:19 transmission. PPE will be worn as normal for nappy changing and the administration of first aid.</p> <p>BCoT nursery have included other times in these procedures where it will be appropriate to use PPE</p> | <p>The college nurse to provide First Aid kits including relevant PPE</p> <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</p> |
| | Cleaning | <p>An enhanced cleaning schedule will be implemented that includes furniture, surfaces, equipment and activities</p> <p>Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly</p> | See Cleaning schedule |
| | Risk Assessments | <p>A Health and Safety Risk Assessment of the nursery will be completed before the nursery re-opens</p> <p>All activities will be risk assessed identifying adaptations to usual practice</p> | <p>See Health and Safety Risk Assessment</p> <p>See Activity Risk Assessments</p> |
| Responding to a suspected case of COVID:19 | Staff member, child, parent or family member | <p>In the event of a child developing suspected COVID:19 symptoms at nursery:</p> <ul style="list-style-type: none"> Parents will collect the child as soon as possible Whilst waiting for collection the child will be isolated from others in a room with the window open for ventilation The staff member responsible for the child during this time will wear appropriate PPE The area will be thoroughly cleaned immediately the child has been collected The person cleaning the area will wear appropriate PPE The child and their family will isolate at home in line with NHS guidance <p>the event of a staff member developing suspected COVID:19 symptoms at nursery:</p> | Government guidelines state staff, pupils and members of their households will be eligible for testing if they become unwell |

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| | | <ul style="list-style-type: none"> • The staff member will return home immediately and isolate in line with NHS guidance <p>the event of a parent developing suspected COVID:19:</p> <ul style="list-style-type: none"> • The parent and their family will isolate at home in line with NHS guidance • The parent or another family will contact the nursery to inform them of this <p>the event of a family member suspected COVID:19:</p> <ul style="list-style-type: none"> • If a family member within the child's household or a staff members household has a suspected case of COVID:19 the nursery must be informed immediately and all members of the household will isolate at home in line with NHS guidance <p>In all these events the nursery must be kept informed of any developments</p> | |
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Updated 18th May 2020