



Return to Nursery - Safe Operating Procedures (COVID-19)

27 May 2020

Introduction

To help keep our children, parents and staff safe from COVID-19 when the nursery reopens, we must make adaptations to the way Auden Place Community Nursery works. A level of physical interaction within nurseries – and potential transmission risk while the virus remains in the UK – is unavoidable. However, government guidance is that the risk of transmission can be managed if we maintain small groups (bubbles) and minimise physical interaction between these groups, maintain social distancing where possible, and implement enhanced hygiene practices.¹ While Auden Place is a small nursery with space and room constraints, the design of nurseries as relatively small communities with further subdivided rooms assists our ability to create physical distance between groups. In developing these measures for Auden Place, our priority has been the safety of our children, staff, and parents.

We have a detailed **COVID-19 Risk Assessment** that should be read in conjunction with this document and these **Safe Operating Procedures (SOP)** are based on Public Health England² and Department for Education³ guidance for educational settings. The latest definitive government guidance for nurseries was published on 24 May 2020, and some details are still expected to change over time. This policy will be under continuous review and any updates will be communicated to all parties as and when necessary. Links to the government guidance supporting our policy can be found in the accompanying footnotes.

It should also be noted that the nursery reopening and any further actions are conditional on the five Government measures being met.⁴

¹<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

²<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

³<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

and

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

⁴<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>





Attendance

Children and staff members who are not displaying coronavirus symptoms⁵ are welcome to attend the nursery. Anyone who has experienced coronavirus symptoms must have completed the required isolation period⁶ and be symptom free or have a negative test result before returning to the nursery. If a member of a household is unwell or isolating, all members of the household must isolate for the required period.⁷

Children and staff members who are shielding (i.e. clinically extremely vulnerable⁸) should not attend the nursery at this time. Children and staff members who are classed as clinically vulnerable should follow their medical advice.

Group size (bubbles)

As it is extremely difficult to maintain distance between young children, the children will be kept in small groups (bubbles) of no more than **11 children each in Rainbow and Sunshine Room** and **12 children in Star Room**. These groups will play, eat and socialise within their bubble, without mixing with other bubbles. There will be separate staff groups, each of whom will only work with each bubble, reducing cross-over to the absolute minimum. Rainbow Room will be counted as one bubble with no more than 11 babies and toddlers.

Phased opening

So as to effectively implement the government guidance, we will be opening for children in **Sunshine Room and Star Room on 8 June 2020**, followed by **Rainbow Room Babies and Toddlers on 15 June 2020**. This phased opening is to ensure that our procedures are fully in place and working properly before we have a full cohort of children attending the site. At this point we are offering five days to each child each week, with the nursery being deep cleaned outside of opening hours.

Opening hours

Due to the reduced number of staff available and the strict social distancing measures that will limit the activities available to us, we will initially be opening from **9 am – 4.30 pm**. We will be reviewing the opening hours on a continuous basis and will extend our opening hours when it will be possible and safe to do so. We will also implement a staggered drop-off and pick-up of children. Parents will be contacted separately with specific times (see below).

⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

⁶ <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

⁷ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

⁸ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>





Fees

Fees will be adjusted based on the date each child returns. There will be no fees for days not attended during the month of June and, as a result of the reduced hours, we will be charging our **'School Day'** rate for the current **9 am – 4.30 pm** schedule.

If your child or someone in your household is shielding or you have another medical reason for not attending, we will hold your nursery space free of charge for you. If you do not feel comfortable with your child returning to nursery at this time, we will hold your space for the month of June free of charge for you, after which the place may be offered to another child.

Food

We will not be providing breakfast, but will provide a morning snack, lunch and afternoon snack to all children. All meals and snacks will be served in the rooms as usual, with no mixing between bubbles. So as to comply with government guidance, we are not able to provide hot food during the initial reopening period but will endeavour to do this as soon as it is reasonably practicable and safe to do so.

Drop off and collection of children

We will be implementing a staggered drop-off and pick-up rota to minimise contact. More information will be provided before your child is due to return. To minimise traffic in the nursery, parents will need to drop off and collect their children at the main entrance and not enter the nursery. Parents waiting to drop off and collect are asked to maintain social distancing by standing at least 2 metres apart, as marked on the floor directly outside the nursery, and also to bear in mind the flow of pedestrians through the estate while they are waiting. Please ensure that only one parent attends pick up and drop off.

A member of staff from your child's room will be responsible for arranging handovers with parents. This may not be your child's usual key person. To minimise physical interaction, only key information will be shared on handover. More detailed handover information can be emailed directly between parents and the nursery or communicated via EYLog. The staff member and parents should maintain physical distancing as much as practically possible.

Parents will be responsible for providing accurate information regarding their child's or children's return to Auden Place and for timely attendance and communication regarding drop-off and pick-up times. Late arrivals will not be accepted. Please do not bring a buggy with you to leave at the nursery. The storage space outside the nursery will not be cleaned and we advise parents not to use it.





Temperature and symptom monitoring

Parents and staff members should follow the national advice on symptoms to look out for that might be due to coronavirus and not attend nursery if any of the following are suspected:

- New continuous cough and/or
- High temperature and/or
- Anosmia (the loss of or a change in your normal sense of smell/taste).

We will be following our regular infection control measures and if a child is suspected of having symptoms or feels unwell, we will record their temperature. If they start showing symptoms at any point, we will require that they are collected as soon as possible from the nursery. Staff will also be randomly taking children's temperature throughout the day and should it reach 37.8°C parents will be called and asked to collect their child immediately. (See below regarding isolation periods.)

Parents are required to check their child's temperature each morning before bringing them to the nursery. We cannot stress enough the importance of parents taking into consideration the whole nursery and keeping their child at home for the required isolation period .

Staff will be required to take their own temperatures each morning before leaving their home for work. If it is over 37.8°C they will need to stay at home and the management team will arrange for them to have a test. They will only be allowed to return to work before the required isolation period should the test result come back as 'negative'.

Travel to nursery

Wherever possible staff members and families should travel to the nursery alone, using their own transport. If it is necessary to share transport, journeys should be taken with the same individuals with the minimum number of people at one time. If taking public transport is necessary, current guidance on the use of public transport must be followed. Face coverings are advised on public transport to help protect others and we can provide these to staff members on request.

Implementing social distancing

A level of physical interaction within nurseries is unavoidable. The key to reducing the risk of coronavirus transmission is to maintain small groups and minimise physical interaction between these groups.⁹

⁹<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcaresettings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>





Rooms

Wherever possible children and staff will remain within their bubbles, of group sizes of a maximum of 11 children each in Rainbow Room and Sunshine Room and 12 in Star Room.¹⁰ Merging rooms or bubbles will be avoided. Staff members covering across different rooms will be avoided wherever possible. However, there may be limited instances where, given staff absences, ratio requirements, or other constraints, we will not be able to maintain absolute separation between the rooms.

Room space will be managed to ensure that the indoor space requirements defined by the Department for Education¹¹ are met – these requirements vary based on the age of the child, and so will impact the size of the groups and which children make up permissible groups. Floor markings and dividers will be introduced as appropriate and required. Doors and windows will be opened where possible to increase ventilation and reduce touch points.

Communal and outdoor spaces

Children will only access the garden or Roof Garden with other children from their bubbles and all items will be cleaned before the next group use the space. Each bubble will have access to a separate toilets / changing facility. While in general groups will be kept apart, brief, transitory contact, such as passing in a corridor or when moving to a different part of the nursery, will be unavoidable and is determined as being low risk.¹²

Staff breaks

Social distancing (2 metres) must be maintained in the staff room and office wherever possible (this does not need to apply to staff working in the same room). Lunch breaks will be divided into smaller breaks throughout the day to minimise the number of staff in the staff room at one time (e.g. 15min, 30min, 15min or 15min x 4). Staff members are encouraged to take a break off site if possible but should avoid high-traffic areas such as shops or cafés. If staff members live nearby, they may choose to take their break at home.

Visitors and meetings

Attendance in the nursery should be restricted to children and staff members only, as far as possible. All meetings and interactions should continue but by email or EYLog or conducted virtually, rather than inviting visitors into the nursery.

¹⁰<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

¹¹<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

¹²<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>





Visitors

While these measures are in place, visits to the nursery will be limited and carefully managed. Interactions with support workers and other agencies should be conducted remotely. Stay & Play sessions, Prepared for School Workshops, educational visitors, and student placements will be postponed until restrictions are lifted or conducted virtually. We are looking into options to be able to offer extracurricular activities in nearby outdoor spaces.

Nursery views and tours

Prospective parent views and tours will be conducted remotely. The management team will provide a virtual tour where possible and encourage interaction between prospective parents and key staff.

Meetings

No physical group meetings will take place in the nursery. All meetings and training will be conducted virtually and will now take place remotely or off-site and with social distancing measures in place.

Interviews

First and final stage interviews, conducted remotely or off-site and with social distancing measures in place, are acceptable to enable a positive recruitment decision. Interviews should not be conducted physically at the nursery.

Hygiene and Safety

Good hygiene and cleaning practices significantly reduce the spread and transmission of the coronavirus. Enhanced hygiene and cleaning practices must be implemented, rigorously followed, and validated.

Cleaning

An enhanced cleaning schedule will be implemented, with the nursery being deep cleaned every day outside of working hours. Communal areas, toilets, touch points, shared resources and hand-washing facilities will be cleaned and sanitised regularly. The senior staff will be responsible for validating and recording cleaning schedules and a thorough clean of each room will be completed at the end of each day.

Hand washing

The rate of hand washing will be significantly increased.¹³ All staff must wash their hands with soap and water on each arrival to the nursery and staff will ensure children do the same. Adequate supplies of soap

¹³<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>





and paper towels are provided at identified handwash stations in each Room. Hand sanitizer will only be used in areas where hand washing facilities with soap, water and paper towels cannot be provided. Hand sanitizer is not required after hand washing with soap and water. A hand sanitizer station will be provided in the lobby of the nursery.

Personal clothing

Clothing should be washed more regularly, ideally after each use and as soon as possible after leaving the nursery. Washing with detergent in a normal wash is effective at reducing the risk of transmission. If a staff member has come into contact with a person presenting coronavirus symptoms, their clothes should be washed at a higher temperature for longer.¹⁴ We ask parents to bring in a pair of plimsolls, crocs or trainers that will remain in nursery. The children will change into them each day. We will have a space for 'outdoor' shoes to be left.

Nursery laundry

Nursery laundry continues to be collected by a professional service and washed in industrial machines with specialist detergents, in line with industry standards. We will ensure that the laundry bag is not overfilled and is securely tied before collection.

Activity and trip risk assessments

The risk of transmission of COVID-19 should be added to all new nursery risk assessments until restrictions are lifted. If a planned activity or action could increase the risk of transmission, the activity will be avoided. However, the nursery still intends, wherever possible, to take children out on a regular basis, as outdoor settings reduce the risk of transmission and it is part of the nursery ethos to provide outdoor experiences.

Resources

Play equipment in communal areas (e.g. the garden or Roof Garden) will be sanitized between groups. Soft furnishings and resources with intricate parts that are difficult to clean will be removed where possible from all rooms.¹⁵

Items brought from home

Families are discouraged from bringing items from home into the nursery. Comforters are permissible if not having them would cause a child distress.

¹⁴<https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/>

¹⁵<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>





Children displaying symptoms

In the event of a child developing suspected coronavirus symptoms¹⁶ whilst attending the nursery, they must be collected as soon as possible and isolated at home in line with the NHS guidance.

Whilst waiting for a parent/carer to collect the child, they will be isolated from others in a previously identified room or area. If possible, a window will be opened for ventilation. The staff member most closely associated with their care will ideally care for them on a 1:1 basis.¹⁷ Personal Protective Equipment (PPE) is available for the team member if they feel it is appropriate.

If a member of staff has helped someone who was taken unwell with suspected symptoms, they do not need to go home unless they develop symptoms themselves.¹⁸ They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

If the child becomes very unwell, it may be necessary to call 111 or 999.¹⁹ Normal procedures on child illness will be observed. Targeted and enhanced cleaning will then take place in the areas of the nursery the child had accessed.²⁰

If a child has a positive test result, all children and staff within the bubble of the infected person will need to self-isolate for the required 14 days. The room in which the infected person was in will be sealed for 72 hours and then thoroughly cleaned in line with government guidance.

Staff members displaying symptoms

In the event of a team member developing coronavirus symptoms whilst attending nursery, they will leave the nursery as soon as possible and isolate at home in line with NHS guidance. If they are unable to travel alone, they will wait in a previously identified room or area. If possible, a window will be opened for ventilation. Targeted and enhanced cleaning will then take place in the areas of the nursery the staff member had accessed. The nursery will arrange a test for the staff member as soon as possible.

PPE equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission.²¹ Changing habits, cleaning and hygiene are the most effective measures in controlling the

¹⁶<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

¹⁷<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

¹⁸https://www.ndna.org.uk/NDNA/Knowledge_Hub/Coronavirus/infection_control_nursery_coronavirus_COVID-19.aspx

¹⁹<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

²⁰<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-nonhealthcare-settings>

²¹<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcaresettings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>





spread of the virus.²² Gloves and aprons should continue to be worn as normal for nappy changing and the administration of first aid. However, we will have PPE available for any staff member who wishes to use it at work.

A PPE box is available if a staff member is required to care for a child displaying coronavirus symptoms or when deep cleaning after any person has displayed coronavirus symptoms. The PPE box will contain:

1. Face mask
2. Eye protection / visor
3. Disposable gloves
4. Disposable aprons
5. Tissues
6. Hand sanitizer
7. Wipes

Any PPE must be disposed of safely after use²³ and the equipment replenished.

Reporting, testing and tracing

From 1 June 2020 all staff members, children over 5 years old, parents, and members of their households are eligible for a COVID-19 test, should they display coronavirus symptoms. To access testing, staff and parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents should call 111 if their child is aged under 5.

Any suspected or confirmed case of coronavirus must be reported to the nursery manager as soon as possible. Positive tests will be reported to Public Health England (via Camden Council) and/or Ofsted by the nursery manager.

It may be necessary to make a report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if a staff member is diagnosed with coronavirus and there is reasonable evidence that it was caused by exposure at work.²⁴

Contact with non-family members

To make these safety measures most effective, we request that all families and staff members continue to adhere to current government advice and limit contact with anyone outside of your household (as of the

²²<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcaresettings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

²³<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-nonhealthcare-settings>

²⁴<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>





date of this document this means meeting only one person from outside your household, outdoors, while maintaining a 2-metre distance at all times). Babysitting should not be undertaken at this time.

Rules for self-isolating

Anyone with symptoms should stay at home for at least seven days. If they live with other people, they should all stay at home for at least 14 days, to avoid spreading the infection outside the home. After 14 days, anyone they live with who does not have symptoms can return to their normal routine.

Please do contact us if you have any further issues or concerns and we will endeavour to contact you as soon as any changes or amendments to this policy are needed.





What happens if someone in your family gets sick?



Source: Public Health England advice

