

OPERATING PROCEDURES COVID19

Focus	Area of Consideration	How will we do this?
Children	Attendance	<ul style="list-style-type: none">. Only children who are symptom free will be able to attend the setting.. Children should attend only one setting.
	Physical distancing/grouping	<ul style="list-style-type: none">. Children will be organised into two groups, (bubbles), within the setting. They will not mix throughout the session as far as possible. The bubbles will be allocated either inside or outdoors (to include the sensory room).. Each group will be allocated a toilet and sink for their use only. The indoor bubble will have access to an outdoor area. This will be reached by way of a marked out walkway.
	Wellbeing and education	<ul style="list-style-type: none">. The children will be fully supported, at an age appropriate level, to understand the steps that can be taken to help keep them safe. This will include information regarding regular hand washing, sneezing into tissues etc.. Children will be fully supported in helping them to understand the changes at preschool and we will listen fully to how this makes them feel. We will put an emphasis on the emotional wellbeing of the children, focussing on emotions.. We will be as loving and nurturing as ever, recognising that attachments to their adults makes children feel safe and secure.
Parents	Attendance	<ul style="list-style-type: none">. Only adults that are symptom free should attend the setting.. It will be assumed on good faith that parents have been observing the government advice regarding social distancing when bringing their children to the preschool.. Parents will be given allocated drop off/pick up times. It is vital that these are adhered to in order for social distancing measures to work well.
	Physical distancing	<ul style="list-style-type: none">. Only one parent/carer should drop off their child, this is to avoid groups of parents/carers at these times.Parents will be asked to drop off/pick up in an allocated area depending on which bubble their child is in. This will either be the main entrance or the gate, (situated in the car park), which leads to the outdoor area.. The staggered drop off/pick up time will mean that there should be no build up of parents waiting at these times however should this occur the 2 meter rule will apply and there will be marked areas to help with this.. If your drop off/collection point is in the car park please remember to fully and carefully supervise your child at all times. A walkway will be marked out to aid with this.
	Communication	<ul style="list-style-type: none">. Parents/carers will receive clear communication from the preschool regarding the role that they will play in helping to keep themselves, children

		and the staff at preschool as safe as possible.
		. Parents will also be sent clear communication regarding updated advice, session changes etc.
Staff	Attendance	. Staff should only attend the setting if they are symptom free. . Staff numbers will be limited, but fully compliant with the legal ratios, to minimise the number of adults within the setting. This will be under review from June 1 st 2020 and altered accordingly as the need arises ie. If numbers of children attending increases or as hours extend back to previous sessions.
	Physical distancing/grouping	. Where possible staff will stay with the same bubble of children and not mix with other group. . Each group will fully comply with EYFS levels of qualified staff. . Lunch breaks will be taken singularly. . Staff members will observe social distancing with each other to the best of their ability. Physical contact should be avoided. . Where possible meetings, supervisions etc. will be conducted by phone or other media.
	Training	. Staff will receive appropriate training, ideally COVID19 specific, regarding infection control. . Staff will receive both the Risk assessment and the operating procedures before coming back to work on June 1 st 2020.
Visitors	Visits	. The number of visitors to the setting will be strictly reduced and will only include those that are deemed vital. . Contractors needing to enter the preschool will be asked to enter outside of preschool sessions. . Visits by new parents or those seeking provision will be accommodated where possible but will take place outside of preschool sessions or by use of other media(eg. A video link show around).
Travel	Travel associated with preschool life	. Staff will be encouraged to walk to work or use their own transport where possible. . Parents/carers will be asked to walk to preschool or use their own transport where possible. If public transport has to be used we will expect the parent/carer to adhere to the government guidelines regarding this, eg. Avoiding rush hour/wearing masks.
Hygiene/Health and safety	Hand washing	. Staff and children will wash their hands on arrival at the preschool. Children will be assisted in this by an adult. . Staff and children will wash their hands frequently throughout the session. Staff will remind the children of the need to do this.
	Cleaning	. Communal areas, touch points and hand washing/toileting areas will be cleaned frequently through sessions. . An enhanced cleaning schedule will be implemented which will include furniture, surfaces and all toys/equipment used during a session.
	Waste disposal	Tissues will be placed into a bin immediately after use, where possible it

	waste disposal	<ul style="list-style-type: none"> . Issues will be placed into a bin immediately after use, where possible it will be placed into a nappy sack first. . Paper towels, used for hand drying, will be immediately disposed of after use.
	PPE (Personal protective equipment).	<ul style="list-style-type: none"> . Staff will be able to use and have full access to PPE. . Staff may choose to wear a mask at all times. Government guidelines state that we do not need to use anything beyond normal PPE, which in our case would be gloves/plastic aprons when changing a nappy or administering first aid, however I firmly believe that staff have the right to choose whatever they want to wear to feel protected. This will be reviewed as necessary. . All PPE will be disposed of in the Hazardous Waste bin in the outdoor area. . Masks that are washable should be washed after every session at a high temperature.
	Risk Assessments	<ul style="list-style-type: none"> . Activities will be risk assessed accordingly and adapted as necessary. The preschool is committed to providing, as far as possible, a full and wide range of activities and resources. We will aim to provide as many single use activities,(eg. Individual pots of play dough), as possible whilst acknowledging that it may not always be do able.
Premises	Resources	<ul style="list-style-type: none"> . All resources used for play and learning will be regularly cleaned/washed. . Shared staff resources eg. iPads will be cleaned between uses. . Desks will be used by individual staff members only. . Children will be asked to NOT bring toys from home into the setting. . Lunchboxes will be cleaned with antibacterial wipes on arrival.
	Building	<ul style="list-style-type: none"> . Windows will be kept open at all times to increase ventilation throughout the setting. . Staff have been allocated a dedicated toilet for their use only. . Staff will clean surfaces touched in the staff room after use.
Supplies	Monitoring and Procurement	<ul style="list-style-type: none"> . Food/supply shopping will be undertaken by the manager to reduce the need for delivery drivers to enter the setting. . Careful monitoring of cleaning and PPE supplies will be undertaken weekly to ensure no shortages occur. This will be the responsibility of all staff however the manager will purchase equipment. . If access to cleaning products/PPE is limited it needs to be acknowledged that the setting will not be able to open. Every care will be taken to ensure that this does not occur however some things are out of our control.
Responding to a suspected case of COVID19		<ul style="list-style-type: none"> . In the event that a child develops symptoms of COVID19, high temperature, continuous cough, lack of taste or smell, whilst at the setting they should be collected as soon as possible and be isolated at home in line with government guidelines. . Whilst waiting for collection the child will be isolated from others in the managers office. The manager will open the window to increase ventilation and also wear PPE.

- . After collection the area in which the child is isolated will be fully cleaned, the person cleaning that area will be expected to wear full PPE.
- . The parent/carer of the child should call 111 for advice on testing.
- . The child will be allowed back to preschool after a negative test or after the 7 day isolation period.
- . All staff and children who are part of that child's bubble should isolate for 14 days or until they have a negative test result.
- . If a staff member develops symptoms of COVID19 whilst at work they will be sent home immediately. They should undertake testing to confirm COVID19. The staff and children within that bubble will be advised to isolate upon collection. Parents will be advised to call 111 for advice regarding testing and to isolate in line with government guidelines.