

COVID-19 Site Operating Procedure (updated 26/3/2021)

Holly House
PRIVATE DAY NURSERY
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This document highlights the control measures that we have in place to reduce the risk of COVID -19. It will be reviewed regularly and updated in line with the most recent government information.

We referred to the following guidance whilst composing this document:

[What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[What to do if a child is displaying signs of coronavirus \(COVID-19\)](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

The government does not expect children to be able to socially distance. They recommend the following the guidance on the 'system of controls' to reduce the risk and minimise the spread of infection:

- Adults maintaining a 2 metre distance from other adults
- minimising contact with individuals who are unwell
- [face masks](#) (The government is not recommending universal use of face coverings in early years education and care settings because the system of controls, applicable to all education and childcare environments, provides additional mitigating measures) Team members to wear masks when collecting/taking children to the door when social distancing between adults can not be maintained.
- cleaning hands more often than usual
- 'catch it, bin it, kill it'
- maintaining enhanced cleaning, including frequently touched surfaces often
- minimising contact and mixing by altering, as much as possible, the environment
- keeping occupied spaces well ventilated
- ensuring individuals wear the appropriate PPE where necessary
- promoting and engaging in asymptomatic testing

Actions to support the 'system of controls':

- Allocating drop off and collection times. Drop off will start at 7:50 am and collection will be completed by 5:50 pm. **Please stick to your allocated drop off times.**
- Parents are no longer permitted to park on the drive



COVID-19 Site Operating Procedure (updated 26/3/2021)

- Parents will not be allowed to enter the building. Parents waiting outside to collect their children must maintain physical distancing of 2 meters
- A one-way system, when collecting from the back door - *up the fence and down the wall*
- Caterpillars and Hungry Caterpillars will be collected/dropped off at the front door. Parents dropping off/collecting their child from the Caterpillar and Hungry Caterpillar rooms must wear masks
- Only one parent to drop off and collect. Parents must be symptom free and or completed the required isolation period to be able to drop off/collect their child
- Only children who are symptom free will be allowed to attend. Children must not attend if anyone in their family is displaying symptoms
- Essential visits eg. building maintenance or repairs, will be made outside of the usual nursery operational hours
- A risk assessment will be carried out for those children who attend more than one setting. Parents must provide details of the second setting so that we can work through the system of controls collaboratively with that setting
- Visits from prospective families will resume on 1st May 2021
- French and Yoga classes and visits from other external agencies will resume from 1st June.
- Settling in sessions will take place with the following precautions:
 - pre-visit health declaration signed
 - COVID-19 Operational Plan emailed before first visit
 - shoes removed
 - hands sanitised
 - face masks
 - social distancing
 - avoiding close contact with other children
 - restricted to 1 hour
- We will not take temperatures of the children upon arrival but we will be alert to the signs and symptoms of illness throughout the session
- Children must not be given Calpol before coming to nursery. If the child needs Calpol, they should remain at home.
- On-site there will also be - 1 manager and 1 cook. They will have contact with the children as they will cover team breaks and will cover in the rooms if necessary
- Where possible, the children will not have contact or mix with children in other rooms. However, the Caterpillars and Hungry Caterpillars will pass through the Butterfly room to access the garden and, in the case of the Hungry Caterpillars, to access the bathroom.
- Children who are moving rooms will have settling in sessions. If they are accompanied by a practitioner this person will:
 - wash their hands upon entering the room

COVID-19 Site Operating Procedure (updated 26/3/2021)

- socially distance from the other adults
- Children who are in the Butterfly room who still require an afternoon nap will be supported to sleep in a quiet section of the Butterfly room rather than going to the Hungry Caterpillar room
- The children will sleep in their clothes. Blankets will be available for comfort if required
Bedding will be washed after each use
- The children will spend as much time outdoors as possible
- The children will not have contact or mix with the other rooms whilst outside
- Children will be supported in an age-appropriate way to understand the steps that they can take to keep themselves safe including regular hand washing, sneezing into a tissue and coughing into their elbow or a tissue
- All children and team members will wash their hands upon arrival and frequently throughout the day
- Team members will only attend the nursery if they are symptom-free, have completed the required isolation period or achieved a negative test result
- High contact areas such as door handles, gates, phones and tablets will be cleaned more frequently throughout the day
- Soft furnishings, soft toys and hard to clean toys will be removed
- The number of resources will be reduced and rotated to allow for thorough cleaning
- Resources will be cleaned/sterilised throughout the day
- The adults in the setting will socially distance from each other
- High level windows will be partially opened to ensure ventilation. The heating will be on. The windows will be fully opened when the children are outside to purge the air space. Team members and children are advised to wear extra layers to keep warm.
- Wherever possible team members and parents should travel to nursery alone, using their own transport, walking or cycling
- If public transport is necessary, please follow the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) We have in stock disposable face masks available for team members and parents who can not avoid travelling on public transport
- No visits or outings will be planned until further notice
- Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission and as such will not be worn
- PPE will continue to be worn as normal for nappy changing and the administration of first aid
- Communication slips will be re-instated in the Caterpillar room.
- The team in each room can be contacted directly at playrooms@hollyhousenursery.com.
- If a child becomes ill with COVID-19 symptoms whilst at nursery we will follow [this guidance](#) and:
 - take the child to the hallway

COVID-19 Site Operating Procedure (updated 26/3/2021)

- the team member accompanying them will put on a face shield (so that they are fully protected but their face can still be fully seen by the child). They will talk to the child about what they are doing and why they are doing it. They will reassure the child the whole time
 - parents will be contacted to collect the child immediately. The area will thoroughly cleaned
 - the team member who dealt with the child will wash their hands for 20 seconds when the child leaves
 - parents will be advised to follow [this guidance](#) and to contact 119 for advice and to [book a test](#) (we will only accept PCR test results)
 - if the child tests positive they must isolate for 10 days. Their fellow household members should self-isolate for 14 days. Guidance can be found [here](#)
 - if the child receives a negative result we must see evidence of this before we can allow the child to return to nursery
- It is common for children who have been vaccinated or, are teething, to develop a fever. These children will not need to isolate and be tested unless coronavirus is suspected. We will monitor these children and liaise with the child's parents to discuss the best course of action.
 - If a child develops a temperature at nursery and coronavirus is suspected we will administer Calpol to bring the temperature down and the child will still need to go home and be tested
 - In the event of a staff member developing suspected coronavirus symptoms whilst working in the setting, they will return home immediately and be encouraged to apply for a coronavirus test [here](#). They should isolate at home in line with [government guidance](#) whilst awaiting the results of the test
 - If a child or team member who has attended the setting receives a positive PCR test result for COVID-19 we will follow [advice from the DfE](#) and act swiftly
 - In the event of staff shortages we may contact parents and ask them to keep their child/ children at home so that we can maintain ratios. Careful consideration will be given as to whom we contact eg. key workers will never be asked to keep their child at home. We appreciate your support and co-operation with this. We will always give these days back
 - When we have no other options and ratios need to be met it may be necessary for us to use agency staff. We have spoken to the Early Years Support Team at LCC for guidance on managing this and have amended our risk assessment accordingly
 - wherever possible, we will ensure that staffing arrangements are consistent on a weekly basis, rather than a daily basis, in order to limit contacts
 - recruitment interviews take place via Zoom. Successful candidates are invited to spend time in the playroom with the following precautions:
 - pre-visit health declaration signed

COVID-19 Site Operating Procedure (updated 26/3/2021)

- COVID-19 Operational Plan emailed before first visit
 - shoes removed
 - hands sanitised
 - face masks
 - social distancing
 - avoiding close contact with other children
 - restricted to 1 hour
- Students completing Level 2 & 3 qualifications are included in the definition of critical workers and will continue their placements. They will follow the system of controls.
 - Children are not permitted to bring toys from home. To avoid any distress at drop off time, the children must have no expectation of being allowed to bring toys into the setting. Our rule that toys from home are to be shared with friends cannot be adhered to at this time
 - Comforters are allowed as these are kept in the children's bag and are provided by the practitioners as and when the child needs them throughout the day. We do not expect the children to share their comforters
 - Parent consultations will be conducted over the phone
 - We have an adequate supply of cleaning products and essential supplies to ensure that we can safely operate in line with our infection control.
 - Anyone returning from from a country or territory that isn't on the travel corridor list must follow the guidelines and self-isolate. Information and updates can be found [here](#). There is an option to pay for a COVID test to find out if the period of self-isolation can be reduced after international travel. Information can be found [here](#).
 - We are promoting and encouraging asymptomatic testing amongst team members and have received several boxes of LFTs. The testing will begin in the week commencing 22nd March. If a team member has a positive LFT result they must isolate and book a PCR test. Their close contacts must also isolate. The PCR test overrides the LFD test so, in the case of a negative PCR result, the period of isolation ends. In the event of a positive PCR result, isolation continues until 10 days has passed. Please note that the isolation period began the day after the positive LFT test was received.
In the event that several team members test positive it may be necessary for us to close the setting at short notice. We will contact families via text to inform of closures and will follow up with a detailed letter via email.

The emotional well-being of our children is of the utmost importance to us. Any child who is need of a cuddle will receive one.

Thank you for your continued support. We will all get through this together.

