**Bowlers COVID-19 Site Operating Procedures**

These guidelines are intended to assist implementing precautionary measures to reduce the spread of COVID-19 disease at Bowlers. They are based on Public Health England and Department for Education guidance. The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices.

|  |  |  |
| --- | --- | --- |
| **Focus** | **Area of consideration** | Recommendations |
| **Children** | **Attendance** | * Only children who are symptom free or have completed the required isolation period should attend the setting, for example: No Temperature or Cough.
* All children and staff’s temperatures will be taken on arrival at Bowlers with a non-contact infrared thermometer, and risk assessing with regular health questionnaires for returning children.
 |
|  | **Physical distancing/ grouping** | * Where **possible** children will be organised into small groups. Wherever **possible** these small groups or ‘bubbles’ should not mix during the day.
* Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each ‘bubble’ wherever possible.
* The use of communal internal spaces should be restricted as much as possible.
* Outdoor spaces should be used as much as possible where children can be more socially distant from each other and staff.
* Distancing of beds/cots should be facilitated wherever possible.
 |
|  | **Wellbeing and Education** | * Staff to support children in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue, **’Catch it, Bin it, Kill it’.**
* Children should be supported to understand the changes and challenges they may be encountering 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
 |

|  |  |  |
| --- | --- | --- |
| **Focus** | **Area of consideration** | Recommendations |
| **Staff** | **Attendance** | * Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.
* Bowlers should limit the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day.
* All staff to ensure they wash their hands on arrival at work and regularly throughout the day.
 |
|  | **Physical distancing/ grouping** | * Wherever **possible** staff should remain with the small group of children, the ‘bubble’ of children who they are allocated to and not come into contact with other groups, for example Baby Room and Main Floor.
* Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible.
* Social distancing must be maintained during staff breaks. This can be achieved through only one or two members of staff using the staff room at any one time.
* Staff need to avoid physical contact with each other including handshakes, hugs at **ALL** times.
* No staff to enter the kitchen when Leroy is working, and after this time only one member of staff in the kitchen at any one time.
* Where possible, meetings and training sessions should be conducted through virtual conferencing.
* Once staff enter the building they are only allowed out under exceptional circumstances.
 |
|  | **Training** | * All staff members must receive appropriate training in infection control before reopening on the 1ST June (This can be undertaken online) and the standard operating procedure and risk assessments within which they will be operating. Furloughed staff can also participate. **Completed**
 |

|  |  |  |
| --- | --- | --- |
| **Focus** | **Area of consideration** | Recommendations |
| **Parents** | **Physical distancing** | * Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child
* Drop off and pick up will be limed to **1 parent** per family and times will be staggered between families to support social distancing.
* Parents will be unable to enter the nursery building, children will need to be dropped off and collected at the garden gate.
* When parents are waiting to drop off or collect their child, physical distancing should be maintained at all times and parents need to ensure they stick to their allocated times.
* When settling new children (at whatever point that will be) parents will be allowed to enter the nursery, if not doing so would cause a baby/child distress. Considerable measures and careful planning will need to be in place so as to minimize contact between the parent and other children and staff members.
 |
|  | **Communications** | * Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, themselves and staff.
* Feedback at the end of the day will be done via the intercom system or parents can call before they collect their child or by a key adult at the gate.
 |

|  |  |  |
| --- | --- | --- |
| **Focus** | **Area of consideration** | Recommendations |
| **Visitors** | **Visits** | * Attendance needs to be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours where possible.
* We will be unable to show perspective parents around the nursery for the near future.
 |
| **Travel** | **Travel associated with setting operations** | * Wherever possible staff and parents should travel to the nursery alone, using their own transport.
* If public transport is necessary, current guidance on the use of public transport must be followed, all staff will be issued with masks if traveling via public transport.
* Parents should not leave travel accessories including buggies and scooters in the setting premises, but rather in external buggy areas if necessary or take home after drop off.
* No trips with the children will be considered during this time.
 |

|  |  |  |
| --- | --- | --- |
| **Focus** | **Area of consideration** | Recommendations |
| **Hygiene and****Health & Safety** | **Hand Washing** | * All children and staff must wash their hands upon arrival at nursery.
* Children and staff members should be encouraged to wash their hands frequently.
 |
|  | **Cleaning****Sanatiser** | * An enhanced cleaning schedule to be implemented that includes furniture, surfaces,

Children’s toys, equipment and outdoor equipment.* Communal areas, touch points and hand washing facilities to be cleaned and sanitiser regularly.
* Hand sanatiser to be placed at the entrance of all doors. 22nd July 2020.
 |
|  | **Waste disposal** | * All waste must be disposed of in a hygienic and safe manner.
* Tissues must be immediately disposed of and posters of all bin’s ‘catch it, bin it, kill it’
 |
|  | **Laundry** | * All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.
* Items such as towels, flannels and bedding must not be shared by children.
 |
|  | **Risk assessment** | * All activity will be risk assessed and due consideration given to any adaptations to usual practice. This would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and will also include sand play and water play as children are unable to social distance during such activities.
 |
|  | **PPE** | * Government guidance is that PPE is not required for general use in early year’s settings to protect against COVID- 19 transmission. PPE should to be worn as normal for nappy changing and the administration of first aid and this includes the use of face masks as staff and children are in close proximity. Staff are continually in close proximity to younger children so masks / visors can be worn if this provides further protection for children and staff.
 |

|  |  |  |
| --- | --- | --- |
| **Premises** | **Building** | * Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.
* Keep windows and doors open where possible to ensure good ventilation.
 |
|  | **Resources** | * Children will not be permitted to bring items from home, unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.
* All resources required for play and learning experiences of children should be regularly washed and/or sterilized and batched into daily items for each day of the week.
* Equipment such as staff’s tablets should be cleaned regularly, and staff that work in the office should sit at the same desk and use the same computer which should be cleaned regularly.
* Staff should have limited use of the phone and when used should clean it with a sterilizing wipe.
 |
| **Supplies** | **Procurement & monitoring** | * We should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. Bowlers will not be able to operate without essential supplies required for ensuring infection control.
* A monitoring system for the usage of PPE will be essential to ensure that a supply of stock is available to all staff who require it as and when required to meet operational needs.
 |

|  |  |  |
| --- | --- | --- |
| **Focus** | **Area of consideration** | Recommendations |

|  |  |  |
| --- | --- | --- |
| **Responding to a suspected case** |  | * In the event of a child developing suspected coronavirus symptoms whilst attending Bowlers, they should be collected as soon as possible and isolate at home in line with the NHS guidance.
* Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation.
* The staff member responsible for the child during this time should be a staff member from their

‘bubble’. Appropriate PPE will need to be worn.* The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.
* The person responsible for cleaning the area should wear appropriate PPE
* Parents will be advised and encouraged to arrange a Covid-19 test as soon as possible and inform the nursery of the results. If the result is negative the child can return the following day. If however the result of the test is positive the child will have to isolate for 7 days, however other members of the family will have to isolate for 14 days. The children and staff that were in the same bubble as the child will also have to isolate for 14 days.
* In the event of a staff member developing suspected coronavirus symptoms whilst working at Bowlers, they should return home immediately and isolate at home in line with the NHS guidance and book a covid-19 test at a test center for the following day. Once these results are back they need to be shared with the manager and next steps can be put in place.
 |