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| KEY | WHC = Waltham Hall Cottage | CH = Chapter House |

Saplings Nursery Site Operating Procedures COVID-19

These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

The fundamental principle of this guidance is to ensure physical distancing between our age groups and to maintain our already exceptional good hygiene practices. We are a relatively small community for day care on non-domestic premises with subdivided rooms, this greatly assists our ability to create physical distance between groups of children and retain our current rooms as specific ‘bubbles’

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| FOCUS | ASPECT | RECOMMENDATIONS for PROCEDURE |
| Children | Attendance | * Only children who are symptom free or have completed the required isolation period will be permitted to attend the setting.
* Children may not attend if a member of the family is self-isolating
* Staff will take temperatures of children on arrival and risk assess with regular health questionnaires for returning children
* Parents should provide us with two sets of clothes to retain at nursery and their own sun cream 26/6
* We will use the spare clothes in the event children need changing for whatever reason. ~~Dirty/soiled clothes will be washed by us~~. 26/6 **We will return clothes daily to parents** 25/9
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| Physical distancing/ grouping | * **Children remain in small groups or rooms at Saplings**. These small groups or ‘bubbles’ will not mix during the day
* Initially Babies and Eeyores will join as one ‘bubble’. Over time, as children and staff return, the two groups will return to two ‘bubbles’ – **effective** 25/9
* Care routines that include the provision of meals, nappy-changing and toileting will take place within the ‘bubble’, this is our usual practice.
* Preschool children will remain in CH for all meals and not walk over to WHC to the dining room for lunch
* The communal internal spaces will be restricted to essential access only and staff will operate a single pathway, waiting until the space has been vacated by colleagues before entering
* Staff will communicate with each other by using the telephone intercom facility and will not be permitted to move around to visit other ‘bubbles’ unless essential e.g. to access a staff toilet or for emergency reasons
* Our outdoor space is large. It will be possible to accommodate two ‘bubbles’ at the same time

except Piglets & Eeyores, where one ‘bubble’ will occupy the space* We will continue to maintain our distancing for beds for all children whilst sleeping. Children are always organised head to toe when parallel to each other
* Children should be isolated if unwell in the staff workroom in WHC and the garden/utility room in CH
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|  | Wellbeing andeducation | * Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue
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|  |  | * Children will be supported to understand the changes and challenges they may be encountering because of Covid-19. Staff will ensure they are aware of a child’s need for attachment and emotional support; there will be no social distancing between staff and children, even during COVID19 this would be poor practice, that would have a negative

effect on their emotional wellbeing. |
| Staff | Attendance | * Staff will only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative COVID19 test result.
* We require all staff to have their temperature taken on arrival and we will risk assess with regular health checks for those returning from sickness absence
* ~~To accommodate a safe re-opening, we will limit the number of staff in the nursery to one shift~~ until 7/9/2020. ~~WHC will open 8am to 4.30pm, CH will open 8-4.30 for all children in August~~ 25/7
* The nursery will re-open to full hours from 7 September 2020
* We will maintain staff to child ratios and still limit the number of staff required to deliver our services to expected occupancy levels on any given day **until the end of October**
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| Physical distancing/ grouping | * Staff will remain with their ‘bubble’ of children and will not meet other bubbles or other staff unless they are outside in the main gardens or in designated areas risk assessed for breaks.
* We will not use the revised Ofsted Emergency Revisions to the EYFS that provide many settings with flexibility on ratios and qualifications to make operating feasible.
* All staff will be qualified, senior staff will be present, original ratios maintained, all staff are trained in first aid, safeguarding children, and infection control
* 2m Social distancing will be maintained during staff breaks. Our usual strategies apply that include the staggering of breaks, in addition staff are allocated to separate break areas, these areas have been risk assessed to permit a maximum number of persons at any one time. Staff will cover their own breaks, there will be no shared support ‘bubbles’
* Staff must avoid physical contact with each other including handshakes and hugs.
* Ongoing staff training and staff meetings will continue via virtual conferencing.
* **Monthly staff meetings will resume in October in teams via Zoom**
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| Training | * All staff have received updated instruction and training in infection control before returning to work from furlough. All staff have been offered support to prepare them for a ‘new normal’ Saplings. They have attended a virtual staff meeting where these operational procedures, new risk assessments and updated information about coronavirus, have been

discussed fully. |

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| 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
* Parents using public transport are advised to go home to change clothes before collecting 26/6
* ~~Please ensure that drop off and pick up is limited to 1 parent per family~~. ~~For the first week, we will provide parents with a 15-minute arrival time period, that will help to stagger access and avoid crowding. This can be adjusted if necessary.~~26/6
* As before, parents will not be permitted to enter the houses, (see exceptions in the Visitors section) Parents should hand over to staff maintaining 2m social distance (adults only).
* Only ONE parent may approach the drop off area for each entrance at WHC ~~and the single access to CH~~. **At CH, 2 parents may approach the entrance at drop off and collection, maintaining social distancing**. ~~Tape indicates the exclusion area required~~. For access to Tiggers ‘bubble’, parents should wait in the car park, near the pedestrian gate, and maintain social distancing rules before attempting access the front entrance. Please observe a one-in, one-out rule, avoiding queuing or passing on the path to and from the front door.
* Parents may drop off or collect with older siblings, these children must always stay with you they are not allowed to run around the grounds or use any of the play equipment. 25/7
* Parents may strop to chat with one another, but only in the car park area, maintaining control over their children, including siblings and 2m social distancing. 25/7
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| Communications | * All parents will be expected to play a full and vital role in supporting us to maintain these safe operating procedures and any other measures that may evolve over time. We need your support to ensure the health, wellbeing and safety of children, staff and each of you as

parents. All updates will be communicated via email. |

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| Visitors | VisitsException explained: | * ~~For the first 4-6 weeks at least~~, ~~outside~~ visitors will not be permitted to enter the nursery unless essential to the service or in the event of an emergency (e.g. urgent, essential building maintenance for repairs). Where other non-urgent visits are required, they will be conducted outside nursery operating hours.
* Parents re-settling / settling children for the first time, will be permitted **limited** access. Parents **settling children will be required to wash hands on entry and exit**, maintain social distance from staff, we encourage you to find a place to sit and not move around unnecessarily; if other children approach you, there is no need to move away from their space. Staff will respond to the child/ren in any event
* Where the weather permits, some time spent in the outdoor play space / gardens are considered preferable, but not at the expense of wellbeing during the settling / re-settling process
* On arrival, the same procedures for staff will apply to visitors. Temperature will be taken on entry, outside coat, jacket, cardigan must be removed and left over a hook in the entrance halls at both WHC and CH
* Staff will be required to wash hands for 20 seconds or use antibacterial gel or wipes before moving elsewhere in the building following proximity with visiting parents
* You may find some staff will need to wear a mask, particularly if they suffer from hay fever or asthma. Urgent essential visitors and settling parents will be asked to wear a mask if you suffer conditions affecting the upper respiratory tract, or an auto-immune response, for

your own protection in the presence of children.* New parents will be invited to view the nursery out of hours.
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| Travel | Travel associated with setting operationsTravel associated with UK & Foreign Holidays | * Staff and Parents are encouraged to travel to nursery alone, using your own transport
* Travel accessories including buggies, car seats, may not be brought into the nursery buildings. Parents may use the designated area in the car port under the barn for storage
* There will be no outings from the setting into the local community. Forest School and Swimming are cancelled, and the bus is not in use.
* ~~Parents going away on holiday abroad and in the UK will be required to add 7 days absence from nursery on their return~~ 26/6
* Only parents travelling abroad will require 7 day absence from nursery; extended to 14 days for isolation purposes under government restricted travel advice 25/7
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| Hygiene and Health & Safety | Hand Washing | * All children, staff and settling parents must wash their hands upon arrival at the nursery
* Children and staff members are encouraged to wash their hands frequently for 20 seconds
* Staff will encourage children in age appropriate ways
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| Cleaning | * An enhanced cleaning schedule is implemented twice a day, this includes furniture, surfaces, toys, equipment, and floors. Solid floors are washed three times a day.
* Communal areas, touch points and hand washing facilities are cleaned and sanitised up to four times a day
* **We will use a fogging system at the end of every day to clean and sanitise the spaces used by the children in the day**
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| Waste disposal | * All waste is disposed of in a hygienic and safe manner as usual at least twice a day, more if required
* Used tissues are disposed of immediately
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| Laundry | * All items that are laundered are washed safely
* We use non-biological gel for washing at low temperature, but all items are tumble dried to thoroughly sanitise at a high temperature
* Bedding is not shared by children, each child has their own named sheet, blanket.
* Hygiene rolls and individual hydro-wipes are used instead of towels and flannels
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| Risk assessment | * All activities will be risk assessed and due consideration given to any adaptations to our usual practice will be recommended. This will include, but is not limited to the suspension of learning experiences that involve materials which are not easily washable, e.g. playdough - when playdough is made by the children, this will be discarded after one time use; group cooking activities that involve shared utensils and the suspension of the sharing of food e.g.

snacks that involve dips. |
| PPE | * Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. Disposable aprons will be worn for soiled nappy changing and the administration of first aid.
* Masks will only be necessary for staff or visiting parents who suffer from asthma or hay fever. In the case of asthma, to protect you and for hay fever to protect others. Clinical grade masks will be provided.
* PPE will be required to clean the isolation room / area after use
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| Premises | Building | * A routine health & safety check will be conducted for Waltham Hall Cottage where the premises have been closed for a significant period. The heating thermostat was reduced to 15 degrees, but the water temperature to the hot tank has been maintained at 70 degrees to avoid legionnaires bacteria.
* Prior to re-opening, mains and tank water sources will be run to activate the safety of the water from taps, a heating engineer is booked to conduct a safety check immediately prior to re-opening.
* Windows must be open where possible to ensure ventilation
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| Resources | * Children should not bring items from home into the setting unless absolutely essential for their emotional wellbeing. Cloth comforters will only be used at sleep time or to support the emotional temporary needs of a child that cannot be pacified or distracted. Solid comforters e.g. dummies will be sterilised on arrival and will remain in the setting. These may not be taken home. They will be stored in a named, individual container specific for use.
* All resources required for play and learning experiences of children are regularly washed and/or sterilised
* Equipment used by staff e.g. an iPad are already allocated to individual staff members. Staff will be required to clean these at least once a day
* Room telephones will need to be wiped with antibacterial wipes after each use.
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| Supplies | Procurement & monitoring | * We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages.
* We will not be able to operate without essential supplies required for ensuring infection control
* A monitoring system for the supply of hygiene stock items is in place, ensuring availability to meet the operational needs of the setting.
* When stocks are low, other options may be considered, e.g. the use of washable products. These items will be washed at a high temperature and separate to any other nursery washing.
* If a supply of food is interrupted, we have procedures in place to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed. If this fails, we will require parents to provide a packed lunch to replace the hot meal normally provided in the middle of the day.
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| Responding to a suspected case |  | * In the event of a child developing suspected coronavirus symptoms whilst attending the setting, parents will be contacted immediately. Children must be collected as soon as possible and isolate at home in line with NHS guidance
* Saplings will comply with the UK Track and Trace guidance, parents will be required to cooperate fully if contacted. 26/6
* All absence from nursery will continue to incur fees.29/6
* It is an essential part of re-opening that parents provide a reliable telephone number that will be answered for such emergencies.
* Children will be isolated from others in a dedicated room or area. A window must be opened for ventilation
* The staff member responsible for the child during this time will be from their ‘bubble’.
* Staff waiting with children in isolation will be required to wear an apron, a mask, and gloves.
* The room / area will be thoroughly cleaned within a time frame ranging from immediately to 72 hours, depending on how long it is judged it can be left unvisited.
* The person responsible for cleaning the area should wear appropriate PPE as detailed above.
* In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance
* In the event a member of staff receives a positive test result, unless government legislation requires otherwise, all staff in the team will be required to book a test as soon as possible ~~after 48 hours i.e. on the 3~~~~rd~~ ~~day~~. In the event that these tests are negative, no further action will be required. If 2 ~~or more~~ staff test positive in the same team/room that team/group will close for 14 days isolation.
* **In the event staff are contacted by NHS Track & Trace, to inform them they have been in contact with someone who has tested positive, even if they are asymptomatic, staff will need to be absent from work, according to the guidelines provided by NHS Track & Trace.**
* ~~Staff have been recommended to obtain a COVID19 test either every two weeks or once a month even if they have no symptoms of coronavirus. This is an optional choice.~~
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