

ULEY UNDER 5s PLAYGROUP

SITE OPERATING PROCEDURES FROM SEPTEMBER 2020

GUIDANCE DATED 22/07/20:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

plus update of 17/09/20 for the reporting of positive cases within EY settings, schools, etc.

plus update of 5/11/20 for second lockdown

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
Staff / Parents	Re-opening September 2020	<p>We will be following the latest government guidance (https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures, 22/07/20) and implementing the new Public Health England endorsed "System of Controls". These will build on the protective measures in place since June to further reduce the risk of transmission of infection, as recorded in our risk assessment.</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings.</p> <p>Keeping the virus out of the setting will be key and if someone starts to show even mild symptoms (which could easily be a common cold) they should not be attending.</p> <p>If you think you or anyone in your family has coronavirus or is displaying coronavirus symptoms such as a high temperature, a new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, you MUST:</p> <ul style="list-style-type: none">• keep your child at home and arrange to have a test (see guidance on coronavirus testing and how to arrange to have a test.).• notify Uley Under 5s' Manager so that appropriate actions can be taken to clean the premises and equipment

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		<ul style="list-style-type: none"> • follow the PHE guidance for a self-isolation period of 10 days for the suspected case and 14 days for the household members. • Under no circumstances should the child return to the setting until the results of the test have been confirmed - even if their temperature has dropped or the child seems better. • if the test comes back positive for Covid-19 you must notify Uley Under 5s' Manager and follow the PHE guidance for a CONFIRMED case • If the test comes back negative the child can return to the setting. • Parents should also follow the government's current advice regarding quarantine recommendations if returning to the UK from abroad (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) <p>2) clean hands thoroughly and more often than usual</p> <ul style="list-style-type: none"> • All parents, children and staff must use hand sanitiser upon arrival at playgroup • Children and staff members will be encouraged to: wash their hands frequently (such as after sneezing or blowing their nose, before eating any food and after using the toilet), washing for 20 seconds with running water and soap or sanitiser. We use songs such as "Humpty Dumpty" or "Happy Birthday" x2 to help the children know when they have been washing their hands for long enough! <p>3) ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach:</p> <ul style="list-style-type: none"> • Use tissues to catch sneezes • Place used tissues into a bin provided • Clean hands with soap and water for 20 seconds or hand sanitiser <p>4) introduce enhanced cleaning, including cleaning</p>

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		<p>frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> • Staff will clean children's drink bottles, food containers and any toys on arrival and prior to departure with disinfectant wipes • Toilets/flush levers/taps/sinks will be cleaned after each use and at the end of each session with disinfectant wipes • door handles, light switches, toys, electronic devices and play equipment will be cleaned regularly with antibacterial wipes or Milton liquid as appropriate • table surfaces will be cleaned regularly and before/after food is eaten with antibacterial spray or wipes • kitchen surfaces will be cleaned regularly and at the end of each session with antibacterial spray • floors will be cleaned after each session with disinfectant <p>5) Minimise contact between individuals and maintain social distancing wherever possible• minimising contact and mixing</p> <ul style="list-style-type: none"> • EY settings are no longer required to keep children in small, consistent groups but must limit groups to no more than 15 children. We will monitor attendance to comply with this advice. • Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. Please advise the Manager if your child attends another setting. • Drop off and pick up will be limited to only one parent/carer and one child • Children will be allocated drop-off and pick-up times. If more than one parent/carer and child is waiting to be admitted, please line up along the

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		<p>right-hand side of the hall two metres apart as indicated by red tape on the railings.</p> <ul style="list-style-type: none"> Although it is not always possible for adults to maintain social distance when working with young children, staff and parents should try to keep a safe social distance (2 metres) wherever they can, i.e. at drop-off and pick-up, taster sessions, meetings, etc. <p>5/11/20: All parents will be asked to wear masks when entering the building, and to observe safe social distancing (2 metres) wherever possible.</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Staff in EY settings are advised not to wear masks during sessions unless they are caring for a child with symptoms of coronavirus (Covid-19), when gloves, apron, surgical face mask and eye protection will be worn if needed..</p> <p>Staff will continue to wear appropriate PPE while attending to children's personal hygiene needs (disposable gloves and apron).</p> <p>5/11/20: All parents will be asked to wear masks when entering the building, and to observe safe social distancing (2 metres) wherever possible.</p> <p>7) engage with the NHS Test and Trace process Staff members, parents/carers and children must be ready and willing to:</p> <ul style="list-style-type: none"> book a test via NHS Test and Trace if they are displaying symptoms. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5,

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		<p>but children under 11 will need to be helped by their parents or carers if using a home testing kit</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient and will work with Early Years settings, so they understand the easiest route to get a test.</p> <p>Staff and parents should inform Uley Under 5s' Manager immediately of the results of the test:</p> <ul style="list-style-type: none"> • if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating • if someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

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		<p>8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community</p> <p>When we are made aware that someone who has attended our setting has tested positive for coronavirus (COVID-19), from the 17th September we will contact the DfE's helpline to advise a dedicated NHS advice team for nurseries, schools and colleges with confirmed cases, who will inform us what action is needed based on the latest public health advice, i.e. sending home anyone who has been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious, and work through a risk assessment with us to identify close contacts.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) • proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>We will try to keep a record of all close contact that takes places between children and staff during sessions (i.e. 1:1 or small group work, nappy changing, first aid, pastoral care, co-play, etc.)</p> <p>We will use a letter provided by them to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow COVID-19: guidance</p>

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		<p>for households with possible coronavirus infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days • if the test result is positive, they should contact Uley Under 5s' Manager immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection • We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation <p>Further guidance is available on Testing and tracing for coronavirus.</p> <p>If we need to close as a result of a child or member of staff testing positive for coronavirus, the Manager/Deputy Manager will inform the setting's Early Years Locality Lead at GCC (Justine Everett, 01452 425332).</p> <p>9) contain any outbreak by following guidance updated 17th September 2020:</p> <p>From the 17th September we are required to contact the DfE's helpline to advise a dedicated NHS advice team for nurseries, schools and colleges with confirmed cases if we have two or more confirmed cases within 14 days, or a rise in sickness absence where coronavirus (COVID-19) is suspected. They will advise us if we need to take any additional action, such as asking more children or the whole setting to self-isolate. It is hoped that, by following the System of Controls, whole setting closure will not be necessary.</p>

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		<p>10) notify Ofsted Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, will be reported to Ofsted by Uley Under 5s' Manager or the playgroup committee's Ofsted Representative.</p>

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	<p>ATTENDING SESSIONS:</p>	<p>If you think you or anyone in your family has coronavirus or is displaying coronavirus symptoms such as a high temperature, a new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, you MUST keep your child at home and arrange to have a test (see page 1, PREVENTION)</p> <p>Staff will risk assess any children with SEND to ensure the right support is in place for them to attend in line with the SEND Risk Assessment Guidance.</p> <p>Children should wear clean clothes to each session and bring:</p> <ul style="list-style-type: none"> • A coat and/or sun hat (parents should apply sunscreen prior to arriving at the hall) • a backpack containing a change of clothing and wellies in wet weather (plus nappies, wipes and nappy sacks if applicable) which should be left at the hall between sessions • a pre-prepared fruit snack, non-fizzy drink in a labelled drink bottle and a packed lunch in a labelled rigid plastic container (fabric lunch bags should not be used). Use of Playgroup cups and plates should be avoided as far as possible. • children should not bring toys or resources from home unless a comfort object is needed for the first few sessions to help a child settle. Please avoid soft toys if possible. Toys should be cleaned with antibac spray/wipes before leaving home and before leaving a session. <p>The Village Hall Management Committee will check that the water supply to the hall is safe to use for drinking before playgroup re-opens.</p> <p>A member of staff will admit one parent/child at a time into the foyer</p>

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		<p>5/11/20: All parents will be asked to wear masks when entering the building, and to observe safe social distancing (2 metres) wherever possible.</p> <p>Parent/child to use hand sanitiser</p> <p>Parent to sign-in child, say goodbye</p> <p>Staff secures front door, accompanies child into hall. Child hangs up coat (plus backpack on first day) in cloakroom</p> <p>It may be necessary to allow a parent/carer to accompany child into cloakroom before saying goodbye for first couple of sessions if a child is feeling anxious.</p> <p>Staff to clean drink bottle and container holding snack/packed lunch with suitable disposable disinfectant wipes and store in playgroup's insulated lunch bags (repeat process prior to pick-up)</p> <p>Staff help each child to settle into the session (sharing stories, resources, etc.) and escort them one at a time to the main door at pick-up.</p> <p>The use of communal spaces will continue to be managed as follows:</p> <ul style="list-style-type: none"> • Toilets: whenever possible, staff will ensure that children use the toilets one at a time • Mid-morning snack and lunch will be eaten at tables covered with wipe-clean cloths. Cloths will be cleaned with antibac or disinfectant wipes after each meal and left to air dry. • Pick-ups should be kept as brief as possible. Staff will update parents regarding children via text or Tapestry during sessions as much as possible. <p>Our priorities at this time are helping the children to settle into the setting, supporting their early language and communication skills, and encouraging them to exert themselves physically.</p>

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		<p>We will be alert to the fact that there may be children with social, emotional and mental health needs as a result of coronavirus (COVID-19), and possibly children who have fallen behind their peers as a result of time out of childcare settings, or due to missed diagnosis.</p> <p>We will use reasonable endeavours to deliver the EYFS learning and development requirements as far as possible by providing an environment that invites learning across all seven areas of learning as far as is practicable. We will also continue to support the learning of children who are unable to attend our setting, and their parents, through regular contact with their key person and peers, and by directing parents to sources of advice, ideas, etc. on how to provide a positive learning environment at home such as the government's Hungry Little Minds campaign, the BBC's Tiny Happy People, the National Literacy Trust's Family Zone for more ideas and content and the Department for Education (DfE) guidance Help children aged 2 to 4 to learn at home during coronavirus (COVID-19).</p> <p>5/11/20: Although singing does not currently appear to present a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space.</p> <p>With appropriate safety mitigation, singing can still take place. Measures to take include:</p> <ul style="list-style-type: none"> • singing in groups should take place outdoors wherever possible • if indoors, use a room with as much space as possible, i.e. larger rooms (rooms with high ceilings are expected to enable dilution of aerosol transmission) • if playing indoors, social distance each child 2 metres apart • limit the numbers to account for ventilation of the space

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		<p>We will discuss and agree suitable arrangements to allow new parents/carers and children entry to our setting for the purpose of settling in sessions. These will be designed to minimise contact between the parent/carer and child and other children and staff members.</p> <p>5/11/20: Visits by prospective children and their parents plus taster sessions will be avoided where possible during the second lockdown</p> <p>Parents are asked to help staff avoid face-to-face meetings by contacting the Manager (Nicola Wood) by email (manager@uleyplaygroup.co.uk) or telephone (07896 587983) if they have any queries or concerns.</p>
	Social distancing / grouping	<p>Staff will use a hierarchy of measures to minimise the risk of any exposure to coronavirus namely:</p> <ul style="list-style-type: none"> • frequent hand washing and good respiratory hygiene (i.e. catch it, bin it, kill it) • regular cleaning of settings and resources • minimising contact and mixing between settings <p>Children should:</p> <ul style="list-style-type: none"> • Only use the resources provided for each session • Enter communal internal spaces (i.e. cloakroom/toilets) as little as possible and only in small groups (i.e. 2) • Use the outdoor area observing social distancing as far as possible
	Wellbeing and education	<p>Children should be encouraged to take what steps they can according to their age to keep themselves and their friends safe:</p> <ul style="list-style-type: none"> • regular hand washing • sneezing/blowing noses into a tissue, correctly disposing of tissues and washing hands
	Protocol for responding to a	<ul style="list-style-type: none"> • Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government

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	suspected case of coronavirus	<p>guidelines on what to do if you or someone in your household develops symptoms.</p> <p>SEE ABOVE (SYSTEMS OF CONTROL, STEP 7</p> <ul style="list-style-type: none"> • Staff will use the Emergency Contact register to contact child's parent or emergency contacts to advise of concerns and request immediate collection of the child • If a child is awaiting collection, they will be moved to the side room where they can be isolated behind the folding door with a member of staff. If they need to go to the bathroom while waiting to be collected, they will be taken to the separate toilet at the back of the hall if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) until the room has been cleaned. PPE should be doubled wrapped in white bin bags after use and added to the main refuse sack. Supplies of PPE are kept in the Evacuation Bag. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • All staff and children who are attending a childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Visit the guidance on coronavirus testing and how to arrange to have a test. • if the test comes back positive for Covid-19 you must notify Uley Under 5s' Manager and follow the PHE guidance for a CONFIRMED case: (COVID-19: guidance for households with possible coronavirus infection) • If the child or staff member tests positive, the rest of their immediate group within their setting should be sent home and advised to self-isolate for 14 days.

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		<ul style="list-style-type: none"> Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
Staff	Re-opening September 2020	<p>We will be following the latest government guidance dated 22/07/20 (https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures) plus the 17/09/20 update regarding the management of positive cases plus that of the 5/11/20 regarding the second lockdown, and implementing the new Public Health England endorsed "System of Controls". These will build on the protective measures in place since June to further reduce the risk of transmission of infection, as recorded in our risk assessment.</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings.</p>

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		<p>Keeping the virus out of the setting will be key and if someone starts to show even mild symptoms (which could easily be a common cold) they should not be attending.</p> <p>If you think you or anyone in your family has coronavirus or is displaying coronavirus symptoms such as a high temperature, a new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, you MUST:</p> <ul style="list-style-type: none"> • stay at home and arrange to have a test (see guidance on coronavirus testing and how to arrange to have a test.). • notify Uley Under 5s' Manager so that appropriate actions can be taken to clean the premises and equipment • follow the PHE guidance for a self-isolation period of 10 days for the suspected case and 14 days for any household members. • Under no circumstances should you return to the setting until the results of the test have been confirmed - even if your temperature has dropped or you seem better. • if the test comes back positive for Covid-19 you must notify Uley Under 5s' Manager and follow the PHE guidance for a CONFIRMED case • If the test comes back negative you can return to the setting. • Staff should also follow the government's current advice regarding quarantine recommendations if returning to the UK from abroad (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) <p>2) clean hands thoroughly and more often than usual</p> <ul style="list-style-type: none"> • All parents, children and staff must use hand sanitiser upon arrival at playgroup • Children and staff members should wash their hands frequently (such as after sneezing or blowing their

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		<p>nose, before eating any food and after using the toilet), washing for 20 seconds with running water and soap or sanitiser. We use songs such as "Humpty Dumpty" or "Happy Birthday" x2 to help the children know when they have been washing their hands for long enough!</p> <p>3) ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach:</p> <ul style="list-style-type: none"> • Use tissues to catch sneezes • Place used tissues into a bin provided • Clean hands with soap and water for 20 seconds or hand sanitiser <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> • We will clean children's drink bottles and container holding snack/packed lunch on arrival with suitable disposable disinfectant wipes and store in playgroup's insulated lunch bags (repeat process prior to pick-up). Repeat same process with any toys on arrival and prior to departure with disinfectant wipes. • Toilets/flush levers/taps/sinks will be cleaned after each use and at the end of each session with disinfectant wipes (Mon/Thurs playgroup staff; Tues/Weds/Fri by Village Hall cleaner) • door handles, light switches, toys, electronic devices and play equipment will be cleaned regularly with antibacterial wipes or Milton liquid as appropriate • table surfaces will be cleaned regularly and before/after food is eaten with antibacterial spray or wipes • kitchen surfaces will be cleaned regularly and at the end of each session with antibacterial spray (Mon/Thurs playgroup staff; Tues/Weds/Fri by Village Hall cleaner) • floors will be cleaned after each session with disinfectant

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		<p>(Mon/Thurs playgroup staff; Tues/Weds/Fri by Village Hall cleaner)</p> <p>5) Minimise contact between individuals and maintain social distancing wherever possible minimising contact and mixing</p> <ul style="list-style-type: none"> • EY settings are no longer required to keep children in small, consistent groups but must limit groups to no more than 15 children. We will monitor attendance to comply with this advice. • Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. Parents have been asked to follow this advice. It is hoped that all the children attending Uley Under 5s will not be attending other settings. If they are, we may need to consider forming a separate group. • Drop off and pick up will be limited to only one parent/carer and one child • Children will be allocated drop-off and pick-up times. If more than one parent/carer and child is waiting to be admitted, parents should line up along the right-hand side of the hall two metres apart as indicated by red tape on the railings. <p>5/11/20: All parents will be asked to wear masks when entering the building, and to observe safe social distancing (2 metres) wherever possible.</p> <ul style="list-style-type: none"> • Although it is not always possible for adults to maintain social distance when working with young children, staff and parents should try to keep a safe social distance (2 metres) wherever they can, i.e. at drop-off and pick-up, taster sessions, meetings, etc. <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Staff in EY settings are advised not to wear masks during sessions unless they are caring for a child with symptoms of coronavirus (Covid-19), when gloves, apron, surgical face mask</p>

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		<p>and eye protection will be worn if needed (supplies kept in the Evacuation Bag)</p> <p>Staff will continue to wear appropriate PPE while attending to children's personal hygiene needs (disposable gloves and apron).</p> <p>All PPE to be doubled wrapped in white bin bags after use and added to the main refuse sack.</p> <p>5/11/20: All parents will be asked to wear masks when entering the building, and to observe safe social distancing (2 metres) wherever possible.</p> <p>7) engage with the NHS Test and Trace process Staff must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting.</p> <p>Staff members must be ready and willing to:</p> <ul style="list-style-type: none"> • book a test via NHS Test and Trace if they are displaying symptoms. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient and will work with Early Years settings, so they understand the easiest route to get a test.</p> <p>Staff should inform Uley Under 5s' Manager immediately of the results of the test:</p>

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		<ul style="list-style-type: none"> • if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating • if someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community</p> <p>When we are made aware that someone who has attended our setting has tested positive for coronavirus (COVID-19), from the 17th September the Manager will contact the DfE's helpline to advise a dedicated NHS advice team for nurseries, schools and colleges with confirmed cases, who will inform us what action is needed based on the latest public health advice, i.e. sending home anyone who has been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious, and work through a risk assessment with us to identify close contacts.</p> <p>They will also work with us to guide us through the actions we need to take, i.e. sending home anyone who has been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face

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		<p>conversation, or unprotected physical contact (skin to skin)</p> <ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Staff should try to keep a record of all close contact that takes places between children and colleagues during sessions (i.e. 1:1 or small group work, nappy changing, first aid, pastoral care, co-play, etc.).</p> <p>The Manager will use a letter provided by them to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days • if the test result is positive, they should contact Uley Under 5s' Manager immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection • We will not request evidence of negative test results or other medical evidence before admitting staff or

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<p>children or welcoming them back after a period of self-isolation</p> <p>Further guidance is available on Testing and tracing for coronavirus.</p> <p>9) contain any outbreak by following guidance updated 17th September 2020:</p> <p>From the 17th September we are required to contact the DfE's helpline to advise a dedicated NHS advice team for nurseries, schools and colleges with confirmed cases if we have two or more confirmed cases within 14 days, or a rise in sickness absence where coronavirus (COVID-19) is suspected. They will advise us if we need to take any additional action, such as asking more children or the whole setting to self-isolate. It is hoped that, by following the System of Controls, whole setting closure will not be necessary.</p> <p>10) notify Ofsted</p> <p>Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, will be reported to Ofsted by Uley Under 5s' Manager or the playgroup committee's Ofsted Representative.</p> <p>SESSIONS</p> <p>Staff to wear clean clothes to each session as far as possible.</p> <p>Staff to use hand sanitiser on arrival and sign in.</p> <p>Staff to hang up coats/bags on the hooks in the passage next to the stage (mobile phones to be put in the red box in the kitchen).</p> <p>If staff bring their own packed lunches they should use a rigid plastic container (fabric lunch bags should not be used). This should be cleaned on arrival with a suitable disposable disinfectant wipe and stored in the fridge. Lunch containers should be cleaned again prior to departure.</p> <p>Staff may use the special insulated mugs provided for tea and coffee, but must ensure they are cleaned with hot water and detergent at the end of a session (the Village Hall Management</p>

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<p>Committee will check that the water supply to the hall is safe to use for drinking before playgroup re-opens).</p> <p>Staff to set up the hall by placing mobile noticeboards, mobile units, tables/chairs and resources as advised by the Manager.</p> <p>NB: Touch points on all furniture must be wiped using antibacterial or disinfectant wipes before packing away after the following sessions: Mondays, Fridays.</p> <p>Set up small folding table to right of kitchen door (for register, large whiteboard, etc.)</p> <p>Staff to set up the Ladies toilets for use by the children as follows: Potty in one cubicle; child's toilet seat in second cubicle Steps in front of both toilets, both sinks Blue bin (with white bin liner) for paper towels near sinks Check supplies of toilet roll, paper towels, pink soap</p> <p>Staff to use the Disabled toilet (check bin with bin liner in place, check supplies of toilet roll, paper towels, soap)</p> <p>Staff to place foam door stops on Disabled toilet door (remove when in use), inner door to Ladies toilets, each cubicle door in Ladies toilets.</p> <p>Staff to place cleaning box, First Aid bags and Evacuation bag on worktop in side room by kitchen hatch</p> <p>Staff to place black strong box, Ofsted files (yellow tray) and registration folder on kitchen worktop</p> <p>Display any medical/allergy alerts for children attending a session in the kitchen</p> <p>Put out signing-in sheet/pen plus any parent information on small table in the foyer, plus notice about playgroup being in session on front door (face out)</p> <p>Display notices about social distancing, washing hands, playgroup "Stop" signs as advised by the Manager</p> <p>OUTSIDE:</p>

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<p>Wrap chain around double gate to the street and use padlock to secure. Place notice about playgroup being in session next to gate to the orchard.</p> <p>The Manager will risk assess any children with SEND to ensure the right support is in place for them to attend in line with the SEND Risk Assessment Guidance.</p> <p>Children should wear clean clothes to each session and bring:</p> <ul style="list-style-type: none"> • A coat and/or sun hat (parents should apply sunscreen prior to arriving at the hall) • a backpack containing a change of clothing and wellies in wet weather (plus nappies, wipes and nappy sacks if applicable) which should be left at the hall between sessions • a pre-prepared fruit snack, non-fizzy drink in a labelled drink bottle and a packed lunch in a labelled rigid plastic container (fabric lunch bags should not be used). Use of Playgroup cups and plates should be avoided as far as possible. • children should not bring toys or resources from home unless a comfort object is needed for the first few sessions to help a child settle. Please avoid soft toys if possible. Toys should be cleaned with antibac spray/wipes before leaving home and before leaving a session. <p>A member of staff will admit one parent/child at a time into the foyer</p> <p>5/11/20: All parents will be asked to wear masks when entering the building, and to observe safe social distancing (2 metres) wherever possible.</p> <p>Parent/child to use hand sanitiser</p> <p>Parent to sign-in child, say goodbye</p> <p>Staff secures front door, accompanies child into hall.</p> <p>Child hangs up coat (plus backpack on first day) in cloakroom</p>

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<p>It may be necessary to allow a parent/carer to accompany child into cloakroom before saying goodbye for first couple of sessions if a child is feeling anxious.</p> <p>Staff to clean children's drink bottles and container holding snack/packed lunch on arrival with suitable disposable disinfectant wipes and store in playgroup's insulated lunch bags (repeat process prior to pick-up). Repeat same process with any toys on arrival and prior to departure with disinfectant wipes.</p> <p>Staff help each child to settle into the session (sharing stories, resources, etc.) and escort them one at a time to the main door at pick-up.</p> <p>The use of communal spaces will continue to be managed as follows:</p> <ul style="list-style-type: none"> • Toilets: whenever possible, staff will ensure that children use the toilets one at a time • Mid-morning snack and lunch will be eaten at tables covered with wipe-clean cloths. Cloths will be cleaned with antibac or disinfectant wipes after each meal and left to air dry. • Pick-ups should be kept as brief as possible. Staff will update parents regarding children via text or Tapestry during sessions as much as possible. <p>Our priorities at this time are helping the children to settle into the setting, supporting their early language and communication skills, and encouraging them to exert themselves physically.</p> <p>We will be alert to the fact that there may be children with social, emotional and mental health needs as a result of coronavirus (COVID-19), and possibly children who have fallen behind their peers as a result of time out of childcare settings, or due to missed diagnosis.</p> <p>We will use reasonable endeavours to deliver the EYFS learning and development requirements as far as possible by providing an environment that invites learning across all seven areas of learning as far as is practicable.</p>

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<p>We will also continue to support the learning of children who are unable to attend our setting, and their parents, through regular contact with their key person and peers, and by directing parents to sources of advice, ideas, etc. on how to provide a positive learning environment at home such as the government's Hungry Little Minds campaign, the BBC's Tiny Happy People, the National Literacy Trust's Family Zone for more ideas and content and the Department for Education (DfE) guidance Help children aged 2 to 4 to learn at home during coronavirus (COVID-19).</p> <p>5/11/20: Although singing does not currently appear to present a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space.</p> <p>With appropriate safety mitigation, singing can still take place. Measures to take include:</p> <ul style="list-style-type: none"> • singing in groups should take place outdoors wherever possible • if indoors, use a room with as much space as possible, i.e. larger rooms (rooms with high ceilings are expected to enable dilution of aerosol transmission) • if playing indoors, social distance each child 2 metres apart • limit the numbers to account for ventilation of the space <p>The Manager will discuss and agree suitable arrangements to allow new parents/carers and children entry to our setting for the purpose of settling in sessions. These will be designed to minimise contact between the parent/carer and child and other children and staff members:</p> <ul style="list-style-type: none"> • visits to take place after parents/children have left and before we pack away • taster sessions: reduce to one per child if possible;

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<ul style="list-style-type: none"> • parent/carer and child to use hand sanitiser on entry/exit, parent/carer remains at the front of the hall during taster. <p>5/11/20: Visits by prospective children and their parents plus taster sessions will be avoided where possible during the second lockdown</p> <p>Parents are asked to help staff avoid face-to-face meetings by contacting the Manager (Nicola Wood) by email (manager@uleyplaygroup.co.uk) or telephone (07896 587983) if they have any queries or concerns.</p>
	Safeguarding	<p>Early years settings are responsible for safeguarding and caring for, and supporting the development of, children who attend as set out in the early years foundation stage statutory (EYFS) framework.</p> <p>We will create risk assessments for any children with special educational needs and disabilities (SEND) in accordance with the SEND risk assessment guidance to ensure that the right support is in place for them.</p> <p>We will work together with local agencies, services and other settings to actively look for signs of harm given the greater risk of harm some children may have been exposed to through the coronavirus (COVID-19) outbreak. In the case of vulnerable children and particularly those with social workers, we will continue to encourage those children to attend regularly and notify their social worker if they stop attending. We will work with local authorities to monitor the welfare of vulnerable children who are not attending provision, and other children they might wish to keep in touch with, for safeguarding purposes.</p> <p>In addition to usual safeguarding concerns, staff should also be alert to:</p> <ul style="list-style-type: none"> • significant mental health or wellbeing difficulties caused by the coronavirus outbreak • the mental health, pastoral or wider health and wellbeing support children may need, including with bereavement, and how to support them to transition into the setting after a long period of absence. <p>Any safeguarding concerns should be reported to the setting's Designated Safeguarding Lead (Nicola) and recorded in writing.</p>

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
	Social distancing	<p>Staff should observe social distancing recommendations with colleagues, parents, children and visitors where possible apart from when attending to children's health care (when appropriate PPE should be worn: disposable apron and gloves) or caring for a child with coronavirus symptoms (disposable apron, gloves and surgical face mask)</p> <p>Staff will ensure:</p> <ul style="list-style-type: none"> • physical distancing between children and staff as far as possible • that the sharing of toys and resources is reduced by only using the resources allocated to each session • that any toys or resources that are shared can be easily cleaned with either antibac or disinfectant wipes; left to soak in Milsom liquid diluted as per the manufacturer's instructions or quarantined for 72 hours between use by different groups • entering communal internal spaces (i.e. toilets) as little as possible and only in small groups (i.e. 2) and observing social distancing at all times • observing social distancing as far as possible when using the outdoor area
	Training	All staff members must adhere to the guidelines within these operating procedures wherever possible i.e. arrival of children, toileting, use of PPE.
	Supporting parents	Staff will need to identify and support any vulnerable children and parents that return to settings, for example, by signposting them to appropriate local services such as health visitors, mental health services, and domestic or substance abuse services, and school nurses where applicable. Information will be available at the hall.
	Staff wellbeing	Any staff feeling anxious or concerned are encouraged to contact the Manager by telephone or email to discuss their feelings or concerns, or to contact mental wellbeing helplines such as: Morton Michel (playgroup insurers) free mental health counselling helpline staffed by qualified counsellors. The counselling helpline can be reached on 0333 000 2082 and is completely confidential. Our policy no. is 22453
	Protocol for responding to a suspected case of coronavirus	<p>Uley Under 5s will follow the new Public Health England endorsed "System of Controls": Response to an infection step 7</p> <p>7) engage with the NHS Test and Trace process</p>

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<p>Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting.</p> <ul style="list-style-type: none"> • If the Manager (or Deputy) develop symptoms in the setting, they should isolate themselves in the side room behind the folding door until cover arrives. If they need to go to the bathroom while waiting to be collected, they should use the separate toilet at the back of the hall if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • The Deputy (or Manager) will do their best to secure cover as soon as possible by calling the people on the playgroup's Emergency Cover list, then members of the playgroup's committee and lastly the supply agency (Class People). • If no cover is available, the Deputy (or Manager) will contact all parents to explain the situation and ask them to collect their children as soon as possible, and advise the Chair of the playgroup committee. • If a child develops symptoms, staff will use the Emergency Contact register to contact the child's parent or emergency contacts to request the immediate collection of the child • If a child with symptoms is awaiting collection, they will be moved to the side room where they can be isolated behind the folding door with a member of staff. If they need to go to the bathroom while waiting to be collected, they will be taken to the separate toilet at the back of the hall if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) and until the room has been cleaned. PPE should be double wrapped in white bin bags after use and added to the main refuse sack. Supplies are kept in the Evacuation Bag. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.

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		<p>Staff members, parents/carers and children must be ready and willing to:</p> <ul style="list-style-type: none"> • book a test via NHS Test and Trace if they are displaying symptoms. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms • if the test comes back positive for Covid-19 you must notify Uley Under 5s' Manager and follow the PHE guidance for a CONFIRMED case. (COVID-19: guidance for households with possible coronavirus infection) • If the child or staff member tests positive, the rest of their immediate group within their setting should be sent home and advised to self-isolate for 14 days. • Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
	<p>Protocol for confirmed cases of coronavirus</p>	<p>Uley Under 5s will follow the new Public Health England endorsed "System of Controls": Response to an infection steps 8 - 10:</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community</p> <p>From the 17th September if we are made aware that someone who has attended our setting has tested positive for coronavirus (COVID-19), the Manager will contact the DfE's helpline to advise a dedicated NHS advice team for nurseries, schools and colleges with confirmed cases, who will inform us what action is needed based on the latest public health advice, i.e. sending home anyone who has been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious, and work through a risk assessment with us to identify close contacts.</p>

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) • proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>It is hoped that, by following the System of Controls, whole setting closure will not be necessary.</p> <p>They will advise us on who must be sent home. To support them in doing so, staff will try to keep a record of all close contact that takes places between children and staff during sessions (i.e. 1:1 or small group work, nappy changing, first aid, pastoral care, co-play, etc.).</p> <p>We will use a letter provided by them to send to parents, carers and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days • if the test result is positive, they should contact Uley Under 5s' Manager immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<ul style="list-style-type: none"> • We will not request evidence of negative test results or other medical evidence before admitting staff or children or welcoming them back after a period of self-isolation <p>Further guidance is available on Testing and tracing for coronavirus.</p> <p>If we need to close as a result of a child or member of staff testing positive for coronavirus, the Manager/Deputy Manager will inform the setting's Early Years Locality Lead at GCC (Justine Everett, 01452 425332).</p> <p>9) contain any outbreak by following guidance updated 17th September 2020:</p> <p>From the 17th September, the Manager or Deputy is required to contact the DfE's helpline (0800 046 8687, Mon - Fri 8am - 6pm, Sat - Sun 10am - 4pm) and select the option for reporting a positive case to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases should we have:</p> <ul style="list-style-type: none"> • two or more confirmed cases within 14 days, or • a rise in sickness absence where coronavirus (COVID-19) is suspected. <p>They will advise us if we need to take any additional action, such as asking more children or the whole setting to self-isolate. It is hoped that, by following the System of Controls, whole setting closure will not be necessary.</p> <p>If we need to close as a result of a child or member of staff testing positive for coronavirus, the Manager/Deputy Manager will inform the setting's Early Years Locality Lead at GCC (Justine Everett, 01452 425332).</p> <p>10) notify Ofsted</p> <p>Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, will be reported to Ofsted by Uley Under 5s' Manager or the playgroup committee's Ofsted Representative (tel: 0300 123 4666).</p>
	Fire Alarm procedure	In the event of an emergency that requires the immediate evacuation of the hall, staff should adopt the following procedure:

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		<ul style="list-style-type: none"> • Staff will give three blows on their whistle • Manager to collect register/evacuation bag and usher children out of the building by the fire exit near the stage and out to the assembly point in the orchard maintaining safe distance if possible (NB do not ask children to line up) • Deputy Manager to check the toilets/kitchen/side room are vacant and proceed to the assembly point in the orchard • Manager to check the register to ensure all children/staff are present • At the same time, the Deputy will alert the Emergency services by calling 999 • Staff to evacuate the children to Uley Primary School, accessing Woodstock Terrace via the garden gate closest to the playgroup shed, maintaining safe distance between children if possible • Deputy to wait with the children in the school playground outside main entrance on arrival at Uley Primary School, maintaining safe distance if possible • Manager to enter school to advise Headteacher of situation, and follow her instructions with regard to a safe place to assemble • Manager to call parents/carers and request the collection of children as soon as possible • Manager to call playgroup Chair (Alexander Amos, 07540 383 668) and Chas Kirk, Village Hall Management Committee (07749202198 / 01453 860915) • Staff wait with children at Uley Primary School until all children are collected by a parent/carers • Staff to remain at the school until advised to go home / it is safe to return to hall
	Social distancing	Parents/carers are requested to: <ul style="list-style-type: none"> • apply sunscreen prior to arriving at the hall • only one parent/carers should accompany each child.

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		<p>5/11/20: All parents will be asked to wear masks when entering the building, and to observe safe social distancing (2 metres) wherever possible.</p> <ul style="list-style-type: none"> • drop-off and pick-up their child at the allotted times • ensure social distancing is observed if they have to wait outside by lining-up to the right of the hall <p>They should be symptom free and/or have completed the required isolation periods.</p> <p>Anyone who has a new continuous cough and/or a high temperature (above 37.8°C) should not visit the setting. Keeping the virus out of the setting will be key and if someone starts to show even mild symptoms (which could easily be a common cold) they should not be attending.</p> <p>A member of staff will admit one parent/child at a time into the foyer</p> <ul style="list-style-type: none"> • Parent/child to use hand sanitiser. • Parent to sign-in child as usual, say goodbye • Staff secures front door, accompanies child into hall. • Staff waits in hall while child hangs up coat (plus backpack on first day) <p>We will discuss and agree suitable arrangements to allow new parents/carers and children entry to our setting for the purpose of settling in sessions while minimising contact between the parent/carer and child and other children and staff members.</p> <p>5/11/20: Visits by prospective children and their parents plus taster sessions will be avoided where possible during the second lockdown</p>
Parents	Communication	Parents will be given clear instructions regarding keeping their child at home if displaying symptoms of coronavirus, drop off, pick-up, what to bring to a session including lunch in order to ensure the health and safety of staff, children and other parents
	Visitors	Attendance will be restricted to children and staff as far as practically possible. Visitors will not be permitted unless essential (e.g. new children, essential building maintenance). Where essential visits are required these will observe current guidance regarding faed masks, social distance, etc. (new children) or arranged outside of the usual nursery operational hours where possible.

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
Travel		<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the setting alone, using their own transport • If public transport is necessary, current guidance on the use of public transport must be followed • There will be no outings to venues off-site • Staff are responsible for following the government's current advice regarding quarantine recommendations if they have travelled to other areas of the UK/abroad
Hygiene and Health & Safety	Infection Prevention & Control Hygiene	We will be implementing the new Public Health England endorsed "system of controls" to build on the protective measures that have been in use since we re-opened in June to further reduce the risk of transmission of infection (see pages 1 - 7).
	Cleaning	<ul style="list-style-type: none"> • Public Health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts plus soft furnishings such as pillows, bean bags and rugs. <p>If possible we will create a "quiet corner" using floor cushions with clean covers for each session (staff to wash covers at home using the hottest temperature).</p> <ul style="list-style-type: none"> • Touch points (i.e. doorbell), toilets and hand washing facilities must be cleaned by staff wearing rubber gloves with antibac spray/disinfectant wipes after each use by children, staff or parents • Staff and children will bring their own mid-morning snack and lunch in rigid plastic containers. These will be cleaned with antibac or disinfectant wipes on arrival and prior to leaving the hall. Snacks and lunches will be eaten at tables covered with wipe-clean cloths. Cloths will be cleaned with antibac or disinfectant wipes after each meal and left to air dry. • An enhanced cleaning schedule will be implemented: • staff wearing rubber gloves will clean chairs, tables, top of mobile units, kitchen surfaces, sinks, kettles with antibac spray/disinfectant wipes at the end of each session • In addition, staff will clean the floors in the hall, side room, kitchen and toilets with a mop and disinfectant diluted as per manufacturer's recommendation after sessions on Mondays and Thursdays (the Village Hall Management Committee will supervise this on Tuesdays, Wednesdays and Fridays). • Children's toys and equipment should be wiped with antibac spray/disinfectant wipes or left to soak in a Milton liquid solution

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		<p>diluted as per manufacturer's recommendation for a minimum of 15 minutes or overnight and left to air dry on waterproof sheets on the stage (Wednesday - Friday only)</p> <ul style="list-style-type: none"> • If a child develops symptoms of Covid-19, they should be isolated in the side room until collected by a parent. Staff caring for them should wear a disposable apron, disposable gloves and a surgical face mask at all times including when cleaning surfaces with disinfectant wipes and floor with a mop and disinfectant diluted as per manufacturer's recommendation after the child has been collected. PPE supplies are kept in the Evacuation Bag. All PPE should be double-bagged using white bin bags after use and put in the main refuse sack <p>Deputy Manager to monitor supplies of cleaning materials and PPE, advising Manager when these are running low</p>
	Waste disposal	<ul style="list-style-type: none"> • Tissues must be immediately disposed of in the small bin next to the drinks table. This should be double wrapped in a white bin bag and added to the main refuse sack at the end of each session • Any PPE used during a session should be double wrapped in white bin bags and placed in the main refuse sack • All bins must be emptied into the main refuse sack stored in the kitchen at the end of each session. This must be double wrapped in a black bin bag and labelled with the date for disposal (after 72 hours or more). Labels are kept in the tall cupboard, side room. There is no waste collection at the hall. Staff to agree a rota for removing playgroup waste.
	Laundry	<ul style="list-style-type: none"> • Tea towels and any blankets or spare clothing used by the children during a session must be wrapped in a bin liner and taken home by a staff member to be laundered the same day at the hottest possible temperature
	Risk assessment	<p>We will review our risk assessment prior to opening and monitor that the controls are effective, working as planned, and updated appropriately, for example when any issues are identified, or when there are changes in public health advice.</p> <p>All activities will be risk assessed and due consideration given to any adaptations to usual practice, i.e. avoiding materials that are not washable (malleable materials, chinks, soft toys, dressing-up clothes) and the suspension of the sharing of food (particularly at snack time) and utensils</p> <p>We will discuss any concerns expressed by any parents or staff who may be at comparatively increased risk from coronavirus (COVID-19),</p>

<u>Focus</u>	<u>Area of Consideration</u>	<u>Recommendations</u>
		and explain the measures we have put in place to reduce risks. We will try as far as practically possible to accommodate any additional measures.
	PPE	Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. PPE should continue to be worn as normal for nappy changing and the administration of first aid. Should a child develop symptoms of COVID-19, staff should wear disposable apron, disposable gloves and a surgical face mask until the child has been collected and the side room disinfected. Supplies are kept in the Evacuation Bag. All PPE should be doubled wrapped using white bin bags after use and added to the main refuse sack.
	Personal clothing	All children and staff should wear clean/washed clothing to nursery each day
	Building	<ul style="list-style-type: none"> • Because we have been temporarily closed during the lockdown period appropriate Health & Safety checks will be conducted prior to reopening • The VHMC will check the Hot and Cold Water system for Legionnaire's disease • Windows will be kept open where possible to ensure ventilation • The outside area will be used where possible for learning and play observing safe social distances where possible
	Resources	<ul style="list-style-type: none"> • Children should not bring toys or resources from home unless a comfort object is needed for the first few sessions. Toys should be cleaned with antiback wipes before leaving home and before leaving a session. • In line with advice issued by Public Health England, use of soft toys or toys that are hard to clean or have intricate parts along with soft furnishings including dressing-up clothes, pillows, bean bags and rugs will be avoided • All resources required for play and learning experiences of children will be cleaned at the end of each session using disinfectant wipes, left to soak in Milton liquid solution diluted according to the manufacturer' recommendations for a minimum of 15 minutes or over-night and left to air dry (Wednesday - Friday only), or put into quarantine for a minimum of 72 hours. • Equipment used by staff such as the Manager's mobile phone, stationary, tablets, etc. will be cleaned using antibac or disinfectant wipes on arrival/prior to leaving the hall
	Procurement & monitoring	We will maintain essential supplies and put contingency plans in place to minimise the impact of any shortages of supplies.