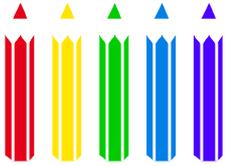


# Green Lane Nursery and Childcare Centre



## Plan to Reopen Nursery for all Pre-School Children and Children with Two Key Worker Parents/Carers

From 15<sup>th</sup> June 2020, we will be re-opening the Nursery. We will be prioritising pre-school children, vulnerable children and the children of parents/carers that are both critical workers. The management team and governing body strongly believes that the health and safety of pupils, families and staff must be the main priority. This plan outlines how we plan to reopen the setting to ensure we minimise the risk of infection.

Staff will endeavour to provide a safe working environment for the children however as we are sure you will understand, it is not entirely possible to eliminate risk.

### **Room Arrangements**

All children under the age of 3 years old will be located in Minnie's Room, a maximum of three children in the conservatory and three children in the main Minnie's Room. We can accommodate six Pre-School children in the Little Tigger's Room and six Pre-School children in the existing Pre-School Room. Each room will have a dedicated member of staff who will be responsible for each group of children, with Mel, the Manager as additional support across all rooms. Mel and Minnie's Room will have walkie talkie's available at all times to allow them to communicate efficiently.

Staff:

Minnie's Room - Sophie & Kirsty

Little Tigger's Room - Caitlin

Pre-School Room - Fiona

The Manager will cover lunch breaks and toilet breaks. Staff have been asked not to leave the premises during the working day.

In the event of staff illness we will bring another member of staff in.

Only the named staff and children booked in are permitted into the building.

Opening times have been temporarily reduced to Monday to Friday, 08:00-17:30.

All staff will be emailed a copy of this document and will be asked to sign a signature register to confirm they agree with the terms set out prior to working within the setting.

### **Effective Infection Protection and Control**

Child groups will not mix with other groups throughout the day. They will be kept apart through staggered outdoor play and will eat their lunch and snacks in their room.

Each room will have its own supplies of hand sanitiser, disinfectant, cloths and own supplies of handwashing materials.

Each child will have their own allocated bag containing resources such as crayons, doodling book, playdoh, etc.

Children will have hand sanitiser applied to their hands when they enter and exit the setting, normal hand hygiene will be adhered to, such as before and after eating, after outdoor play and whenever deemed necessary.

The toilets will be split into two to allow each room to have their own area. Staff will ensure that only one child is permitted in at a time from each area, only the end toilets and sinks will be available to allow social distancing. Toilet doors will be propped open and staff will ensure that children wash their hands, they will also have to apply sanitiser before entering the room.

Children will be encouraged to use the 'catch it, bin it, kill it' approach. Each room has its own lidded bin that will be sanitised regularly throughout the day. The children will be required to wash their hands thoroughly and apply hand sanitiser.

Parents/carers are required to provide an unopened pack of nappies if required, the packaging will be sanitised by staff and named. Spare clothes will be provided by nursery if necessary, we will not expect these items to be returned.

Parent/carers are required to provide a sanitised dummy in a plastic bag to remain on the site if required.

Under no circumstances will children be able to bring comforters (blankets, teddies, etc) and other items in from home.

Any children requiring paracetamol are not permitted into the setting until 48 hours from when it was last administered, as this may mask an illness.

Children with symptoms of a cold must not attend the setting.

Parents/carers and staff are advised against the use of public transport to minimise the risk of contamination within the setting.

### **Personal Protective Equipment (PPE)**

The government guidance states that face coverings/masks do not need to be worn in education and childcare settings unless a child begins displaying symptoms whilst at school or nursery, in which case "a fluid-resistant surgical face mask and safety goggles should be worn by the supervising adult along with disposable gloves and an apron if a distance of two metres cannot be maintained. A supply of masks will be available in the office and in changing areas.

Staff will be required to wear a mask whilst changing nappies, along with disposable gloves and a disposable apron.

### **Shielded and Clinically Vulnerable Children and Staff**

Shielding staff and children are not permitted onsite.

### **Arrival and Departure Arrangements**

Children attending the Minnie's Rooms will be dropped off and picked up at the double doors through the garden. The children attending the Little Tigger's Room will use the Little Tigger's entrance and the children attending the Pre-School Room will use the current Pre-School entry door. Parents/carers will be told prior to opening which door they will use.

No parents/carers will be permitted in the building, drop off and pick-ups will be strictly at the door. We ask that only one parent/carer drop off/pick up their child.

Families must follow the two metres distancing rules at all times. Parents must find a safe place to park outside the nursery/school grounds if coming by car. They are requested to follow the one-way system for pedestrians, using the two metres distancing indicated. On arrival children will have hand sanitiser applied before entering the room. Staggered drop off and pick up times will be put into place if necessary to avoid contact between parents and children.

### **Safeguarding**

Mel Mitchell will be available at all times to address any safeguarding concerns, this must be done in the usual way with staff remembering to use the two metres social distancing. All of the staff are qualified in Safeguarding.

### **Fire Safety & First Aid**

All staff onsite are first aid trained.

In the event of an evacuation from the building, the children will be lead to our existing assembly point, however staff will ensure that each group follows the two metres social

distancing rule. Each room will use their designated door unless this is inaccessible in the event of a fire.

### **Contractors and Visitors**

Only the named staff and children booked in are permitted into the building.

External cleaners will clean before the setting opens. They will be briefed by the Manager about procedures put in place to minimise the risk of contamination. They will be issued with this document to read and sign to form an agreement. They will be expected to wear a mask, gloves and an apron, provided by the setting.

Contractors will only be allowed on site if essential and will be provided with a mask, gloves and an apron to put on before they enter the building. Hands must be sanitised upon entry and exit of the building.

### **Health and Safety**

A deep clean will be carried out before the opening of the setting and the rooms re-organised to implement health and safety procedures to minimise any risks to all staff and children.

Cleaning will take place at the start of the day by our cleaning team, this will include disinfecting surfaces, tables, taps, door handles, bin lids etc, at lunchtimes (by staff) and at other times as staff deem it necessary, for example if shared equipment has been used. Children will be allocated their own resources as mentioned previously. Any shared equipment will be cleaned after each use.

Staff will need to socially distance throughout the day and use hand sanitiser upon entry and exit into and out of the setting. Staff will wear clean uniform each day and asked to ensure excellent hygiene practices. They will not be permitted into other areas, except whilst using the staff toilet and must not enter the office; only in the event of an emergency will this be acceptable.

Staff will be given guidance and training by the Manager prior to the setting opening. They will study the Risk Assessment and this document in great depth with the Manager. Staff will be asked to sign to acknowledge they are happy with the procedures that have been put into place and confirm they will follow these.

We endeavor to socially distance the children as much as possible, however due to the ages of the children this may not be possible. We will ensure that no groups come into contact.

### **Lunch and Snack Provisions**

Parents/carers have been asked to provide a cold packed lunch and snacks in a named disposable plastic bag (with sandwiches wrapped in foil etc) that are accessible to the

children. These will be eaten within the room. We will not be able to give breakfasts and teas, this is to reduce the risk on contamination.

Children will be provided with a drink in their own named cup that will be washed immediately after use.

If a baby requires bottles of milk, sterilized bottles to remain in the setting must be provided along with unopened formula. Staff will ensure bottles are named, washed and sanitized after each use. Clear making up instructions must be provided.

### **Outdoor Play**

Outdoor play will be staggered between the two groups of children in the Minnie's Room, they will use the Minnie's Room garden. The children in Little Tigger's Room will use the outdoor area directly outside the room. The children in Pre-School will use our sensory garden that is located at the front of the school. This is to ensure that no groups of children mix throughout the day.

Sand pits and mud kitchens will be taped off to ensure that children are unable to access these areas.

Each group will have an allocated box with outdoor resources to ensure groups are unable to share these. Staff will be responsible to sanitise these at the end of the day.

No swimming lessons or trips to the library will take place.

Children may be taken off site for a walk but this will be in an open space to ensure the staff and children do not come into contact with other individuals.

### **Removal of Soft Furnishings, Soft Toys and Toys that are hard to clean (such as those with intricate parts)**

All soft furnishings will be removed from the rooms and stored as necessary.

Sand play will not be provided along with resources that are small or not easy to sanitise.

Resources will be very limited and carefully chosen, taking into account all guidance received to minimise the risk of contamination.

Resources will be sanitised at the beginning and end of the day and also after every use.

Under no circumstances will children be able to bring comforters (blankets, teddies, etc) and other items in from home.

Sleeping arrangements will still be available using social distancing. All blankets will be washed after each use using an anti-bacterial detergent.

### **Cleaning and Hygiene**

Each Room will be fully cleaned each morning by our cleaners. Staff will be requested to sanitise resources after each use when necessary. The manager will sanitise door handles, taps, toilets, bin lids at regular intervals throughout the day and record this on the Cleaning Register.

The nursery will provide each child with their resources to avoid sharing. Books will only be accessible to staff to allow them to read stories to the children.

All staff and children must frequently wash their hands with soap and water for twenty seconds and dry thoroughly and sanitise hands upon arrival and exit of the setting.

The Manager will be responsible for ensuring each room team has enough products to disinfect each room. Any shared equipment will be cleaned after use. Rooms are required to have a full supply of hand sanitiser. Toilets to be stocked with soap and dispensers. Disposable hand towels to be used.

### **Communication with Parents**

Staff will contact all parents/carers whose children are attending prior to reopening, this will allow them to discuss how the nursery will operate and answer any questions they may have. Email addresses will also be obtained to allow this document to be e-mailed to them. Emergency contact numbers will also be checked.

Staff will be unable to provide diaries for children, this is to reduce the risk of contamination between home and the setting.

If parents/carers have any queries or wish to discuss their child with a member of staff, they will be asked to telephone the nursery to reduce the amount of contact with parents/carers.

All correspondence will be sent via email.

Parents will not be able to make cash or cheque payments during this period and will be asked to make payments via bac's payments.

### **Communication with Directors**

All communication between the Management Team and Directors will be electronically using virtual meetings when necessary.

### **What happens if someone becomes unwell at the setting?**

Anyone who becomes unwell will be isolated in a separate room and supervised by a member of staff wearing a facemask, safety goggles, apron and gloves until they can be safely collected.

The child's temperature will be taken using a digital thermometer with a hygiene cover on it, each room has they own thermometer.

If it is a child, the child will be asked to self-isolate for seven days. We ask that parents/carers ensure that their child does not attend the setting if they have been in contact with an individual who has Covid-19 or has any of the symptoms, as per Government guidance.

If a member of staff becomes unwell, they will be asked to leave the premises immediately and arrange testing. The member of staff will not be permitted back onto the premises until they have had a negative confirmation or shielded as per the guidance provided by the Government.

### **What happens if there is a confirmed case of coronavirus in a setting?**

In the event that we have a confirmed case of Covid-19, whether it be a member of staff or child, we will contact parents/carers advising them to pick up their child as soon as possible, the setting will close for a period of two weeks to allow a deep clean to be carried out. The Manager will report the case to RIDDOR.

**All of our policies remain in place.**

28<sup>th</sup> May 2020