

Guidance for Early Years Settings - COVID-19 Site Operating Procedures (Staff/Parents)

These guidelines are intended to assist early years providers in implementing precautionary measures to reduce the spread of COVID-19 disease in childcare settings. Providers should build on these considerations and guidelines to form Site Operating Procedures (SOP), suitable to their situation. 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 identified groups and to implement good hygiene practices. The design of settings as relatively small communities for day care on non-domestic premises and further subdivided rooms, greatly assists our ability to create physical distance between groups and cluster children into specific cohorts or 'bubbles'.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> Only children who are symptom free or have completed the required isolation period should attend the setting.
	Physical distancing/ grouping	<ul style="list-style-type: none"> Care routines including provision of meals, nappy changing and toileting will be attended to by their keyworker where possible. Outdoor spaces will be accessible to all children
	Wellbeing and education	<ul style="list-style-type: none"> Children should 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 Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time
Workforce	Attendance	<ul style="list-style-type: none"> Staff should only attend the nursery if they are symptom free and are fully vaccinated, if not government guidelines need to be followed. Consideration should be given to limiting the numbers of staff in the playgroup at any one time to only those required to care for the expected occupancy levels on any given day

Workforce	Drop-off	<ul style="list-style-type: none"> On arrival staff will be asked if they or any member of their household have any symptoms of COVID-19 (high temperature/cough or loss of taste and smell Diarrhoea, vomiting and abdominal cramps). If the answer is yes, they will be told to leave the setting if they have not been fully vaccinated.
	Physical distancing/ grouping	
	Training	<ul style="list-style-type: none"> All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating
Parents	Physical distancing	<ul style="list-style-type: none"> Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child or are fully vaccinated. When parents are waiting to drop off or collect their child please respect other individuals with regards to social distancing. Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress.
	Communications	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves
Visitors	Visits	<ul style="list-style-type: none"> Visitors attending the setting will be required to our procedure with regards to Health and Hygiene
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> If public transport is necessary, current guidance on the use of public transport must be followed Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises, but rather in external buggy areas if necessary. Outings from the setting into the local community will take place following Government Guidelines

Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> All children and staff must wash their hands upon arrival at the nursery Children and staff members should be encouraged to wash their hands frequently
	Cleaning	<ul style="list-style-type: none"> An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly
	Waste disposal	<ul style="list-style-type: none"> All waste must be disposed of in a hygienic and safe manner

		<ul style="list-style-type: none"> • Tissues must be immediately disposed of
	Laundry	<ul style="list-style-type: none"> • All items within the setting requiring laundering must be washed in line with NHS laundry guidelines • Items such as soft toys, bean bags, cushions and clothing will be changed and washed frequently
	Risk assessment	<ul style="list-style-type: none"> • All activity should be risk assessed and due consideration given to any adaptations to usual practice.
	PPE	<ul style="list-style-type: none"> • 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
Premises	Building	<ul style="list-style-type: none"> • Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks • Keep windows open where possible to ensure ventilation
	Resources	<ul style="list-style-type: none"> • All resources required for play and learning experiences of children should be regularly washed and/or sterilised • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly

Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control • A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing.
Responding to a suspected case		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance • The area should be thoroughly cleaned immediately. • The person responsible for cleaning the area should wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance

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