



BRIGHTWALTON PRESCHOOL NURSERY

Covid-19 Site Operational Plan

Brightwalton Preschool Nursery has produced this site operating plan to assist us in implementing the precautionary measures required to reduce the spread of COVID-19 disease. 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 where possible and to implement good hygiene practices. **Please note that we have changed our opening hours to finish at 2pm during this lockdown period, due to reduced staffing levels.**

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> • Only children that are symptom free or have completed the required isolation period should attend the setting. Symptoms include, high temperature, dry cough, sickness and diarrhoea. Children who have coughs and colds will also be asked to refrain from attending. • Children will not be able to bring any items into the Nursery apart from their lunch boxes and a water bottle which must be named. All coats, boots and spare clothing must be left in the Nursery for the whole term. • Children should only attend 1 setting wherever possible. Your child will need to isolate for 10 days if he/she attends another setting where they have a positive COVID case.
	Physical distancing/grouping	<ul style="list-style-type: none"> • It is recognised that young children will find it hard to socially distance so guidance states children should be organised into small groups, we will operate with a group of around 25 children and will more than likely work in smaller groups during teacher led activities.

		<ul style="list-style-type: none"> • The use of communal areas such as the book corner etc will be restricted. Children will be taken to the toilet in smaller groups. • Lunch time and snack time the children will sit on tables reasonably distanced from each other.
	Wellbeing and Education	<ul style="list-style-type: none"> • 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 and putting it in the bin. • Children will be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff will be sensitive and aware of the children's attachments and their needs for emotional support at this time.
Staff	Attendance	<ul style="list-style-type: none"> • Staff should only attend the Nursery if they are symptom free, completed the required isolation period or achieved a negative test result. • We will currently operate 4 to 5 key staff members with the expected occupancy levels each day.
	Physical distancing	<ul style="list-style-type: none"> • Realistically it will be impossible for staff to totally socially distance from the children. If children are unsettled/upset or need help with the toilet staff will need to be in close contact. • Staff should avoid all physical contact with each other including handshakes, hugs etc • Where possible meeting and training will be conducted through virtual conferencing.
	Training	<ul style="list-style-type: none"> • All staff to be trained in appropriate 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 drop off or collect their child. • Aim to limit drop off and pick up to 1 parent per family and stagger the times where possible. • Parents will not be able to enter the building, children will be dropped off at the normal entrance. • Collection of children will take place at the rear of the building on the playing field.

		<ul style="list-style-type: none"> When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area and face coverings worn.
	Communication	<ul style="list-style-type: none"> Brightwalton Preschool have always operated an open-door policy to parents. During these unprecedented times parents can email, text or telephone if they have any concerns or questions concerning their child.
Visitors	Visits	<ul style="list-style-type: none"> Attendance to the setting will be restricted to children and staff as far as practically possible and visitors should not be permitted unless for essential maintenance, in this situation children will be taken outdoors to play or moved into a separate room. Where essential visits are required these will be made outside the usual nursery operational hours where possible.
Travel	Travel associated with setting operation	<ul style="list-style-type: none"> Staff should travel to nursery alone, using their own transport. There will be no outings into the local community and play will be restricted to the playing field immediately outside the Preschool. Staff will ensure children do not mix with members of the public or children from the Primary school that may occasionally share the field.
Hygiene & Health & Safety	Hand Washing	<ul style="list-style-type: none"> All children and staff to hand sanitise/wash hands on arrival at Nursery. Children and staff encouraged to wash their hands frequently throughout the day.
	Cleaning	<ul style="list-style-type: none"> An enhanced cleaning schedule will be implemented that includes, furniture, surfaces and children's toys and equipment. Communal areas, touch points (door handles, light switches, ipad's) and hand washing facilities will be cleaned and sanitised regularly throughout the day. Plastic cups used by the children during the day will be put in the dishwasher at the end of each day. All, dolls clothes, blankets, tea towels and all laundry will be washed in line with NHS laundry guidelines.
	Waste disposal	<ul style="list-style-type: none"> All waste to be disposed of in a hygienic and safe manner. Tissues and nappies to be immediately disposed of.

	Risk assessment	<ul style="list-style-type: none"> • All activities will be risk assessed and due consideration given to any adaptations to usual practice, such as the suspension of any learning experiences involving any materials that are not easy to clean. • Sand will be available but will be changed regularly. • Playdough will be available but freshly made each day.
	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 but that PPE should be worn for nappy changing and the administration of first aid.
Premises	Building	<ul style="list-style-type: none"> • Windows to be left open where possible to ensure ventilation.
	Resources	<ul style="list-style-type: none"> • Children will not be permitted to bring items from home into the setting. • Children's clothes should be washed each day after attending Nursery. • All resources required for play and learning experiences of the children will be regularly washed and or sterilised. • Equipment used by staff such as stationary, tablets will be allocated to individual staff members to clean regularly. •
Supplies	Procurement/monitoring	<ul style="list-style-type: none"> • The Nursery will ensure that there is an adequate supply of cleaning material, such as hand sanitiser, paper towels, tissues, disinfectant wipes and cleaning material. • Ensure a sufficient supply of PPE
Responding to a suspected case of COVID-19		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected immediately and isolate at home in line with NHS guidance. • Whilst waiting for the child to be collected they will be isolated from others in a separate room away from the other children. Windows should be opened to allow ventilation. • The staff member responsible for the child during this time will use suitable PPE.

		<ul style="list-style-type: none">• If the child needs the toilet he/she will be taken to the toilets in the new hall, separate from the children's toilets. The toilet and room will then be thoroughly cleaned• If a staff member or child are tested positive for COVID-19, the Nursery school will close for 14 days and all staff and children will need to isolate for this time. The Nursery will under go a deep clean before re opening.• All staff and their families are eligible for testing if they display symptoms.• Any child or staff member testing positive for COVID-19 must inform the Nursery Manager Sarah Wheatley-Hince immediately.
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Please can you sign and date the form below to confirm you have read the Nursery Operational Plan.

Name:

Date: