

## Long Bennington Pre-school- COVID-19 Site operating Procedures

Focus	Area of consideration	Procedures	Notes and comments
Children	Attendance	<ul style="list-style-type: none"> <li>• Only children who are symptom free or have completed the required isolation period will attend the setting</li> <li>• Pre-school may consider taking temperatures of children on arrival</li> </ul>	
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Children will no longer be organised into small groups or bubbles.</li> </ul>	
	Wellbeing and education	<ul style="list-style-type: none"> <li>• 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</li> <li>• Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need will ensure they are aware of children's attachments and their need for emotional support at this time. We will still give the children cuddles if that is what they want.</li> </ul>	
Staff	Attendance	<ul style="list-style-type: none"> <li>• Staff will only attend the Pre-school if they are symptom free, have completed the requires isolation period or achieved a negative test result.</li> <li>• Providers may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff</li> <li>• Consideration will be given to limiting the number of staff in the Pre-school at any one time to only those required to care for the expected occupancy levels on any given day</li> </ul>	
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Social distancing will be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible</li> <li>• Staff members will avoid physical contact with each other including handshakes, hugs etc.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Where possible, meetings and training sessions will be conducted through virtual conferencing</li> </ul>	
	Training	<ul style="list-style-type: none"> <li>• 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</li> </ul>	
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• We ask parents/ carers to be respectful of physical distancing and if the coat area is busy, please wait in the foyer until there is space to help your child and see them through the gate into the Pre-school room.</li> <li>• At busy drop off and collection times, we will keep the main doors to the building open to provide ventilation.</li> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child</li> <li>• At drop off time, all children are now permitted to enter Pre-school through the main doors and to wait inside the building until their drop off time. A member of staff will then open the door to the Pre-school room whereby the children can then enter through the gate. Parents and carers are only permitted to leave the building once their child has walked through the gate into the Pre-school room. At leaving time, we ask that parents and carers wait in the foyer of the Village Hall until the door to the Pre-school room has been opened. The parents and carers must then collect their child from the internal Pre-school gate.</li> <li>• Pre-school would consider allowing a parent to enter the Pre-school for the purpose of settling in sessions if not doing so would cause a child distress. Pre-school will consider measures to minimise contact between the parent and other children and staff members. Parents would also be required to wear a face mask and to use hand sanitiser upon arrival.</li> </ul>	
	Communications	<ul style="list-style-type: none"> <li>• Parents will 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</li> </ul>	

Visitors	Visits	<ul style="list-style-type: none"> <li>Attendance to the setting will be restricted to children and staff as far as practically possible but visitors will now be allowed by prior appointment.</li> </ul>	
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>Whenever possible, staff and parents will travel to the Pre-school alone, using their own transport</li> <li>Outings from Pre-school into the local community can still take place as long as the children and staff are not mixing with members of the general public.</li> </ul>	
Hygiene and Health and Safety	Handwashing	<ul style="list-style-type: none"> <li>All children and staff must wash their hands upon arrival at the Pre-school. Paper towels will be used in the place of fabric towels</li> <li>Children and staff members will be encouraged to wash their hands more frequently; after arriving at Pre-school, after touching our faces, after blowing our noses, sneezing or coughing, after coming indoors after playing outside, and before eating or handling food, using soap and running water for 20 seconds or by using alcohol hand rub/ sanitiser ensuring all parts of the hands are covered</li> <li>Normal practice will take place when changing nappies for example, the wearing of aprons and gloves</li> </ul>	
	Cleaning	<ul style="list-style-type: none"> <li>An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment</li> <li>Communal area, touch points (door handles, handrails, table-tops, play equipment and toys, electronic devices such as phones) and hand washing facilities will be cleaned and sanitised regularly</li> <li>The toilet area will be checked regularly and cleaned as necessary but especially after lunch toileting and handwashing and at the end of the day. The adult will clean down the area: walls, toilets, flush handles, sink, taps, soap dispenser and paper towel dispenser using disposable cloth and antiviral cleaner. The toilet area window should also be left open for the duration of the session.</li> <li>The spray cleaners can cause nausea and headaches with some staff so cleaning solution to be poured onto cloths</li> </ul>	

		<p>or mop heads and wiped over the surfaces. Different cloths and containers to be used for each area.</p> <ul style="list-style-type: none"> <li>• Gloves should be worn when cleaning with cloth and container.</li> </ul>	
	Waste disposal	<ul style="list-style-type: none"> <li>• All waste will be disposed of in a hygienic and safe manner</li> <li>• Any PPE used in Pre-school will be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus where it will be bagged and kept safely out of the way for 72 hours before being disposed of</li> <li>• Tissues will be immediately disposed of</li> </ul>	
	Laundry	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering will be washed in line with NHS laundry guidelines</li> <li>• Items such as towels, flannels and bedding will not be shared by children</li> </ul>	
	Risk assessment	<ul style="list-style-type: none"> <li>• All activity will be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils</li> </ul>	
	PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.</li> <li>• PPE will continue to be worn as normal for nappy changing and the administration of first aid.</li> <li>• PPE will be used in full; apron, gloves, face mask by an adult when a child shows the symptoms of Coronavirus in the setting and will be disposed of as detailed under 'Waste disposal'.</li> </ul>	
Premises	Building	<ul style="list-style-type: none"> <li>• Pre-school will keep windows open where possible to ensure ventilation.</li> <li>• An air quality, CO2 monitor will be in place in the room during the sessions and additional ventilation will be put in place as necessary.</li> <li>• Pre-school will only use the small hall area of the building and only go into the main hall to access the allocated storage area.</li> </ul>	

	Resources	<ul style="list-style-type: none"> <li>• Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items will be appropriately cleaned upon arrival</li> <li>• All resources required for play and learning experiences of children will be regularly washed and/or sterilised</li> <li>• Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly by the user.</li> </ul>	
Supplies	Procurement and monitoring	<ul style="list-style-type: none"> <li>• Pre-school will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. We will not be able to operate without essential supplies required for ensuring infection control</li> <li>• 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 Pre-school washing.</li> <li>• In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.</li> </ul>	
Responding to a suspected case		<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending Pre-school, they will be collected as soon as possible and isolated at home in line with the NHS guidance</li> <li>• Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, a window will be opened for ventilation</li> <li>• A designated staff member will be responsible for the child during this time. Pre-school will provide suitable PPE for this staff member.</li> <li>• The area will be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours</li> </ul>	

		<ul style="list-style-type: none"> <li>• The person responsible for cleaning the area will wear appropriate PPE</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the Pre-school, they will return home immediately and isolate at home in line with the NHS guidance</li> </ul>	
Food	Snack	<ul style="list-style-type: none"> <li>• Snack products will be purchased locally and cleaned when brought into Pre-school; bread packets, butter, milk will be anti- bacterial wiped before being stored in the normal manner. Fruit will also be purchased and thoroughly washed before being stored- packaging will either be removed or cleaned with anti-bacterial cleaner.</li> <li>• Snack will be prepared by one member of staff who will wear a disposable apron. Work surfaces will be cleaned using disposable cloths and anti-viral cleaner following our normal snack preparation routine.</li> <li>• Snack will be cleared away and then washable items taken to the kitchen to be washed in the dishwasher.</li> </ul>	
	Lunch	<ul style="list-style-type: none"> <li>• Lunch bags should still be brought into Pre-school but each child should carry their lunch bag with them when they enter through the gate</li> <li>• Lunch bags will be stored in the Pre-school room, either on a table or trolley, where they will be available when needed.</li> <li>• Clearing away will be done after lunch following the normal cleaning procedure but using disposable cloths and anti-viral- cleaner</li> <li>• Lunch bags will be replaced to the storage table/ trolley ready for collection at home time</li> </ul>	

**The following are the key policy/guidance documents that have been used to ensure all areas are covered in order for the Pre-school to be opened safely:**

[Planning guide for early years and childcare settings](#)

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

### Government Road Map

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/884171/FINAL\\_6.6637\\_CO\\_HMG\\_C19\\_Recovery\\_FINAL\\_110520\\_v2\\_WEB\\_1\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884171/FINAL_6.6637_CO_HMG_C19_Recovery_FINAL_110520_v2_WEB_1_.pdf)

### Provider Actions to Re-Open 1st June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

### Information for Parents and Carers

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

### Protective Measures in Education and Childcare Settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

### Actions for early years and childcare providers during the coronavirus outbreak

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