

Coronavirus (Covid-19) Response Action Plan

Establishment: Springboard Nursery

Date: 18.05.2021

<u>Focus</u>	<u>Area Of Consideration</u>	<u>Plan</u>
Contact	Drop off/Collection	<ul style="list-style-type: none"> Families MUST drop off and adhere to social distancing using the markers outside the nursery. We ask that 1 parent/carer per child drops off/ collects where possible. Children will be dropped off at the main outside door and collected from the child's room door. Where possible masks must be worn by parent/ carers on drop off and collection. Only parent/ carers who are symptom free and or have completed the required isolation periods will be able to drop off/ collect their child. Practitioners will ensure drop off and collection times are recorded. After school club will have no more than 6 children per day.
	Communication	<ul style="list-style-type: none"> Accident forms/ pre existing injury forms are asked to be completed at the main door. Basic feedback on the child's day will be brief and verbal for pre school children, day sheets for toddlers (unless requested not to) and diaries for babies.
	Children	<ul style="list-style-type: none"> Minimal contact with children is requested, however practitioners will do any necessary duties in order to care for your child.
EYFS	Learning + Development	<ul style="list-style-type: none"> The resources available will be that can be cleaned effectively. Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing in to a tissue. Children should be supported to do as much for themselves as possible.
	Tapestry	<ul style="list-style-type: none"> Keep a look out for updates. Activity ideas and learning topics will continue to be posted for everyone to access and to support self-isolation.
	Children's Well-Being	<ul style="list-style-type: none"> 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. Implementing strategies for supporting children's mental well-being whilst promoting social distancing e.g. encourage children to play and be distracted.

		<ul style="list-style-type: none"> • If your child requires a sleep, sleep blankets will be provided by nursery for the day and washed following the NHS washing guidance. The snooze mats to sleep on will be appropriately distances and disinfected after use. • Comforts from home should be minimal.
	Vulnerable Children	<ul style="list-style-type: none"> • Ensure any vulnerable children are supported by other agencies e.g. LA SEN team.
Food	Food Preparation And Kitchen Area	<ul style="list-style-type: none"> • Nursery Cook will wear full PPE and will be extra vigilant.
	Meals	<ul style="list-style-type: none"> • Practitioners and children will continue to wash their hands before and after meals. • Practitioners will handle eaten foods as little as possible. • Practitioners will wear appropriate PPE. • Parent/ Carers are to provide a cup for your child's water to stay at the nursery. • Menus will be available to view on Tapestry.
Health + Safety	Cleaning	<ul style="list-style-type: none"> • Clean and disinfect frequently touched surfaces, toys and resources throughout the day this includes tables, chairs, resources, equipment, door handles, light switches, countertops, handles, toilets, taps and sinks. • A pair of disposable gloves will be worn for cleaning and will be disposed of immediately after cleaning. • Items used in the nursery such as bedding, flannels, towels that require laundering will be washed in line with the NHS laundry guidelines. • Regularly clean electronics such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.
	Supplies	<ul style="list-style-type: none"> • The setting will provide all the necessary cleaning equipment needed to make sure the setting is able to cope with the demand of the level of cleaning required. • The nursery is able to source products from several retailers.
	Personal Hygiene	<ul style="list-style-type: none"> • We expect children, practitioners and families to maintain good personal hygiene. This will mean everyone take a bath or shower daily. We require all hair that can be tied up must be. • Children and practitioners to wear clean clothes each day. Clothes are to be washed daily. If the practitioner does not have a clean uniform black clothing is permitted. • No toys to be brought in to the nursery from home. • Increase toilet hygiene and procedures, nose cleaning, disposing of tissues and hand washing. • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. • Encourage children to avoid touching their face, eyes, nose and mouth and promote 'Catch It, Bin It, Kill It' • It is the parent/ carers responsibility to apply long lasting sun cream e.g. P20 before arrival. The garden will not be used in summer peak sun times.

	PPE	<ul style="list-style-type: none"> Practitioners will wear PPE as usual for meal times and nappy changing. We promote practitioners to wear a face mask when at the main entrance, greeting and meeting parent/ carers and when leaving the premises. We will not stop practitioners from wearing a face mask should they feel the need to do so.
	Ventilation	<ul style="list-style-type: none"> Windows will be kept open where possible to ensure ventilation. The air con system will not be used if an outbreak occurs.
Operation	Opening Hours	<ul style="list-style-type: none"> Nursery opening times are 730am-6pm Monday-Friday only. (please note a full day is 10 hours. Additional charges may apply for amt minutes over the 10 hour allocation).
	Disposal Of Potentially Contaminated Waste	<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ol style="list-style-type: none"> The individual tests negative; waste can then be put in a normal waste bin. The individual tests positive or results not known; then store for at least 72 hours and put in with normal waste.
	Government Guidance	<ul style="list-style-type: none"> Keep up to date with revised protocols and get support from QI officer.
	Potential New Families	<ul style="list-style-type: none"> New family show arounds will be done outside of nursery hours.
	Payments	<ul style="list-style-type: none"> Bank transfer payments are requested if possible, to avoid cash handling. All fees are to be paid on the 1st of the month for that month. All booked sessions are paid for whether your child attends or not.
	Website And Social Media	<ul style="list-style-type: none"> Keep a look out for updates on our website, Facebook, Instagram.
Staff	Training/ Meetings	<ul style="list-style-type: none"> Meetings will consist of a variation of online, face to face, small group meetings. Management will clearly and promptly keep all practitioners informed of changes and details of policies ect.
	Attendance	<ul style="list-style-type: none"> Practitioners should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative PCR test result. Management will keep good communication with practitioners on their health and well-being.
	Lateral Flow Testing (LFT)	<ul style="list-style-type: none"> Practitioners will be asked to complete LFTs within their working week, to ensure a safe environment. LFTs are not used as 'actual' evidence when a child/ practitioner has COVID-19 symptoms. A PCR result is required.
	Belongings	<ul style="list-style-type: none"> Practitioners belongings must be kept in their designated area in the staff room.
Transport	Transport Accessories	<ul style="list-style-type: none"> Parent/ carers are to ensure they DO NOT leave travel accessories this includes buggies, car seats and bikes on the nursery premises.
Unwell	Child's Well-Being Before Arrival	<ul style="list-style-type: none"> Only children who are symptom free or have completed the required isolation period attend the setting.
	If A Child Starts Displaying Symptoms	<ul style="list-style-type: none"> If a child begins displaying a continuous or cough or a high temperature, they should be sent home to complete a PCR and isolate until results following the government guidelines.

		<ul style="list-style-type: none"> • A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • The practitioner with the child will wear full PPE.
	Test Kits	<ul style="list-style-type: none"> • Any child or practitioner attending the nursery is eligible for a COVID-19 test.
Positive Case	Procedure	<ul style="list-style-type: none"> • Only the positive result child, practitioner or parent/ carer will self-isolate.

This plan was created on Monday 18th May 2020 by Lizzi Wilkinson and Caroline Davis, it will be updated as and when required as we plan to go through our phased return following government guidance. It will be shared VIA our website and tapestry to continuously update parent/ carers.

Reviewed: Tuesday 9th June 2020 Lizzi Wilkinson and Caroline Davis.

Reviewed: Tuesday 28th July 2020 Lizzi Wilkinson.

Reviewed: Tuesday 25th August 2020 Lizzi Wilkinson.

Reviewed: Friday 25th September 2020 Lizzi Wilkinson.

Reviewed: Friday 8th January 2021 Lizzi Wilkinson.

Reviewed: Friday 7th May 2021 Lizzi Wilkinson.

Reviewed: Wednesday 3rd August 2021 for a September 'plan' Lizzi Wilkinson.