



Ashridge Nursery COVID-19 policy and procedure

Protecting Vulnerable Adults and/or Children

Shielded and clinically vulnerable children and young people

Please seek medical advice/guidance from your own GP or consultant re: returning to nursery if you are unsure.

Shielded and clinically vulnerable adults

Please seek medical advice/guidance from your own GP or consultant re: returning to work if you are unsure.

Living with a shielded or clinically vulnerable person

All children and staff who live with someone who falls under *clinically vulnerable or shielding* can return to nursery and work. Please seek medical advice/guidance from your own GP or consultant re: returning to work if you are unsure.

Organisation

Class or group sizes

- Class/group sizes are no longer restricted as long as good hygiene practices and enhanced cleaning is in place.

Staffing

- If there is a significant level of staff absence due to the need to self-isolate, we will endeavour to seek cover staff. If no suitable staff are available and we cannot safely meet the number of staff for adequate staff:child ratio then nursery session(s) may need to be cancelled or attendance limited to priority groups including essential workers and vulnerable children.
- All staff will be expected to wash their hands on arrival to work and regularly throughout the session.
- Staff will make every effort to stay safe and follow all social distancing measures outside of work to reduce the risk of infection being carried in or out of the nursery.
- Staff are not required to wear PPE during the nursery session, apart from occasions explained in the policy and procedure, but may choose to if they wish.



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Planning and organising reopening:

- Our risk assessments and other health and safety checks will reflect recent government advice and identify protective measures (such as the things listed below).
- We will stagger drop-off and collection times to reduce congestion in the outside space. Nursery timings will change to reflect this - please see your child's offer.
- We will remove some soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).
- We will order and keep careful stocktake of PPE for staff including disposable aprons, single use masks and disposable gloves.
- We will order and keep careful stocktake of cleaning equipment, soap, hand sanitizer and other essential items to ensure a COVID secure environment.

Routine and Structure

- Parents/carers will be asked to wait in the outside space on designated markers 2m apart until called into nursery. Children will be called in one at a time and asked to wash their hands once entering the building. **No parents/carers are to enter the building at any time unless agreed with nursery manager.**
- Group activities such as registration, group singing, stories and games will continue with children encouraged to sit appropriately distanced across the nursery and for no longer than 20 minutes.
- Children will be encouraged to play outside during the session.
- Many activities involving shared resources that cannot easily be cleaned, or tactile play (sand/water) will be adult led activities so that the adult can encourage the children to wash their hands before and after joining in.

Cleaning and Hygiene

Cleaning routines

- We will follow the [COVID-19: cleaning of non-healthcare settings guidance](#) when organising cleaning routines.
- We will regularly clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters.



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- A regular cleaning rota for toys and equipment will be in place and the Nursery will have a full clean at the end of every day.

Hygiene routines

- We will ensure that sufficient handwashing facilities are available. Where a sink is not nearby hand sanitiser will be available.
- We will ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
 - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
 - are encouraged not to touch their mouth, eyes and nose
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- We will ensure that help is available for children and young people who have trouble cleaning their hands independently.
- We will encourage young children to learn and practise these habits through games, songs and repetition.
- We will ensure that bins for tissues are emptied throughout the day.
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows).
- We will prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting

Reducing the risk of cross contamination:

- Each member of staff will have their own ipad for photos, observations etc to reduce risk of shared touch screens.
- Stationary, art, tactile activities such as sand and water, to be "manned" as adult led activities and children will be encouraged to wash their hands before accessing.
- Children will not be permitted to bring their own toys into nursery and we will not be using going home story books at this time.
- Any nursery clothes the child may borrow due to an accident must be returned in a plastic bag and washed by nursery on a 60° cycle.



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- All used PPE will be disposed of immediately after use in a sealed bin.
- Children that are full of cold and require a significant amount of extra care to manage their personal hygiene will be asked to remain off nursery.

Accidents and Sickness

What happens if someone becomes unwell with COVID symptoms at nursery?

If anyone becomes unwell with a new, continuous cough, a high temperature or experiences loss of taste/smell they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they will be moved to the cloakroom area with the adjoining door to the nursery playroom closed. Ideally, a window should be opened for ventilation - if safe to do so the front door can be propped open. At this point no other child or adult should enter the cloakroom area.

If they need to go to the bathroom while waiting to be collected, they should use the adult bathroom. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE including apron, gloves and mask will be worn by the adult caring for the child while they await collection. The parent/carer must wait outside for the child to be brought to them.

Parents and carers will be informed that a child/adult has displayed COVID symptoms whilst at nursery and has been sent home.

In line with test and trace, any child/staff member presenting with COVID symptoms must be tested before returning to nursery. Children/staff members testing positive for COVID 19 will need to isolate for 10 days and their family must isolate for 10 days in line with government guidance.

What happens if someone needs first aid whilst at nursery?

If a child needs first aid for a fall, bump or graze the adult will follow the usual accident and first aid procedure and wear protective gloves when giving first aid. The adult will then wash their hands thoroughly and fill in an accident form as normal.



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At the end of the session the parent will be asked to wait aside safely, a staff member will explain what happened and the form will be left to sign a safe distance away.

If a child requires more extensive first aid involving the adult dealing with bodily fluids or remaining in close proximity for a prolonged length of time then the staff will wear mask, apron and gloves until safe to remove these.

Dealing with bodily fluids

If a child vomits the staff will follow the **What happens if someone becomes unwell with COVID symptoms at nursery? Procedure**. Whilst we understand sickness is not a sign or symptom of COVID a child may well be asymptomatic, furthermore, it offers more protection to the child whom the adult is caring for.

When dealing with toileting accidents and/or nappy changing staff will wear gloves as per the normal nursery policy and procedure.

Test and trace and foreign travel

If a child or staff member tests positive for COVID 19

- Any child/staff member presenting with COVID symptoms must be tested before returning to nursery. Children/staff members testing positive for COVID 19 will need to isolate for 10 days.
- In line with test and trace all close contacts* will be advised to self-isolate for 10 days, anyone then displaying symptoms must seek a COVID 19 test - self isolation must continue for 10 days for all close contacts even if they test negative.
- The nursery will undergo a thorough clean before reopening to take more children if someone tests positive after displaying symptoms at nursery or has been in nursery for the 48 hours leading up to symptoms starting.



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**Staff and children will be classed as close contacts as children in the setting are not expected to follow social distancing rules.*

If a parent/carer or someone in child's support bubble tests positive for COVID 19

- The child will be asked to self-isolate for 10 days before returning to nursery. If the child displays symptoms during this period, they will be expected to seek a COVID test.
- If a parent/carer is showing symptoms of COVID 19 we ask that they contact nursery and arrange for someone else to collect their child. If this is not possible, they must not enter nursery premises and call when they are outside the garden and we will bring the child out.

Foreign travel

Any child or parent/carer returning a foreign country where quarantine advice is in place must strictly adhere to this and they must not attend nursery for the duration of the quarantine period. Please contact nursery if you are planning to travel abroad regardless of restrictions for the country of travel as advice can change quickly.