



## COVID-19 Setting Operational Procedures

These guidelines are intended to assist our provision in implementing precautionary measures to reduce the spread of COVID-19 disease in our childcare setting.

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 age groups.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> <li>• Only children who are symptom free, have completed the required isolation period or have achieved a negative test result should attend the setting.</li> <li>• From 20<sup>th</sup> July, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. The government advice is that settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. Therefore, following Government guidelines class sizes will be smaller (<b>groups</b>) and we will not be visiting and playing across classes or mixing the age groups. The outdoor play area has been sectioned off to ensure BR, TR and PS children have access to a separate outside free-flow play area. This will minimise large groups in the outside area and prevent the age ranges from mixing.</li> <li>• On arrival all children/babies are being supported to wash their hands. Whilst children are washing their hands and singing the hand washing song, we are using a non-contact infrared thermometer to take each child's temperature. It takes a split second and is non-intrusive.</li> </ul> <p><b><u>Holiday Club</u></b></p> <ul style="list-style-type: none"> <li>• Following government guidelines, holiday club will be reinstated from 20<sup>th</sup> July.</li> <li>• Following government guidelines children will be supported to stay in small, consistent groups of no more than 15 children, while also maintaining staff to child ratio's.</li> </ul>

- The current government guidelines state that older children are able to understand and follow social distancing measures. Therefore, we will have a safety talk with the school-aged children to remind them about maintaining social distancing where possible and washing their hands frequently. Older children will be supported to maintain distance and not touch staff and other children wherever possible. Younger children will be supported to remain in their consistent groups at all times.
- We have adapted the inside and outside environment to ensure that all age groups have separate indoor and outdoor areas.

**Breakfast/After School Club**

- After School club will be re-instated from September 2020. From 5<sup>th</sup> January 2021 this service will only be available for key worker families and vulnerable children\*. Oasis will be open until 6:00pm Monday to Friday. We ask that parents collect their child promptly to enable staff to complete a deep clean daily. This will be reviewed in line with Government changes.

**\*Ludgvan Oasis After School Club** – Ludgvan Oasis is willing and able to provide a separate space/bubble to accommodate older children for wrap-around care for critical key worker families and vulnerable children. However, at present, there is very minimal uptake required for this service. Therefore, the onsite school has extended their provision to 4pm to accommodate the very small number of children and to minimise the risk of cross-infection between the school and nursery setting. The onsite Head Teacher and Setting Manager liaise on a weekly basis to review need and procedures.

**\*Marazion Oasis After School Club** – At present, we are unable to offer wrap-around care to the older children as the centre consists of one large room and we do not have a separate space/bubble to accommodate the older children. Therefore, we are unable separate them from the younger groups.

- We are working with the onsite school who have agreed to run a breakfast club as the turnaround between 8.40am – 9am is too tight to allow for a thorough clean and minimise the risk of cross-infection.
- Due to the current circumstances we must have parental permission before children attend, therefore, we will not be able to take any children that have not been booked in by their parents. We are working with the onsite school to inform parents that they need to contact Oasis direct to book into after school club.

		<ul style="list-style-type: none"> <li>• Oasis staff will continue to collect the children from a specific pick up point in school. All children will be supported to wash their hands-on arrival. We will use a non-contact infrared thermometer to take each child's temperature. It takes a split second and is non-intrusive. If a child has a temperature on arrival at the pickup point, they will remain in the care of their teacher who will follow the schools COVID-19 procedures i.e. contact the parent etc.</li> <li>• In line with the Government guidance, we have risk-assessed our provision. The advice we have been given is to work in smaller groups. A maximum of 15 children per group. However, we will be breaking the children down into groups of 8 and maximising the use of the onsite outdoor space available to the setting, which includes the schools outside area and the Community Centre field. This will enable us to support 4 groups of 8 children each day. We will do our absolute best to meet everyone's needs.</li> <li>• The current government guidelines state that older children are able to understand and follow social distancing measures. Therefore, we will have a safety talk with the school-aged children to remind them about maintaining social distancing where possible and washing their hands frequently. Older children will be supported to maintain distance and not touch staff and other children wherever possible. Younger children will be supported to remain in their consistent groups at all times.</li> <li>• We have adapted the inside and outside environment to ensure that all age groups have separate indoor and outdoor areas.</li> <li>• On arrival to after school club, the school-aged children will be offered a drink/snack before going to play. The children will sit in their small consistent groups during snack time.</li> </ul>
	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• <b>Early Years</b> - Children will not be expected to stay 2 meters away from either staff or other children.  From 20<sup>th</sup> July, early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. The government advice is that settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. Therefore, following Government guidelines class sizes will be smaller (<b>groups</b>) and we will not be visiting and playing across classes or mixing the age groups. The outdoor play area has been sectioned off to ensure BR, TR and PS children have access to a separate outside free-flow play area. This will minimise large groups in the outside area and prevent the age ranges from mixing.</li> <li>• <b>After School Club</b> – The current government guidelines state that older children are able to understand and follow social distancing measures. Therefore, we will have a safety talk with the school-aged children to</li> </ul>

remind them about maintaining social distancing where possible and washing their hands frequently. Older children will be supported to maintain distance and not touch staff and other children wherever possible. Younger children will be supported to remain in their consistent groups at all times.

In line with the Government guidance, we have risk-assessed our provision. The advice we have been given is to work in smaller groups. A maximum of 15 children per group. However, we will be breaking the children down into groups of 8 and maximising the use of the onsite outdoor space available to the setting, which includes the schools outside area and the Community Centre field. This will enable us to support 4 groups of 8 children each day. We will do our absolute best to meet everyone's needs.

- Changing/personal care routines will be carried out in the normal changing areas.
- Snack time – BR, TR and PS children will remain in their age groups during snack times. Children will not be able to share equipment such as knives for cutting or jug for pouring. Therefore, the adult supervising snack time will cut up the children's fruit and place it onto their plates, pour drinks and wash dishes.
- Children's lunches – hot lunches will resume from 7<sup>th</sup> September 2020. For those children who bring a packed lunch, their lunches must be in a clear plastic named freezer bag or a named clear plastic container. BR, TR and PS children will remain in their age groups during lunch times.
- The use of communal internal spaces should be restricted as much as possible. As much of our sessions as possible will be held outside only, for the foreseeable future, whatever the weather. Therefore, parents must send their child to nursery suitably prepared for the weather.
- Outdoor play area will be sectioned off to ensure Babies, Toddlers and Pre-School children have access to a separate outside free-flow play area. This will minimise large groups in the outside area and prevent the age ranges from mixing.
- Play equipment MUST not be swapped between groups.
- Distancing of beds/cots should be facilitated wherever possible.
- Bags of spare clothes and nappies must stay on site in a bag on your child's peg, we will let you know if they need topping up.

		<ul style="list-style-type: none"> <li>• Comforters and dummies MUST be stored in a sealed bag out of reach of other children, when not in use. Dummies will be sterilized individually after every use.</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 to ensure they are aware of children’s attachments and their need for emotional support at this time.</li> <li>• Staff MUST actively promote outside learning and as much of our sessions as possible will be held outside for the foreseeable future, whatever the weather. We have access to a large outdoor area, the forest school area, and the community centre field. Free flow MUST be promoted throughout the whole day. Parents/carers are required to ensure that their child(ren) arrive suitably prepared for the weather.</li> <li>• During this time staff are the main resource to plan/provide 7 areas of learning predominantly around the outdoor environment, i.e. music and dance, physical focus, forest school, sports activities, gardening, treasure hunts, sound walks, bug hunts etc.</li> <li>• Children with designated 1:1 support through an EHC Plan (Education, Health and Care Plan) or additional funding will continue to receive 1:1 provision to meet their individual needs.</li> <li>• Children who struggle to understand social distancing measures will be closely monitored and closely supported if required.</li> <li>• Parents/carers must apply all day sun cream to any exposed areas of skin – face, legs and arms. We would recommend long sleeved t-shirt, a floppy hat and leggings to minimise the need for sun cream.</li> <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. Comforters and dummies MUST be stored in a sealed bag out of reach of other children, when not in use. Dummies will be sterilized individually after every use.</li> <li>• Cuddles – staff will continue to comfort and reassure the children as normal.</li> </ul>

		<ul style="list-style-type: none"> <li>• Singing – Following government guidelines we have been advised to limit singing activities to minimise the spread of bodily fluids/saliva between children and adults.</li> </ul>
Parents	Physical distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free, have completed the required isolation periods or achieved a negative test result will be able to drop off or collect their child.</li> <li>• Parents are required to follow social distancing measures when arriving at the setting.</li> <li>• Parents will not be permitted into the setting and must drop off their child to a staff member at the main reception door outside. This prevents parents entering the setting unnecessarily.</li> <li>• Our administrator will work with parents/carers to allocate designated drop-off/collection slots.</li> <li>• Unfortunately, staff will not be available to chat during drop off and collection times as we cannot have adults lingering. We will also have to close the Reception Office to parents and request that you either telephone or send an email if you have a query or need further support. A member of the Management Team will be available outside each morning between 8:30am – 9:15am to answer any questions or touch base with any parents that may require support.</li> <li>• During collection times staff need to be well-organised and prepared for each child’s collection time so that parents do not experience unnecessary waiting (i.e. bags, coats, comforters, lunch boxes, incident/accident forms all need to be organised ready to go prior to the child’s collection time).</li> <li>• Parents/carers will not need to sign their child in on arrival as this process will be completed by a member of the Management Team.</li> <li>• We request a limit at drop off and collection to 1 parent per family to minimise the number of people onsite and support social distancing guidelines. Many of our parents drop and collect at staggered times so we deem this effective.</li> <li>• When parents are waiting to drop off or collect their child, physical distancing must be maintained.</li> <li>• From September, we will resume limited settling sessions for new children and will continue to allow parents to enter the nursery for the purpose of settling in sessions ONLY as not doing so would cause a child distress. We have considered measures to minimise contact between the parent and other children and staff members (please see New parent visitors/settling procedures). These procedures are shared with new parents and must</li> </ul>

		<p>be read before attending their settling sessions. However, this will be subject to changes in government guidance.</p> <ul style="list-style-type: none"> <li>• New parent tours will be completed by the Manager/Deputy Manager at 6pm daily when the setting is closed. New parents visiting the centre for an initial tour will be sent a copy of New parent visitors/settling procedures that they must read before attending the tour.</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 (please see Phased Re-Opening Plan for parents). Please inform us if you feel we have not met this element. Our current communication channels are by telephone, direct email, and website updates. Feedback to date has been that this has been effective, but we wish to ensure that we continue to be fully transparent and communicable at all times.</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff will only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• All staff will be required to take their temperature with the support of another adult on arrival at the setting each day and record it daily when signing-in. Following government guidelines for Covid-19, a high temperature is 37.8 and above. If a staff members temperature is 37.8 or higher then, following government guidelines, that staff member would be sent home immediately and the Manager/ Deputy Manager/Admin must make every effort to arrange an appointment for that staff member to be tested for Covid-19. That staff member must travel wherever necessary to attend that appointment. The staff member would be advised to follow the governments <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>** , until they receive their test results.</li> <li>• Consideration will be given to limiting the number of staff in the nursery 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>• EYFS ratios will be maintained to support small group working.</li> <li>• Staff must refrain from going into confined areas whilst another staff member is present such as office, staff room, kitchen, laundry room etc.</li> <li>• Social distancing must 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 should be conducted through virtual conferencing – our preferred route is Zoom or Microsoft Teams.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.</li> </ul>
Visitors	Visits	<ul style="list-style-type: none"> <li><b>Following government guidance (5<sup>th</sup> January 2021)</b> attendance to the setting will be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual nursery operational hours where possible.</li> <li><b>Following government guidance (5<sup>th</sup> January 2021) essential visitors such as Speech and Language Therapists, Physio's, CDC etc, will be permitted to visit the centre. This will be reviewed in line with government guidance.</b> Support for vulnerable children has been ongoing during the covid-19 and will continue with the support of Zoom video TAC/Child Protection conferences. Staff should continue to share any concerns and issues that they may have following the centres policies and procedures as support is still in place to meet the needs of all children.</li> <li>Following government guidelines, at present, we will not be in a position to host large group gatherings such as pre-school graduation, end of term party, large group trips and possibly Christmas Nativity &amp; Christingle. This will be reviewed as an ongoing process.</li> <li>Further consideration will be needed to host parent evening/day and share termly assessments with parents.</li> <li>All visits to other sites/settings, such as staff training, dual setting visits, trips, transition etc, have been cancelled. Off-site visits will be reviewed/rescheduled in line with government guidance.</li> <li>From September, we will resume limited settling sessions for new children and will continue to allow parents to enter the nursery for the purpose of settling in sessions ONLY as not doing so would cause a child distress. We have considered measures to minimise contact between the parent and other children and staff members (please see New parent visitors/settling procedures). These procedures are shared with new parents and must be read before attending their settling sessions. However, this will be subject to changes in government guidance.</li> <li>New parent tours will be completed by the Manager/Deputy Manager at 6pm daily when the setting is closed. New parents visiting the centre for an initial tour will be sent a copy of New parent visitors/settling procedures that they must read before attending the tour.</li> </ul>

Travel	Travel associated with setting operations	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents should travel to the nursery alone, using their own transport.</li> <li>• All staff will be required to follow social distancing rules when travelling to and from work i.e. walk, cycle, or travel in car with only members of your household.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed.</li> <li>• We would encourage parents to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises.</li> <li>• Outings from the setting into the local community will be restricted.</li> <li>• If a staff member or a child and their family decide to travel abroad then they must follow the appropriate quarantine guidelines on their return. We will follow UK Government guidance and foreign travel advice from FCO (Foreign and Commonwealth Office). Bookings, Charges and Cancellation Policy will apply.</li> </ul>
Hygiene and Health and Safety	Hand Washing	<ul style="list-style-type: none"> <li>• All staff MUST thoroughly wash their hands with soap and hot water immediately on arrival each morning and before leaving the centre at the end of their working shift.</li> <li>• All children MUST be supported by a staff member to thoroughly wash their hands with soap and hot water on drop-off and collection/before and after eating/after toileting/before and after playing outdoors.</li> <li>• Staff and children to be reminded on a regular basis throughout the day to wash their hands for 20 seconds (Happy Birthday song) with hot water and soap and the importance of proper drying with disposable towels. Staff will support children with hand washing to ensure they follow correct procedures.</li> <li>• Hand washing facilities with soap, hot water and paper towels are available in the staff room, reception area and within each of the learning rooms (low sinks in the TR and PS rooms to ONLY be used for staff and children to wash their hands). Ceramic sink in BR to be used for staff to wash their hands.</li> <li>• Hand sanitisers are readily available (out of reach of children) outside where washing facilities are not readily available, however staff are encouraged to use soap and hot water where possible.</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule has been implemented to ensure our equipment is cleaned frequently and meticulously. This includes doors, furniture, surfaces and children's toys and equipment. Ensure all low-level surfaces, tables, role-play areas, shelves etc are regularly disinfected (spray disinfectant and disposable blue roll).</li> </ul>

		<ul style="list-style-type: none"> <li>• The children’s toilets are cleaned every hour.</li> <li>• Staff toilets must be cleaned after every individual use. Spray disinfectant and disposable blue roll will be kept in each toilet.</li> <li>• Frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, intercom, reception area, kitchen cupboards handles etc, using appropriate cleaning products and methods (spray disinfectant and disposable blue roll).</li> <li>• At the end of the working day all staff will be required to complete a thorough clean of the environment and resources. This will include a deep clean of each of the learning rooms, reception area, office, staff room, community room, child and adult toilets, kitchen, laundry room, outdoor area, and all toys and resources.</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>• Tissues MUST be immediately disposed of. Tissues and bins will be made available throughout the setting, including outside.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.</li> <li>• Items such as towels, flannels and bedding must 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 sand and water play, 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. PPE should continue to be worn as normal for nappy changing and the administration of first aid. We have ensured stocks are plentiful and provided additional hand sanitising areas as part of our own risk assessment. Colourful material masks are available for role play assigned to individual staff and not for sharing to teach the children to understand what they are seeing in the wider community and to not be scared by this. Full-face, see through visor masks MUST be used by staff if they are supporting the isolation of a sick child that is displaying symptoms and waiting for their parent to collect.</li> <li>• Staff MUST wear a clean uniform (including trousers) every day. When staff get home, they are to remove their uniform, place it straight into the washing machine and wash on the highest temperature permitted for that type of fabric (in line with NHS laundry guidelines).</li> <li>• Staff MUST only wear their uniform during working hours including travelling to and from work.</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Our building has remained open during the lockdown period and so checks following closure are not required.</li> </ul>

		<ul style="list-style-type: none"> <li>• Taps not in use have been run regularly to reduce any risk of legionnaires.</li> <li>• The nursery has received a complete refurbishment and redecoration during the first period of lockdown.</li> <li>• Ongoing maintenance will continue during lockdown and at weekends following lifting of restrictions, unless any maintenance/repairs require emergency attention. Social distancing guidelines will be followed.</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. Comforters and dummies MUST be stored in a sealed bag out of reach of other children, when not in use. Dummies will be sterilized individually after every use.</li> <li>• Equipment is cleaned as an ongoing process during the day and all the equipment is cleaned in each room at the end of each day. Dinosaurs, animals, small world, construction etc thoroughly cleaned in Milton at the end of each day. Children are not permitted to share equipment across the rooms/age ranges during the day unless it has been cleaned.</li> <li>• Soft furnishing MUST be removed and replaced with comfy wipeable materials.</li> <li>• Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly. All ICT equipment is cleaned/sterilised between cross over of staff.</li> <li>• Play equipment MUST not be swapped between groups.</li> </ul>
Supplies	Procurement & Monitoring	<ul style="list-style-type: none"> <li>• The setting will 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.</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 nursery washing.</li> <li>• In the event of our food supply being interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.</li> </ul>

<p>Responding to a suspected case</p>	<ul style="list-style-type: none"> <li>• In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected immediately and advised to follow the governments <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>• If an unwell child is awaiting collection, they should be moved, if possible, to the accessible wet room in the reception area, where they can be isolated with appropriate adult supervision away from other children and staff. The wet room is a clinical environment which is easy to clean after use, has access to a separate toilet and the door can be propped open to provide ventilation, whilst still maintaining 2 meter social distance away from other staff and children. The identified staff member supporting this child must wear appropriate PPE during this time (please see section below on PPE) and full PPE, including protective suit, shoe covers, gloves, aprons, face shields and masks, is kept in the accessible wet room for easy access by the staff member.</li> <li>• The staff member responsible for the child during this time should be a staff member from their 'bubble'. We will provide suitable PPE for this staff member which must be worn.</li> <li>• The accessible wet room must be thoroughly cleaned and disinfected using disinfectant spray, hot water and disposable cloth before being used by anyone else. The person responsible for cleaning the area should wear appropriate PPE.</li> <li>• If a parent telephones to inform us that their child has developed a new continuous cough or a high temperature (37.8 or higher) then they will not be able to attend the setting and they will be advised to follow the governments <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, following government guidelines, that staff member would be sent home immediately and the Manager/ Deputy Manager/Admin must make every effort to arrange an appointment for that staff member to be tested for Covid-19. That staff member must travel wherever necessary to attend that appointment. The staff member would be advised to follow the governments <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>, until they receive their test results.</li> </ul>
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Notes: Marazion Centre

Taps must be run regularly to reduce any risk of legionnaires.

Building is being checked weekly/insurance requirement.

Fire Alarm must be checked monthly/insurance requirement.

**Date completed:** 27.05.2020 (updated 09.01.2021)

**Review Date:** Ongoing in-line with DFE and Government guidelines.