



One World

MONTESSORI NURSERY

COVID-19 Policy and Procedure

Reviewed January 2021

Introduction

Our first written COVID-19 Policy was introduced in the One World Montessori Nursery Policies and Procedures Document in May 2020, in response to the pandemic. This document has evolved and been changed a number of times based on feedback from staff and parents/carers, as well as new guidance from the government. The core guidance from the government on “Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak” can be found here:

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

We do not currently know how long these measures will be in place. We will update parents/carers as the situation develops.

Last Updated: 1st January 2021

CHILDREN

ATTENDANCE

Since 1st June 2020 we have been accepting all children at nursery subject to the conditions below:

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Any child with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend for 10 days or until they test negative for COVID-19.
- For any child living in a household where another person has a high temperature, a new continuous cough or a loss/change of smell or taste, the child must not attend nursery for at least 10 days or until they test negative for COVID-19. This also applies if a child has been in close contact with a confirmed case of COVID-19.
- Staff reserve the right to take children's temperature on arrival at nursery and will not admit any child with a high temperature. We will usually take a temperature if a child or accompanying parent/carer appears unwell.

WELLBEING AND EDUCATION

- Children will be supported in age appropriate ways to understand the steps they need to take to keep themselves safe including regular handwashing and sneezing into a tissue and throwing it away.
- Children will be supported to understand the changes and challenges they may encounter as a result of COVID-19 and staff will be aware of children's attachments and their need for emotional support at the moment.

STAFF

ATTENDANCE

- Only staff who are symptom free or have completed the required isolation period should attend the setting.

- Any staff member with a high temperature, a new continuous cough or a loss/change of smell or taste must not attend for 10 days or until they test negative for COVID-19.
- For any staff member living in a household where another person has a high temperature, a new continuous cough or a loss/change of smell or taste, the staff member must not attend nursery for at least 10 days or until they test negative for COVID-19. This also applies if a staff member has been in close contact with a confirmed case of COVID-19.
- Staff will be risk assessed if returning to work after a period of isolation or having had COVID-19.
- Staff in the nursery will be limited to the number which is needed for the number of children expected.

PHYSICAL DISTANCING AND FACE COVERINGS

- Staff will wear face coverings when opening the door and admitting or dismissing children or visitors.
- Staff members will only open the door and admit or dismiss children who are in their own bubble.
- Staff may wear face coverings when working with the children if they wish.
- Staff will wear face coverings in shared access areas of the nursery, except in the following circumstances:
 - a single staff member can work in the kitchen without a face covering if they choose – other staff must knock and alert them before entering so they can both put on a face covering.
- Staff members must remain their own bubbles at all times. They must not enter classrooms occupied by other bubbles EXCEPT IN EMERGENCY SITUATIONS.
- Only staff members in the same bubble are permitted to take breaks in the dining room at the same time.
- Staff members will avoid all close contact with each other. Staff will follow social distancing guidelines and remain 2 metres apart from each other wherever possible.
- Mealtimes and outside playtimes will be staggered so that the two bubbles are kept separate within the setting.

TRAINING

- All staff members will receive appropriate instruction and training in infection control and the relevant operating procedure and risk assessments.

RESPONSIBILITY

- All staff members are responsible for ensuring that children, parents/carers and staff members follow this policy in full.

PARENTS AND CARERS

PHYSICAL DISTANCING AND DROP OFF/COLLECTION

- Only parents/carers who are symptom free and/or have completed the required isolation periods will be able to drop off and collect their child.
- Only one parent/carer is permitted to drop off or collect their child.
- Parents/carers must wear a face covering when dropping off or collecting their child. Any parents/carers who are exempt under current guidelines must notify the nursery manager.
- Upper Kindergarten children must enter via the door nearest the kitchen and Lower Kindergarten must enter via the door nearest the baby change area.
- Parents/carers must stay 2 metres away from staff.
- Parents/carers have been requested to stay 2 metres apart when waiting to drop off or collect children. If queues start forming, then tape, chalk or paint will be used to mark safe queuing distances at the entrance to the nursery.
- Parents will not be able to enter the nursery except for very limited reasons, such as collecting an ill child. Parents must not come into close contact with other children or staff.
- As our nursery is small, we have multiple start/end times and we will be using two entrances, we are not initially requesting any additional staggering of start/end times. This will be reviewed if queuing become an issue.

COMMUNICATION

- Parents will receive clear communications regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

VISITORS

- Visitors must wash their hands when entering the nursery unless they are wearing a fresh pair of gloves.
- All surfaces touched or objects handle by visitors must be sprayed with disinfectant and wiped down upon their departure.
- All visitors will remain strictly 2 metres away from staff and children.
- All visitors must wear a face covering while in areas of the nursery with children in them, or where they cannot stay 2 metres away from staff. This includes any person taking a tour of the nursery while it is open.
- Parents, staff, children or visitors must not enter the nursery if they are displaying any symptoms of COVID-19.
- During any national lockdown or when locally placed in Tier 3 or above, non-essential visitors will not be allowed in the nursery while the nursery is open. This includes prospective family visits, and any settle sessions with parents/carers.

TRAVEL

- Wherever possible staff and parents should travel to the nursery alone, using their own transport
- If public transport is necessary, current government guidance on the safe use of public transport must be followed.
- Parents may not leave travel accessories such as car seats, buggies and scooters in the nursery corridors.

HYGIENE, HEALTH AND SAFETY

HAND WASHING AND PERSONAL HYGIENE

- All children and staff must wash their hands on arrival at the nursery and at frequent times throughout the day.
- Children will be encouraged to wash their hands after wiping their noses, before and after eating, when coming in from the playground, before touching their faces and before leaving the nursery.
- Staff will wash their hands before preparing and serving food, after wiping children's noses, after cuddling children, after supporting toileting or nappy changing, before eating, before touching their faces, and before leaving the nursery.
- Staff and children will wear indoor shoes inside the nursery.

CLEANING

- All frequently used surfaces (tables, counter tops, toilets, sinks) will be cleaned and disinfected between use throughout the day.
- Floors will be disinfected daily; door handles and light switches must be disinfected at least daily.
- Telephones and tablets must be disinfected at least daily.
- Procedures for cleaning resources are explained in the sections below.

WASTE

- Any bins that children have access to will be emptied three times daily.
- All waste will continue to be disposed of in a safe and hygienic way.

LAUNDRY

- Bedding and painting aprons will be washed daily at 60 degrees and will not be shared.

PPE

- Current government guidance is that PPE should not be required in general practice in nurseries to protect against COVID-19 transmission. PPE, such as aprons and gloves, will continue to be worn as usual for nappy changing and the administration of first aid.
- PPE consisting of disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn for supervising a child with COVID-19 symptoms and for cleaning the area they were isolated in, as specified below. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

PREMISES & RESOURCES

BUILDING

- Windows will be kept open wherever possible to ensure good ventilation.

RESOURCES

- Children are not permitted to bring items from home into the setting, including toys, unless absolutely essential for their wellbeing. When this is the case, items must be cleaned on arrival.
- Any toys or other resources accessed by children will be cleaned and sterilised in Milton Fluid prior to being put away by the end of the day.
- To manage cleaning of resources, difficult to clean items will be removed from the rooms. Free access to some resources will be limited so that staff can control when children use resources and when they need to be cleaned.
- Children will be given individual trays for messy play or individual items of playdough, and all sensory materials will be immediately disposed of after use.
- Equipment used by staff, such as tablets and stationery will be allocated to individual staff members where possible and cleaned at least daily.

SUPPLIES

- The setting will ensure an adequate supply of essential stock, such as gloves, aprons and disinfectant materials as the nursery will not be able to operate without essential supplies to ensure infection control.

RESPONDING TO A SUSPECTED CASE

- If anyone in the nursery becomes ill with a high temperature, a new continuous cough or a loss/change of smell or taste, they must be sent home and advised to follow the “COVID-19: guidance for households with possible coronavirus infection”.
- If a child is waiting to go home, they will be separated from their group and isolated in the area next to the door nearest the adult bathroom, with appropriate adult supervision. The child will be provided with a sleeping mat and a blanket.
- Staff will call 999 if the child becomes seriously ill or their life is at risk.
- The staff member responsible for the child during this time will be someone from their bubble.
- The staff member caring for the child will wear appropriate PPE. This consists of disposable gloves, a disposable apron and a fluid-resistant surgical face mask. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If the child needs to use the bathroom whilst waiting to be collected, they will use the adult bathroom. This must be thoroughly cleaned and disinfected before being used by anyone else.
- The member of staff who has cared for the child does not need to go home unless they develop symptoms. The staff member must wash their hands thoroughly for 20 seconds.
- The area where the child was isolated will be thoroughly cleaned and disinfected by the same staff member, while still wearing PPE.

This policy was reviewed on	Signed on behalf of the nursery	Date for further review
01/01/2021		01/03/2021

