

## Busikids Operating Plan and Risk Assessment for 1<sup>st</sup> June 2020

### Children

#### Attendance

- Only children/families who are symptom free, have completed the required isolation period or have a negative Covid test result, should attend the setting
- Parents are advised to check the temperature/well-being of their child prior to coming to the nursery
- Any child with symptoms such as a temperature of 37.8 and above, a new, persistent cough or signs of anosmia (change in normal sense of taste or smell), will be sent home and will only be permitted to return after completion of the required isolation period, or a negative coronavirus test
- If your child attends a second setting, please inform us as we are asking you only attend a single setting at this present time in order to keep contacts at a minimum.

#### Physical distancing/grouping

- Children will be organised into 3 main groups – Preschool, Monkeys, under 2's (Duckling and Penguin aged children). All nursery space will be utilised wherever possible to maximise social distancing between 'bubble' of children and adults. Within the main groups there will be smaller groupings(bubbles) as per staff ratio, where possible.
- Children will avoid visiting other groups and areas.
- Care routines including the provision of meals, nappy changing and toileting should be within the space allocated to each group where possible.
- Distancing at mealtimes and between cots will be implemented wherever possible
- Outdoor spaces will be used by each group at different times of the day, the garden will be segregated into different parts for each age group to use, resources may be shared once cleaned.

#### Wellbeing and education

- 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, promoting 'catch it, bin it, kill it' for germs. Bins will be emptied during the day.
- Children will be supported to understand the changes and challenges they may encounter as a result of Covid-19.
- Children will continue to be supported emotionally during this time, adults will continue to comfort and care for the children.

#### Responding to a suspected case

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they must be collected as soon as possible and then isolate at home in line with the NHS guidance, i.e. they should isolate for 7 days, and members of their household should isolate for 14 days (unless they have received a negative test) please see government guidelines for full and current advice.
- Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area and comforted. The person comforting should wear appropriate PPE. If possible, a window should be opened for ventilation
- The person responsible for cleaning the area should wear appropriate PPE

## Notification

- If a child or staff member has a confirmed case of Covid-19 the bubble they have been involved with will be notified immediately and those children/staff will be asked to isolate for 7 days and act in line with government guidance.

## Parents

### Physical distancing

- Only parents who are symptom free and/or have completed the required isolation periods, or achieved a negative test result will be able to drop off and collect their child.
- Drop off should be limited to one parent/carer per child.
- While waiting to drop off or collect their child, parents should maintain physical distancing by forming a queue, 2 meters apart, in the safe area marked by cones or in their own cars.

### Dropping off and collecting children.

- Parents are encouraged not to enter the building; a member of staff will come out to collect the children.
- Iconnect, email and messages may be used to confer information regarding the child to the team prior to dropping off, we will use these methods for collection also to reduce the contact time between adults.
- Social distancing will be maintained as much as possible at these times.

## Communication

- Parents/carers should receive clear communication. If there are any questions, please ask a member of staff or management, by phone, email or iconnect to reduce contact time.
- Learning about COVID-19 and support with health will be available for parents/carers/staff via the Busikids website
- Parents/carers should pay particular attention to emails and iConnect as more information will be entered here to limit physical contact time.

## Workforce

### Attendance

- Staff should only attend the nursery if they are symptom free, have completed the required isolation period or achieved a negative test result
- Staff levels in the nursery may be limited according to the number of children in the nursery at any one time to only those required to care for the expected occupancy levels on any given day.

### Physical Distancing

- Wherever possible staff will remain with the small group of children (bubble) they are assigned to care for and not move between groups.
- Social distancing must be maintained at all times including during lunch breaks. During lunch breaks this can be achieved by careful planning of the rota and staff using all spaces for their lunch break, e.g. outdoor spaces, own car, limiting numbers in the staff room.
- There should be no more than 5 people in the staff room at any one time, i.e. one by the lockers, and 4 in the main room.
- Staff should walk around the outside of the building to get to and from the staff room/preschool and main building wherever possible.
- Where possible meetings will be conducted through virtual conferencing, or with social distancing in small groups.

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- Staff should avoid physical contact with each other.
- No staff should enter the kitchen if anyone else is in there. All items/food for Penguins and Monkeys should be collected via the serving hatch. Preschool should collect everything using the trolley. All of Duckling's food should be left on a tray on the stool by the kitchen entrance for a member of staff to collect. Only the cook and one apprentice each week are permitted to be in the kitchen at any one time.

#### Responding to a suspected case

- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance they may return if have negative Covid test result.

#### Visitors

- Only essential visits will be permitted. Social distancing rules will be observed.

#### Travel

- Parents/carers are encouraged to use their own transport and travel alone wherever possible.
- Parents/carers are asked not to leave pushchairs, car seats and prams at the setting.
- Outings will be restricted to avoid mixing with members of the public.

#### **Hygiene, Health and Safety**

- All children, staff, parents/carers will be required to wash their hands / use the hand sanitiser upon arrival at the nursery. Hand gel dispensers are present at each entrance and throughout the nursery.
- Staff and children will wash their hands regularly throughout the day for 20 seconds. Help will be provided for children to ensure proper washing
- Staff should use hand sanitiser regularly and prior to using the tablets.
- Children's toilets will be closely monitored, and children assisted closely with their hygiene.
- Communal areas, touch points, surfaces, toys and books plus hand washing facilities will all be cleaned and sanitised regularly throughout the day.
- Drinking water - Children will use cups provided by Busikids, instead of bringing them in from home. Children will be unable to have free access to the cups to limit cross - contamination. There will be frequent breaks for drinks to be offered by the staff.
- In the case the supply of food is interrupted, the menu will be adapted, taking care not to compromise children's nutrition and observing children's dietary requirements
- Normal rules regarding uniform and hygiene are to be followed.

#### PPE

- Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission. PPE should be used as normal.
- Will be used when caring for child with suspected symptoms awaiting collection

#### Premises

- Keep windows open where possible to ensure ventilation.
- More activities will be held outside wherever possible
- Will be thoroughly cleaned at the end of every day.
- Extra cleaning throughout the day.

## Resources

- Children will be expected to bring in enough changes of clothing for the day as usual with a good supply of nappies, formula etc in their own named bags as before.
  - Children should not bring items from home into the setting unless absolutely essential.
  - Dummies must now be supplied in named, sealed containers these will be kept in the child's bag or nappy basket.
  - All resources will be regularly cleaned throughout the day.
  - Staff should use their own stationery equipment provided by the setting.
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- Certain learning activities will be avoided including sand, playdough, and anything which is not easily washable wherever possible.
  - The sharing of toys and resources between groups will be avoided where possible

Reviewed on 18<sup>th</sup> May 2020