



Coronavirus (COVID19) Operation Plan

(Updated 2nd September 2021)

This operational guide outlines a full and comprehensive operational protocol for all parents/carers and staff. It is based on our full risk assessment and Government guidance.

We would appreciate it if every effort is made to follow this protocol to ensure that we keep our children, families, and staff safe during this unprecedented time.

Attendance of Staff and Children

- Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report (<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>). If people with possible risk factors are concerned, we will discuss their concerns and explain the measures we are putting in place to reduce risks.
- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.
- Any child, staff (or family member) displaying symptoms of COVID 19 (that being a continuous cough, a temperature or a loss of smell, taste) when they arrive at pre-school will be sent home immediately and will be told to book a test and follow isolation guidance until the test result is received (and thereafter if the test is positive or still symptomatic.)
- All staff and their households who are attending pre-school are now part of the asymptomatic testing program offering rapid lateral flow home test kits for twice weekly testing. Staff with a positive rapid lateral flow test result must self-isolate in line with the stay-at-home guidance. They will need to arrange a PCR test within 2 days to confirm the result. If the PCR is negative, it overrides the results of the rapid lateral flow test and the staff member can return to pre-school.
- Any child displaying symptoms of a cold (simply a runny nose, sore throat etc) will be able to attend pre-school, providing they are displaying no COVID-19 symptoms (high temperature, a new continuous cough or a new loss or change to your sense of smell and taste). Should symptoms transpire to be that of COVID-19, we will send the child home immediately and our policy of children displaying symptoms will be followed, as set out below.

Travel

- All children and staff attending Pre-school may use public transport travel where necessary but we encourage walking, cycling, scooting to and from pre-school where possible. If public transport is necessary, parents, carers and staff should follow current guidance on the use of public transport.

General Operation

- We are no longer required to operate within a bubble system that operated previously, in effect, the pre-school will become its own separate bubble.



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- We intend to maximise the use of our outdoor area and where possible we will be outside. As such parents and carers should ensure that appropriate outdoor clothing (jumpers/coats/sun hats) are brought to pre-school for their child. Sun cream must be applied prior to arrival at pre-school and will not be applied by staff. If the reapplication of the sun cream is required on the full day sessions, children will be encouraged to wash their hands and reapply their sun cream themselves. Staff will assist them if required wearing a pair of disposable gloves.
- All resources will be made available to children. If considered that they cannot be cleaned properly such as dressing up clothes, soft toys etc, they will be quarantined at the end of the session for 48 hours.
- Rugs, soft furnishing, or soft toys may be used but will be quarantined after use for 48 hours
- Children will be actively encouraged to regularly wash hands throughout the day and when switching activities.

We accept children who attend more than 1 setting on the basis that this is agreed with both parents/carers and the alternative setting involved. We consider that our measures in place for mitigating risk of transmission of the virus are sufficient to not cause increased risk to other children and families attending our setting. Should there however be any spikes or increased transmission of the virus in the local area, we may change our stance on this, we will give you as much notice as possible if this happens. We will expect to be notified immediately if there is any out-break of COVID-19 in that setting.

Communal Premises

- Staff use face covering when using the communal areas in church, use hand sanitiser before entering the kitchen, and disinfect all frequently touched surfaces at the start of each session.(TBC)

Control Measures

Pre-School are required to undertake the following actions.

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes, using standard products such as detergents.
3. Keep occupied spaces well ventilated.



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4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Notify OFSTED/PHE and Notts CC

Cleaning and Hygiene

- The Church has largely remained closed throughout but has now begun to open up and operate on a more normal basis. We are in constant touch with the Church regarding the use of the building and are ensuring that the potential cross over between groups using the facilities is following all necessary protocol regarding cleaning. Regular thorough cleaning of the building continues to take place.
- No member of staff, child or family member should use the toilet facilities at the front of the Church building and must use only those located within the pre-school area.
- All toys, equipment and resources will be fully cleaned and disinfected prior to re-opening.
- Throughout the pre-school day, all surfaces and objects which are touched frequently (door handles, flushes, surfaces etc) will be cleaned and disinfected at least twice per day, apart from beginning and end of the session. Gloves will be worn for this and discarded immediately after use. Surfaces will be washed with warm soapy water with a disposable cloth before being disinfected with a cleaning product. Thorough hand washing for at least 20 seconds after cleaning will be required.
- Continual and thorough hand washing will be encouraged throughout the day at regular activities, specifically:
 - On arrival to the setting
 - Before and after messy play
 - Before and after eating food-snack/lunch
 - After returning inside from outdoors
 - After using toilet
- Time will be spent explaining the importance of handwashing and full demonstrations will continually be made.



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- Staff will promote the hygiene of coughing/sneezing into a tissue and discarding immediately; or into elbow and wash hands the 'catch it, bin it, kill it' approach.
- Children will be encouraged not to touch faces or put anything in their mouth.
- Lidded bins will be distributed in pre-school to catch soiled nose tissues.
- Within the bathroom and changing facilities, surfaces will be sprayed with antibacterial cleaner after each use and cleaned thoroughly mid-way through and at the end of each session.
- Staff will all have access to a small personal hand gel which should be carried with them.

Personal Protective Equipment (PPE)

- Most staff in childcare settings will not require PPE, beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others. PPE is only needed for children whose care routinely already involves the use of PPE, or if a distance of 2 metres cannot be maintained from any child displaying coronavirus symptoms. (see section on illness at pre-school).

Temperatures

- Settings do not need to take children's temperatures every morning or throughout the day. Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus.

Drop off and Collection

- Parents/carers and their children to maintain social distancing and keep 2m apart from other parents/carers and staff where possible.
- All entry to pre-school will be via the back door in the garden area and will be accessed by a strict one-way system, with those approaching the premises staying to the left-hand side and those leaving coming down the opposite side.
- On arrival, children will be greeted by a member of staff and requested immediately to wash their hands thoroughly. Parents/carers will be asked if any parent, child, or member of the household has any COVID-19 symptoms, which include a high temperature, persistent cough, and a loss/change to sense of smell and taste. If the answer is yes, then you will be asked to take your child home and will be told to book a test and follow isolation guidance until the test result is received (and thereafter, if the test is positive or still symptomatic.) We may, if necessary, be required to take your child's temperature on arrival and during the day if there is concern.



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- Where possible, only 1 adult who is symptom free may drop off or collect from pre-school. Please avoid bringing siblings and pushchairs/prams to pre-school where possible so we can avoid any cross contamination.
- No parent or carer will be allowed on the premises, unless in the event of a distressed child whereby a parent may step inside briefly to reassure the child. All measures should continue to be taken to minimise the contact between the parent/carers and other children and staff members.
- New parents/carers only one parent where necessary, are able, can settle their children into Pre-School. Face coverings will be required for all visiting adults. Hand sanitising and social distancing,
- Visits for perspective new children will be available. Fully social distancing must be adhered to and masks worn by visiting parents where appropriate.
- No teddies, toys or comforters are to be brought into pre-school from home. If necessary, we request one which can be kept in pre-school permanently.
- Parents and carers are requested to leave the pre-school site promptly and not linger to avoid unnecessary crowding in the entrance area.

Snacks, Lunchtime and Kitchen

- Where lunch is provided, appropriate packaging should be provided so that children can be self-sufficient in eating. This would also include ensuring that all items such as grapes are cut up before attending pre-school.
- Children wash their hands with soap and water before and after eating food-snack and lunch.
- Plates and cups will be cleared and washed as soon as practically possible. There is strictly to be no sharing of plates, cups, and food.
- 1 member of staff allowed in the kitchen at any one time.
- No bags or coats to be left in the kitchen area, all should be out away in Pre-School cupboard.
- All surfaces in the kitchen must be cleaned before use.
- Normal hygiene practices in the kitchen regarding preparation of food will continue.
- Any washing up clothes or tea towels should be used once, and then placed in a washing bag.



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- When finished in the kitchen, all surfaces should be cleaned thoroughly.

Visitors to pre-school

- We will ensure that attendance at pre-school is restricted as much as possible to children and staff. Where possible we will try and ensure visits take place out of pre-school hours.
- We recognise that external visits by external professions maybe required. Social distancing, hand hygiene and the wearing of face coverings where appropriate should be maintained.
- In the event of any 3rd party visitors attending pre-school, full contact details will be taken.

Communication

- All parents and carers will be kept fully informed of any changes to operation at pre-school over the coming weeks. In light of any changes which may occur as a result of changes to Government guidance or any changes we require to make in order to increase the safety of our children, families, and staff, we will communicate these to as soon as we can. All communications for the foreseeable future will be via email.
- Reduced contact between staff members and parents and carers should be maintained at drop off and collection. Should you require to speak to a member of staff about an issue concerning your child, please phone the pre-school on or email in.

Testing

- Since 9th April 2021, all people in England can access twice weekly rapid lateral flow tests for COVID-19 as part of a nation-wide plan to suppress the virus and detect asymptomatic cases.
- All staff and their households who are attending pre-school are now part of the asymptomatic testing program offering rapid lateral flow home test kits for twice weekly testing. Staff with a positive rapid lateral flow test result must self-isolate in line with the stay-at-home guidance. They will need to arrange a PCR test within 2 days to confirm the result. If the PCR is negative, it overrides the results of the rapid lateral flow test and the staff member can return to pre-school.
- If someone tests negative from the PCR test, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another



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virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.

- If someone tests positive from the PCR test, they should follow COVID-19: guidance for households with possible coronavirus infection (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal

What happens if someone becomes unwell at Pre-School?

- **Cold Symptoms**

Parents and carers should assess whether a child simply has a cold (a runny nose, sore throat) or whether COVID-19 symptoms are being displayed. If a child has a runny nose, sore throat i.e., simply a common cold, they are free to attend pre-school. We would however expect the child to be well in themselves. Should the child begin to develop a fever or a new continuous cough whilst at pre-school, we would send the child home immediately under our protocols set out below.

- If a child starts to display COVID-19 symptoms whilst at pre-school, they will be sent home immediately and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a child is waiting to be collected, they should be moved to a room where they can be isolated and supervised with one member of staff. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE (gloves, masks, apron) should be worn by staff caring for the child while they await collection irrespective of social distancing. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with



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normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

- Pre-School should be advised of the result of the test as soon as possible.
- An emergency COVID19 kit will be available for us whereby a child displays symptoms. This will include aprons, face mask, eye protection, gloves, bags to dispose anything

What happens if there is a confirmed case of coronavirus at Pre-School

- All staff and their households who are attending pre-school are now part of the asymptomatic testing program offering rapid lateral flow home test kits for twice weekly testing. Staff with a positive rapid lateral flow test result must self-isolate in line with the stay at home guidance. They will need to arrange a PCR test within 2 days to confirm the result. If the PCR is negative, it overrides the results of the rapid lateral flow test and the staff member can return to pre-school.
- if someone tests negative from the PCR test, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.
- if someone tests positive from the PCR test, they should follow COVID-19: guidance for households with possible coronavirus infection (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
- All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit. Since 9th April 2021, all people in England are able to access twice weekly rapid lateral flow tests for COVID-19.
- Where a child or staff member tests positive, all close contacts will be identified by NHS Test and Trace and childcare settings will no longer be required to undertake contact tracing.
- NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case and/or their parent or carer specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.



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- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID-19 case and any of the following apply:
 - they are fully vaccinated.
 - they are below the age of 18 years 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons
- Instead they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.
- Staff who do not need to self-isolate, and children who usually attend the setting, and have been identified as a close contact, should continue to attend the setting as normal.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak.

Attending Multiple Settings

- The number of settings a child attends should be minimised where possible. Where a child routinely attends more than 1 setting on a part time basis, we work with parents and carers to work through the system of controls with the alternative setting to address any risks which may be identified to deliver appropriate care to the child.

Educational Trips

- We are now permitted to take children on educational visits for children's educational development as well as their mental health and well being.
- Any educational visits will be conducted in line with all relevant COVID-19 guidance and regulations in place at the time. We will undertake a full risk assessment to ensure the



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visit can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and ensure we are aware of wider advice on visiting indoor and outdoor venues.