

## COVID-19 – Policy and Procedure

As you will all be aware the world is currently facing an outbreak of Covid-19, this epidemic is understandably a cause for concern as it continues to spread throughout the UK.

However, through careful planning and pre-cautionary measures we can prepare to minimise any disruption to our daily lives. Our policy and procedures set out measures that **Klever Kids Day Nursery** is putting in place and the steps that staff, children and parents can and will take to reduce the spread. You can access updated information from <https://www.gov.uk/coronavirus-covid10-information-for-the-public>

We will continue to give you updated information as the situation progresses and we thank you in advance for your full co-operation.

### **Who is this policy for?**

This policy is for the protection of all team members, children, parents and their families at **Klever Kids Day Nursery**

### **What will we do?**

As a nursery we are aware of the dangers of being exposed to Covid-19 and will do our utmost to ensure the safety of every single person that enters our setting. Our nursery risk assessment alongside the Guidance for Early Years Settings – COVID-19 Operating Procedures will support us in doing this

The staff will follow strict hygiene routines when arriving at nursery and will be ready with a clean uniform on daily

These strict hygiene routines outlined below will continue throughout the day

Parents/Carers will be expected to abide by our dropping off and collection procedure

We will insist that the sanitiser gel dispensers around the nursery and antibacterial wipes to be used accordingly

Cleaning of all equipment used by children such as table, chairs etc disinfected at the end of each day – removing cushions and cuddly toys, limiting dressing up clothes to hats, bags and shoes.

We will do our very best so social distance children, however we will not stop them from playing with their friends or receiving comfort from a member of our team

We will divide the children into smaller groups as deemed necessary

We will require a declaration to be signed and returned to nursery from all staff and parents/carer as to their exposure or any one person/s in their family in regard to Covid-19. If they have self-isolated and when and for how long.

Temperatures will be taken upon arrival of staff and children entering the nursery

### **What we will do if we suspect a child or member of staff has Covid-19**

If a child or staff member is displaying symptoms, we will require them to follow the government guidelines with self-isolation. They will be required to go home immediately.

They will wait in the room allocated for isolation with a team member until they are collected

They will be required to self-isolate for seven (7) days and their whole household should isolate for 14 days. If it is a positive result, our local public health protection will contact the setting and advice on what precautions we should take.

Even if the child is teething and displaying some of the symptoms like a temperature, just to be on the safe side we may ask you to keep them at home for 7 days. If the symptoms do not develop further by the end of this period, they can return to nursery

## What will we do while we wait for a child to be collected?

We will designate a room for isolation in the event that we suspect that your child or a member of staff has the symptoms of Covid-19 or is generally unwell, the importance of ensuring that we your updated contact information is vital

We will always be mindful of individual children's needs and it would not be appropriate for children to be alone without adult supervision, a team member will always be with them

Windows will be open to provide proper ventilation.

If a child needs the toilet, they will be taken to one of the toilets and that toilet will not be used until appropriately disinfected.

After the child or staff member has left the nursery, the isolation room and or toilet will be cleaned and appropriately disinfected

## What we can do to prevent the spread of the virus?

Good hygiene and handwashing are essential and very important in childcare but encouraging child to wash their hands thoroughly on a regular basis will be an extra precaution.

Asking parents to abide by the drop off and collection system put in place

Support the nursery in keeping your children safe, whilst allowing them to have fun with their friends and teachers

## Guide for Children, Staff and Parents – Returning to Nursery

- **Children**

- ⇒ Children will be greeted at the door one by one in the system provided
- ⇒ The entry will be marked – in will be coming in through the side gate – up the ramp waiting turns to approach the door and exit is going through the same side gate as in except you will buzz the front door and notify the staff of your arrival, collect your buggy if so need to, and you will collect your child from the staff entrance. You will go up steps to the right of the front of the building inside the yellow barriers and wait there till a member of staff brings your child to the door. All areas will be marked for your assistance
- ⇒ Children will not bring in anything other than slippers or indoor shoes (such as plimsoles) nappies, creams and formula (babies) or their own packed lunch in a disposable bag, if that is what is arranged
- ⇒ If you child's clothes need changing, we will use nursery clothing and asked that these be returned the next day in a plastic bag
- ⇒ Children's temperature will be taken on drop off to make sure they can enter the nursery safely and the nursery reserves the right to refuse your child if we feel they are not well enough
- ⇒ The nursery will designate a specific isolation room that will only be used if your child or a member of staff becomes ill
- ⇒ If you child gets sick i.e. temperature, cough, or generally unwell we will isolate your child with a member of staff, and you will be contacted to collect immediately
- ⇒ After the child is collected the isolation room will be disinfected
- ⇒ Once the children are settled in, we will speak and support the children regularly about washing their hands
- ⇒ Telling them the importance of not touching their face
- ⇒ Use tissues when coughing and sneezing and dispose of them appropriately – **Catch it, Kill it, Bin it!**
- ⇒ Why their teachers may be wearing gloves and why their friends may not all be at nursery at this time
- ⇒ With each age group we will introduce this to the children at age appropriate (including babies)
- ⇒ We want the children to be safe and secure whilst in our care, but still have as much fun as they would normally do at nursery

- **Staff**

- ⇒ Staff will arrive at nursery in their clothes and change into a clean uniform
- ⇒ Washing their hands often and supporting children to do the same
- ⇒ Staff will wear PPE for nappy changing and injuries – nursery supplies include disposable aprons, & gloves
- ⇒ Sanitizer gel stations will be available around the nursery, however this does not replace handwashing
- ⇒ They will only wear face masks when traveling to and from nursery and these will be provided by nursery
- ⇒ All equipment, tables, chairs, highchairs, handles, toilets and toys will be disinfected at the end of each day
- ⇒ We will try and implement safe social distancing, however for young children that will be a challenge and we will not stop children from playing with their friends or receiving comfort from a teacher
- ⇒ Children will be put into smaller groups to try and support social distancing
- ⇒ Children that have sleeps will be set up as normal from head to toe and with social distancing taking into consideration
- ⇒ All bed linens will continue as normal and be stripped and washed daily
- ⇒ All Soft furnishing such as cushions, cuddly toys will be removed during this period of social distancing
- ⇒ Staff will have breaks and lunch over a staged period of time and no more than 3 at any given time in the staff room
- ⇒ Staff will be expected to distance themselves in the room by being distributed to different areas
- ⇒ Staff will communicate with parents through Blossom or phone calls if necessary – they will not communicate at drop off or collection of children

- **Parents**

- ⇒ We expect you to abide by our drop off and collection procedures that is in place
- ⇒ Please do not leave your buggies in the entrance or any excess baggage with your child, this will support us in keeping the nursery hygienic and safe
- ⇒ One child, one parent at the door at any given time – following the guidelines with social distancing
- ⇒ The entrance into the grounds of the nursery is through the side gate and you can drop your buggy in the buggy shed after you drop your child at the door, which will be unlocked. The nursery will not be responsible for loss or damages
- ⇒ When you collect your child, again enter the grounds through the side gate, if there is a queue wait in the designated area go up the ramp, buzz the door and the staff will collect your child from their room and meet you at the staff entrance - collect your buggy first and then proceed across the front of the building in the yellow barrier area and wait for the staff to bring your child to you.
- ⇒ At the opening of the nursery depending on the numbers and your child, you may be staged back into the nursery so the children can get back into their routine without the added distress of things being different
- ⇒ There is sanitizer gel at the entrance and antibacterial wipes, we ask that you use the gel for your hands and the wipes for the buzzer and door handle
- ⇒ Please communicate any immediate/important messages concerning your child at nursery in writing prior to your return or you can give them to the person at the door (in writing) and this will be passed on to your child's room
- ⇒ If there is anything that the staff or nursery need to pass on, they will either contact you during the day, by phone, through the Blossom app if you are connected – (you may not have the connection if you child is going to school in September) otherwise your child has had a good day playing with their friends and teachers
- ⇒ We must have all the correct and up-to-date information for emergency contacts – if we cannot contact you immediately, you may be refused entry for the duration of this pandemic period
- ⇒ If you are on the Blossom app you can update your information [here](#)
- ⇒ If you are not on the Blossom app – your child is going to school in September, then please update your information by email to: [kleverkidsdaynursery@childcarenottingham.co.uk](mailto:kleverkidsdaynursery@childcarenottingham.co.uk)