



# Safe Operating Procedures during Coronavirus (Covid-19) – COVID Secure (**FORD DUNTON NURSERY**)

Version 13– 19<sup>th</sup> July 2021

## Contents

Introduction .....	2
Dunton Site Specific Protocols .....	2
Accessing the Dunton Technical Centre Site .....	2
Parking .....	2
Handover .....	2
Team Daily Temperature Checks & Face Masks .....	2
Visitors to the Nursery.....	3
Attendance.....	3
Children and team travelling abroad .....	3
Lateral Flow Tests (LFD) .....	3
Drop off and collection of children .....	4
Temperature and symptom monitoring .....	4
Temperature after routine vaccinations.....	4
Day to Day Arrangements .....	4
Homebase rooms & Key Groups.....	4
Communal spaces & outdoor classrooms.....	4
Homebase transitions .....	4
Team breaks.....	4
Cross Site Working .....	5
Visitors and meetings.....	5
Visitors .....	5
Nursery views and tours .....	5
Settling in sessions .....	5
Contractors Visits .....	5
Hygiene & Safety.....	6
Cleaning.....	6
Hand washing.....	6
Ventilation.....	6
Nursery Laundry.....	6
Risk Assessment .....	6
Resources .....	6



Responding to a person displaying symptoms of COVID-19.....	6
A child displaying symptoms.....	6
A team member displaying symptoms .....	7
PPE Equipment.....	7
Responding to a confirmed case.....	7
Returning to nursery.....	7
Outbreak Management Plan.....	8
Outbreak management plan considerations/review:.....	8
Advice for Parents during Coronavirus .....	9

## Introduction

In these exceptional circumstances we must all comply with the latest Government Guidance on Coronavirus (COVID-19).

These Safe Operating Procedures (SOP) are based on Public Health England and DFE<sup>1</sup> guidance for nursery schools and their key workers. Detailed guidance or evidence supporting a procedure can be found in the accompanying footnotes.

Nursery schools play an essential role in society and we must make adaptations to the way we work to keep our children, parents, and team safe during this time. The fundamental principal of the guidance is to manage the risk of spreading of the virus through control measures such as hand washing and enhanced hygiene practices. The design of nurseries as relatively small communities with further subdivided rooms, greatly assists our ability to create physical distance between groups.

## Dunton Site Specific Protocols

### Accessing the Dunton Technical Centre Site

Everyone must access the site from the main entrance to access the nursery. No one should access any other property on site, unless specifically authorised to do so by Ford Management. All parents, nursery team and visitors must complete the daily [COVID-19 attestation](#) before accessing the site.

### Parking

Parents and team members must park within the highlighted area for nursery collection and drop off.

### Handover

Handover will take place at the front door of the nursery. Parents and team members must wear face coverings during handover. Face masks will be provided for all parents. Hand sanitiser is also available at the entrance to the nursery and must be used. Parents will be asked to display their attestation certificate on their phone or on a printout.

### Team Daily Temperature Checks & Face Masks

All team members will complete daily temperature checks at the start of each shift. If a team member fails the daily check, they must leave the site immediately, return home and self-isolate for the

---

<sup>1</sup> [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](#)



required period. Face masks are not recommended for use in educational settings and will not be worn by nursery team within the building.

### Visitors to the Nursery

Attendance in the nursery should be restricted to children and team as far as possible. All meetings and interactions should continue but by using MS Teams where deemed possible.

In the case that a person needs to enter the nursery to ensure safe operation or to ensure the wellbeing of a child, they must:

- Complete the daily attestation before accessing the site and display the certificate
- Pass a temperature check before accessing the nursery
- Wear a face mask
- Check in on the NHS Covid-19 App using the QR code on the front door.

### Attendance

Children and team members who are not displaying coronavirus symptoms<sup>2</sup> are welcome to attend the nursery. Anyone who has experienced coronavirus symptoms must have completed the required isolation period<sup>3</sup> and be symptom free or achieve a negative test result before returning to the nursery. If a member of a household is unwell or isolating, all members of the household must isolate for the required period.

Shielding advice<sup>4</sup> for all adults and children will pause on 31<sup>st</sup> March 2021, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of children who will remain on the shielded patient list can return to settings, as can those who have family members who are shielding.

### Children and team travelling abroad

Parents of children and team planning travel outside of the UK should inform the nursery management and must adhere to any government guidance and quarantine requirements when returning to the UK.

### Lateral Flow Tests (LFD)

As of March 22<sup>nd</sup>, staff members are invited to participate in asymptomatic rapid COVID-19 testing, including those who have had vaccination. Staff members, including relief can opt in to participate in the programme and request a home test kit from their Manager (7 Lateral Flow Device LFD self-tests per kit). It is recommended staff members test twice a week at home, tests to be taken 3 to 4 days apart. Rapid testing is only for those without symptoms of Coronavirus. Staff members are responsible for self-administering the test and providing their results.

All staff members engaging in the programme are responsible for reporting their test results (positive, negative or void) straight away to NHS Test and Trace online via [www.gov.uk/report-covid-19-result](http://www.gov.uk/report-covid-19-result) and in addition, must inform their Manager of their result that same morning.

If a positive LFD result, the staff member must self-isolate immediately and book a confirmatory PCR test. If the test result is void (invalid) the staff member should take another test as soon as possible.

---

<sup>2</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<sup>3</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

<sup>4</sup> <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>



A negative LFD result is not a means to relax protective measures, SOP's must continue to be adhered to in full.

### Drop off and collection of children

To minimise traffic in the nursery, parents are asked to drop off and collect their children at the main entrance and not to enter the nursery. Parents dropping off and collecting children are asked to wear a face covering. To minimise physical interaction, only key information will be shared on handover with more detailed handover information added to the Parent Zone App. The team member and parents should maintain physical distancing as much as practically possible.

### Temperature and symptom monitoring

Routine temperature testing is not advised as a reliable method for identifying coronavirus. Parents and team members should follow the national advice on the kind of symptoms to look out for that might be due to coronavirus:

- A new continuous cough and/or
- A high temperature
- A change to or loss of the sense of taste/smell

### Temperature after routine vaccinations

If a child has recently had a routine vaccination it is common that a mild fever may occur. If a temperature develops within 2 days of a vaccination and no other coronavirus symptoms are present and coronavirus is not suspected isolation or getting a test is not required. This guidance is in line with the NHS advice.

### Shared Provision

If a child attends a second setting parents should let the management know in both settings. Contact will be made to share Safety Operating Procedures/Risk Assessments. Implementing social distancing

## Day to Day Arrangements

### Homebase rooms & Key Groups

Wherever possible children and team will remain within their homebase room groups. Normal child to staff ratios are maintained. Meals and snacks should be served in home base rooms.

### Communal spaces & outdoor classrooms

Children accessing communal spaces will be encouraged to wash their hands as they move between areas i.e., homebase room to outdoor classroom. Most toilet and changing facilities are in homebase rooms, however in the case a toileting area is communal more regular cleaning will be implemented.

### Homebase transitions

Information sharing with the new Key Person will be conducted via the ParentZone App and Microsoft Teams. Children will visit their new homebase ahead of their first day during a planned group transition session.

### Team breaks

Team need to be mindful of close contacts and distancing. Team members are encouraged to take a break off site or in a separated garden area if possible. If team members live near to the nursery, they may choose to take their break at home. If team members leave and return to site, they must pass a temperature check upon each return.



## Cross Site Working

Working patterns should be arranged on a weekly basis. Team members needing to work across two or more sites in one week should have access Lateral Flow Tests and test ahead of attending each site.

## Visitors and meetings

Attendance in the nursery should be restricted to children and team as much as possible. All meetings and interactions should continue but by using MS Teams where deemed possible.

### Visitors

Visitors to the nursery should be limited, however, there are occasions when a visitor is considered necessary, for example external professionals like Speech and Language Therapists.

In addition to the Dunton site specific protocols, outlined above, visitors will sign into the visitor's book. All visitors will be required to wear a face covering, adhere to the social distancing rules, use hand sanitiser on arrival and use the hand washing facilities. Where possible the duration of visit should be kept to around 1 hour or under. The visitor should minimise their movement around the nursery and only enter homebase rooms where necessary, using the outdoor classroom space is preferred. The visitor should minimise their interaction with other children and team members.

Stay & Play sessions, Prepared for School Workshops and educational visitors are currently postponed.

### Nursery views and tours

Views and tours for prospective parents can be conducted in line with the above visitor guidance if deemed necessary, with a limit of 2 adults to attending at any one time. Otherwise a virtual tour can be arranged using MS Teams.

### Settling in sessions

Initial information sharing will be conducted between parents and the Key Person via e-All About Me and Microsoft Teams where possible. Children joining nursery will be offered settling in sessions prior to their first day. Parents will be invited to attend their child's first settling in session, this will be limited to one parent for up to 1 hour. In addition to the Dunton site specific protocols, outlined above, visitors will sign into the visitor's book, be required to wear a face covering, adhere to the social distancing rules, use hand sanitiser on arrival and use the hand washing facilities. The parent should minimise their movement around the nursery and only enter their child's homebase room, using the outdoor classroom space is preferred. The parent should minimise their interaction with other children and team members. The use of Microsoft Teams and the ParentZone App to reassure parents is encouraged.

### Contractors Visits

Specific contractors are permitted into the nursery for example fire alarm, extinguisher, pest control and intruder alarm engineers, these are usually Ford contractors. The above visitor procedures and Dunton site specific protocols must be followed whilst on site regarding face coverings, social distancing, hand sanitiser and signing in on entering the nursery. Contractors should also follow their own organisations covid procedures. Contractors are always supervised by a senior member of the nursery team. Areas where contractors need to access will be clear of staff and children as practicable, keeping interaction to an absolute minimum and conforming to social distancing guidelines.

## Hygiene & Safety

Good hygiene and cleaning practices significantly reduce the spread and transmission of the coronavirus. Enhanced hygiene and cleaning practices must be implemented, rigorously followed, and validated.

### Cleaning

An enhanced cleaning schedule has been implemented indoors and outdoors. Communal areas, toilets, touch points, shared resources and hand washing facilities must be cleaned and sanitised regularly. A senior person is responsible for validating and recording cleaning schedules.

### Hand washing

The rate of handwashing must be significantly increased<sup>5</sup>. All team must wash their hands with soap and water upon each arrival to the nursery and children should be encouraged to do the same. Adequate supplies of soap and paper towels are provided at identified handwash stations. Hand sanitizer should only be used in areas where hand washing facilities with soap, water and paper towels cannot be provided. Hand sanitizer is not required after hand washing with soap and water. A hand sanitizer station will be provided in the lobby of the nursery with all visitors required to use it.

### Ventilation

The nursery environment will be well ventilated at all times, windows will be opened as part of the opening procedures. Air conditioning is used during extremely hot periods of weather and for heating when required, windows should also remain open. Air conditioning units are fresh air systems.

### Nursery Laundry

Nursery laundry continues to be collected by The Professional Nursery Kitchen and washed by industrial machines with specialist detergents, in line with NHS laundry standards.

### Risk Assessment

The risk of transmission of COVID-19 should be added to all new nursery risk assessments until all restrictions are lifted. If a planned activity or action could increase the risk of transmission, the activity should be avoided. If in doubt, the assessor should seek advice from a member of the senior management team.

### Resources

Play equipment is frequently cleaned in line with enhanced cleaning schedules.

## Responding to a person displaying symptoms of COVID-19

### A child displaying symptoms

In the event of a child developing suspected coronavirus symptoms<sup>6</sup> whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with the NHS guidance.

Whilst waiting for a parent/carer to collect the child, they should be isolated away from others where possible. The team member most closely associated with their care should care for them on a 1:1 basis. Personal Protective Equipment (PPE) is available for the team member if they feel it is appropriate.

---

<sup>5</sup> <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<sup>6</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

If the child becomes very unwell, it may be necessary to call 111 or 999. Normal procedures on child illness must be observed.

Targeted and enhanced cleaning should then take place in the areas of the nursery the child had accessed.

### A team member displaying symptoms

In the event of a team member developing coronavirus symptoms whilst attending nursery, they should leave the nursery as soon as possible and isolate at home in line with NHS guidance. Targeted and enhanced cleaning should then take place in the areas of the nursery the team member had accessed.

### PPE Equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID-19 transmission. Changing habits, cleaning and hygiene are the most effective measures in controlling the spread of the virus. Gloves and aprons should continue to be worn as normal for nappy changing and the administration of first aid.

A PPE box is available if a team member is required to care for a child displaying coronavirus symptoms or when deep cleaning after any person has displayed coronavirus symptoms.

#### PPE Box Contents:

1. Face Mask
2. Eye protection/visor
3. Disposable gloves
4. Disposable aprons
5. Tissues
6. Hand sanitizer
7. Antibacterial/viral wipes

PPE should be disposed of safely after use<sup>7</sup> and the equipment replenished.

### Responding to a confirmed case

All children, parents, team members and members of their households are eligible for a [COVID-19 test](#), should they display coronavirus symptoms.

In the event a child, team member or member of their household tests positive for COVID-19 they should engage with NHS Test and Trace and report it to the nursery management. NHS Test and Trace will contact the nursery directly should they need to identify close contacts in the nursery.

The AHO will also inform Ofsted and the relevant Local Authority [early.years@essex.gov.uk](mailto:early.years@essex.gov.uk)  
The Nursery Manager will inform Ford Committee.

### Returning to nursery

Children and team members who were required to isolate can return to the nursery after 10 days, providing they have been free of the following symptoms for 48 hours:

- a high temperature or feeling hot and shivery

---

<sup>7</sup> <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

- a runny nose or sneezing
- feeling or being sick
- diarrhea
- loss of appetite

## Outbreak Management Plan

Outbreak definition: if you have several confirmed cases within 14 days<sup>8</sup>.

In line with government guidance the outbreak management plan outlines how we will step up and step-down control measures should an outbreak be identified in the nursery or in the local area. Given the detrimental impact that restrictions on education can have on children, measures around non-attendance will be considered as a last resort, we will keep the nursery operational wherever possible.

In the event of an outbreak, we seek advice from the DfE and Public Health England and assess the outbreak management plan. Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

If an outbreak is identified in the nursery, management will contact the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan. DfE helpline: 0800 046 8687, select option 1 for advice on the action to take in response to a positive case.

### Outbreak management plan considerations/review:

The following practices will be considered and reviewed if an outbreak is identified:

- Enhanced cleaning schedules and fogging
- Minimising group mixing i.e. outdoor classroom
- Postponing any visitors to the nursery, use of MS Team as an alternative
- Attendance of children and team who are classed as extremely clinically vulnerable
- Limiting attendance/isolating close contacts
- Home learning for children not attending
- Resources used i.e. malleable materials, soft furnishings, etc.
- Use of face coverings

If an outbreak is identified this will be communicated with Ford Committee and parents along with any alterations to the SOP's/control measures in line with the review of the outbreak management plan.

## Advice for parents during coronavirus

Whilst coronavirus is infectious to children it is rarely serious. If your child is unwell it is likely to be a non-coronavirus illness, rather than coronavirus itself.

Whilst it is extremely important to follow Government advice to stay at home during this period, it can be confusing to know what to do when your child is unwell or injured. Remember that NHS 111, GPs and hospitals are still providing the same safe care that they have always done. Here is some advice to help:

 <p><b>RED</b></p>	<p><b>If your child has any of the following:</b></p> <ul style="list-style-type: none"> <li>Becomes pale, mottled and feels abnormally cold to the touch</li> <li>Has pauses in their breathing (apnoeas), has an irregular breathing pattern or starts <b>grunting</b></li> <li>Severe difficulty in breathing becoming agitated or unresponsive</li> <li>Is going blue round the lips</li> <li>Has a fit/seizure</li> <li>Becomes extremely distressed (crying inconsolably despite distraction), confused, very lethargic (difficult to wake) or unresponsive</li> <li>Develops a rash that does not disappear with pressure (the 'Glass test')</li> <li>Has testicular pain, especially in teenage boys</li> </ul>	<p><b>You need urgent help:</b></p> <p>Go to the nearest A&amp;E department or phone 999</p> <p>10</p>
 <p><b>AMBER</b></p>	<p><b>If your child has any of the following:</b></p> <ul style="list-style-type: none"> <li>Is finding it hard to breathe including drawing in of the muscles below their lower ribs, at their neck or between their ribs (<b>recession</b>) or <b>head bobbing</b></li> <li>Seems dehydrated (dry mouth, sunken eyes, no tears, drowsy or passing less urine than usual)</li> <li>Is becoming drowsy (excessively sleepy) or irritable (unable to settle them with toys, TV, food or picking up) - especially if they remain drowsy or irritable despite their fever coming down</li> <li>Has extreme shivering or complains of muscle pain</li> <li>Babies under 3 months of age with a temperature above 38°C / 100.4°F</li> <li>Infants 3-6 months of age with a temperature above 39°C / 102.2°F</li> <li>For all infants and children with a fever above 38°C for more than 5 days.</li> <li>Is getting worse or if you are worried</li> <li>Has persistent vomiting and/or persistent severe abdominal pain</li> <li>Has blood in their poo or wee</li> <li>Any limb injury causing reduced movement, persistent pain or head injury causing persistent crying or drowsiness</li> </ul>	<p><b>You need to contact a doctor or nurse today.</b></p> <p>Please ring your GP surgery or call NHS 111 - dial 111</p> <p>The NHS is working for you. However, we recognise during the current coronavirus crisis at peak times, access to a health care professional may be delayed. If symptoms persist for 4 hours or more and you have not been able to speak to either a GP or 111, then take your child to the nearest A&amp;E</p>
 <p><b>GREEN</b></p>	<p><b>If none of the above features are present</b></p> <ul style="list-style-type: none"> <li>You can continue to provide your child care at home. Information is also available on NHS Choices</li> <li>Additional <b>advice</b> is available to families for coping with crying of well babies </li> <li>Additional <b>advice</b> is available for children with complex health needs and disabilities.</li> </ul>	<p><b>Self care</b></p> <p>Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 - dial 111</p>