

# Bertram Nursery Group - Safe Operating Procedures

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## 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 <sup>1</sup> and DFE <sup>2</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 principle of this guidance is to ensure distancing between identified groups and to implement 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.

COVID-19 appears to affect young children less often and with less severity <sup>3</sup>. The role of children in transmission is unclear, but it seems likely they do not play a significant role <sup>4</sup>

## Attendance

Children and team members who are not displaying coronavirus symptoms <sup>5</sup> are welcome to attend the nursery. Anyone who has experienced coronavirus symptoms must have completed the required isolation period <sup>6</sup> and be symptom free, not be living with someone who is displaying the symptoms 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 <sup>7</sup>. Team members and parents are strongly advised to use the Government's Coronavirus Tracing App to help protect our community.

Children and team members who are shielding ([clinically extremely vulnerable](#)) should not be attending the nursery at this time. Children and team members who are classed as clinically vulnerable should follow their medical advice.

## 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 unless necessary. Parents waiting to drop off and collect are asked to maintain social distancing by standing at least 2 meters apart at all times.

An identified team member will be responsible for arranging handovers with parents. This may not be the usual Key Person for a child. To minimise physical interaction, only key information will be shared on handover. The team member and parents should maintain physical distancing as much as practically possible.

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<sup>1</sup><https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

<sup>2</sup><https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<sup>3</sup><https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

<sup>4</sup><https://dontforgetthebubbles.com/wp-content/uploads/2020/04/COVID-data-top-10.pdf>

<sup>5</sup><https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<sup>6</sup><https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

<sup>7</sup><https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

## Temperature and symptom monitoring

Routine temperature testing is not advised as a reliable method for identifying coronavirus<sup>8</sup>. 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

## Travel to nursery

Wherever possible team members and families should travel to the nursery alone, using their own transport or by foot or bicycle. If it is necessary to share transport, journeys should be taken with the same individuals with the minimum number of people at one time. If public transport is necessary, current guidance on the use of public transport must be followed. Face coverings are advised on public transport to help protect others.

## Implementing social distancing

A level of physical interaction within nurseries is unavoidable. The key to reducing the risk of coronavirus transmission is to maintain small groups and minimise physical interaction between these groups<sup>9</sup>.

## Homebase rooms & Key Groups

Wherever possible children and team should remain within their home base room groups. Merging rooms during the day should be avoided. Team members covering across different rooms should be avoided wherever possible. Where practical, key groups of children will include siblings, regardless of age differences.

## Communal spaces & outdoor classrooms

Meals and snacks should be served in home base rooms. Children should only access communal spaces such as gardens and in their home base room groups unless an appropriate distance can be maintained between groups. Most toilet/ changing facilities are in home base rooms. In the case a toileting area is communal the home base groups should access these separately and more regular cleaning implemented.

## Team breaks

Social distancing (2 meters) must be maintained in team rooms. Lunch breaks should be divided into smaller breaks throughout the day to minimise the number of team in the team room at one time (E.g. 15min, 30min, 15min or 15min x 4). Team members are encouraged to take a break off site or in a separated garden area if possible but should avoid high traffic areas such as local shops or cafés. If team members live near to the nursery, they may choose to take their break at home.

## Cross Site Working

Cross site working should be avoided wherever possible. Relief team members should work at their 'home nursery' and not work across multiple sites unless specifically requested to.

We will ensure, wherever possible, we have the right balance of experienced teams. Where we may encounter staffing shortages where teams are self-isolating, we will look to nearby nurseries before external recruitment.

## 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.

<sup>8</sup><https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<sup>9</sup><https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

## Cleaning

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

## Hand washing

The rate of handwashing must be significantly increased<sup>10</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 for visitors to use.

## Uniform

In line with [infection prevention and control guidance](#) it is best practice to change in and out of uniform at work and not wear them when traveling. This is based on public perception rather than medical evidence of an infection risk. We must be seen as a responsible business in the fight against the spread of covid-19.

Uniforms/personal clothing worn at nursery should be washed more regularly, ideally after each use. Washing uniforms with detergent in a normal wash is effective at reducing the risk of transmission. If a team member has come into contact with a person presenting coronavirus symptoms, the uniform should be washed at a higher temperature for longer<sup>11</sup>.

## Nursery Laundry

Nursery laundry should be washed at the highest temperature the manufacturing label identifies it can take. Do not place laundry on the floor and sanitise all areas laundry has come into contact with prior to washing.

## Risk Assessment

The risk of transmission of COVID-19 should be added to all new nursery risk assessments until these 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 Head of H&S/Facilities or other member of the senior management team.

## Resources

Play equipment in communal areas (e.g. outdoor classrooms) should be sanitized between groups. Soft furnishings and resources with intricate parts that are difficult to clean should be removed from home base rooms. If sand and water play resources are to be used by more than one group, the sand and water should be changed after each group and container sanitized.

## Items brought from home

Families should be discouraged from bringing items from home into the nursery. Comforters are permissible if not having them would cause a child distress.

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<sup>10</sup> <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<sup>11</sup> <https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/>

## Visitors and meetings

Attendance in the nursery should be restricted to children and team as far as practically possible. All meetings and interactions should continue but by using MS Teams or other web meeting tools, rather than inviting visitors into the nursery.

### Settling in sessions

Parents may enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. The use of MS Teams to reassure children and parents is encouraged. Parents should minimise their movement around the nursery and only enter the room their child will be attending. Parents should minimise their interaction with other children and team members and adhere to the nursery hygiene policy.

### Visitors

During these measures, visitors should not be invited to visit the nursery. Interactions with support workers and other agencies should be conducted online via Microsoft Teams etc. Any 'Stay & Play' sessions must be postponed until restrictions are lifted.

### Nursery views and tours

Prospective parent viewings and tours will try to be accommodated where practicable, out of hours or in empty spaces; or conducted via a 'Virtual Tour' on a secure mobile device or iPad and encourage interaction between prospective parents and key persons.

### Meetings

No physical group meetings should take place in the nursery. 1-2-1 meetings can be held where social distancing rules can be observed in full. All group meetings will take place on Microsoft Teams.

### Interviews

In the unlikely event we need to recruitment new employees or use supply or agency, we will adhere to all necessary safety precautions, including conducting interviews and inductions online, using questionnaires and where required, testing.

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

### A child displaying symptoms

In the event of a child developing suspected coronavirus symptoms<sup>12</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 from others in a previously identified room or area. If possible, a window should be opened for ventilation. The team member most closely associated with their care should care for them on a 1:1 basis<sup>13</sup>. Personal Protective Equipment (PPE) is available for the team member if they feel it is appropriate.

If the child becomes very unwell, it may be necessary to call 111 or 999<sup>14</sup>. 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<sup>15</sup>.

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<sup>12</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<sup>13</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

<sup>14</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

<sup>15</sup> <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### 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. If they are unable to travel alone, they should wait in a previously identified room or area. If possible, a window should be opened for ventilation.

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 COVID19 transmission<sup>16</sup>. Changing habits, cleaning and hygiene are the most effective measures in controlling the spread of the virus<sup>17</sup>. Gloves and aprons should continue to be worn as normal for nappy changing and the administration of first aid. Appropriate PPE should however be made available in a small number of cases to operate safely<sup>18</sup>.

A PPE box will be made available if a team member decides they want to wear a mask, or where they are 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 Masks        | 4. Tissues        |
| 2. Disposable gloves | 5. Hand sanitizer |
| 3. Disposable aprons | 6. Goggles        |

Whilst we acknowledge and respect recent DfE guidelines, on this occasion Bertram have procured and will make available to its teams additional PPE to include face masks and touchless thermometers, over and above the regular gloves and aprons on site. There are two types of mask: -

#### **IIR Surgical**



*Optional for teams to use at their own discretion*

#### **FFP2/N95 (unvalved)**



*Mandatory or use in isolation rooms/spaces where employees are dealing with a suspected Covid-19 case.*

PPE should be disposed of safely after use<sup>19</sup> and the equipment replenished.

<sup>16</sup><https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<sup>17</sup><https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<sup>18</sup><https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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

## Reporting, testing & tracing

From 1<sup>st</sup> June all team members, children, parents, and members of their households are eligible for a COVID-19 test <sup>20</sup>, should they display coronavirus symptoms. Tests are available via a Gov. online portal <sup>21</sup>. Any suspected or confirmed case of coronavirus must be reported to the Nursery Manager as soon as possible. If a positive result is confirmed the rest of the home base room will be advised to isolate for 14 days.

Positive tests will be reported to Public Health England by the nursery manager. It may be necessary to make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if a team member is diagnosed with coronavirus and there is reasonable evidence that it was caused by exposure at work <sup>22</sup>.

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<sup>20</sup> <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#essential-workers>

<sup>21</sup> <https://www.gov.uk/apply-coronavirus-test>

<sup>22</sup> <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

# 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:



RED

## If your child has any of the following:

- Becomes pale, mottled and feels abnormally cold to the touch
- Has pauses in their breathing (apnoeas), has an irregular breathing pattern or starts **grunting**
- Severe difficulty in breathing becoming agitated or unresponsive
- Is going blue round the lips
- Has a fit/seizure
- Becomes extremely distressed (crying inconsolably despite distraction), confused, very lethargic (difficult to wake) or unresponsive
- Develops a rash that does not disappear with pressure (the 'Glass test')
- Has testicular pain, especially in teenage boys

## You need urgent help:

Go to the nearest A&E department or phone 999



AMBER

## If your child has any of the following:

- Is finding it hard to breathe including drawing in of the muscles below their lower ribs, at their neck or between their ribs (**recession**) or **head bobbing**
- Seems dehydrated (dry mouth, sunken eyes, no tears, drowsy or passing less urine than usual)
- 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
- Has extreme shivering or complains of muscle pain
- Babies under 3 months of age with a temperature above 38°C / 100.4°F
- Infants 3-6 months of age with a temperature above 39°C / 102.2°F
- For all infants and children with a fever above 38°C for more than 5 days.
- Is getting worse or if you are worried
- Has persistent vomiting and/or persistent severe abdominal pain
- Has blood in their poo or wee
- Any limb injury causing reduced movement, persistent pain or head injury causing persistent crying or drowsiness

## You need to contact a doctor or nurse today.


Please ring your GP surgery or call NHS 111 - dial 111

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&E



GREEN

## If none of the above features are present

- You can continue to provide your child care at home. Information is also available on NHS Choices
- Additional **advice** is available to families for coping with crying of well babies 
- Additional **advice** is available for children with complex health needs and disabilities.

## Self care

Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 - dial 111



# Hand-washing technique with soap and water



1  
Wet hands  
with water



2  
Apply enough soap  
to cover all  
hand surfaces



3  
Rub hands palm  
to palm



4  
Rub back of each hand  
with palm of other hand  
with fingers interlaced



5  
Rub palm to palm with  
fingers interlaced



6  
Rub with back of fingers  
to opposing palms with  
fingers interlocked



7  
Rub each thumb clasped  
in opposite hand using a  
rotational movement



8  
Rub tips of fingers in  
opposite palm in a  
circular motion



9  
Rub each wrist with  
opposite hand



10  
Rinse hands  
with water



11  
Use elbow to  
turn off tap



12  
Dry thoroughly with  
a single-use towel



13  
Hand washing should take  
15–30 seconds