

FOCUS	AREA OF CONSIDERATION	PROCEDURES TO FOLLOW
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free, have completed the required isolation periods where applicable or achieved a negative test result will be permitted to attend the setting.
Children	Physical Distancing/Grouping	<ul style="list-style-type: none"> • We will endeavour to restrict the numbers of children attending to 15 per day, if this is not possible we will endeavour to organise children into small groups within the setting. Wherever possible these small groups should not mix during the day, and will have the same members of staff with them at all times. This will only be necessary when numbers of children attending is higher than 15, and will be done through division of the indoor classroom, and by utilising the outdoor space (e.g. one group outside, one group inside, clean the areas and swap over). • If the number of children attending is 15 or under, we will ensure they are well spread throughout the classroom, and using all of the space available with adequate staff supervision to maintain this. • Care routines including provision of meals, nappy changing and toileting should be done within the space allocated to each group wherever possible. • Outdoor spaces will be used as much as possible, including forest school sessions where members of the public are not likely to be met.
Children	Well-being and Education	<ul style="list-style-type: none"> • Children will continue to 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. • Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and we will ensure staff understand of individual children's insecurities, attachments and their need for emotional support at this time. • We will provide books and resources to support emotional well-being, and children will participate in activities to help them understand good hygiene practices and their importance. • We will ask parents/carers to remain positive and confident in returning to nursery and to make it as fun as you can, so as not to cause any undue stress for your child.

FOCUS	AREA OF CONSIDERATION	PROCEDURES TO FOLLOW
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend nursery if they are symptom free, have completed the required isolation period, or achieved a negative test result. • Health questionnaires may be used to determine readiness of returning staff. • Consideration will be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day.
Workforce	Physical Distancing/Grouping	<ul style="list-style-type: none"> • Wherever possible staff should remain with the small group they are allocated for the day if grouping is required. • Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible. • Social distancing must be maintained during the day between staff members, where possible. • Staff members are to avoid all physical contact with each other, e.g. handshakes, hugs etc. • Meetings and training will be conducted online and via video conferencing.
Workforce	Training	<ul style="list-style-type: none"> • All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
Parents	Physical Distancing	<ul style="list-style-type: none"> • Only parents who are symptom free and/or have completed the required isolation periods will be permitted to drop off or collect their child. • Parents limited to 1 parent per family dropping off or collecting their child if possible. • Drop off and pick up will be done at the nursery entrance, adhering to social distancing at all times (for adults), parents will be asked not to enter the nursery unless absolutely necessary. • Parents waiting in the car park to drop off or collect a child, must maintain social distancing at all times, and are asked to only approach the entrance to ring the doorbell when it is clear. • Social distancing markings will be provided as a visual aid. • Parents may be permitted to enter the nursery if a child is very unsettled or a new child requires settling in, however social distancing must be maintained between the parent and staff.

FOCUS	AREA OF CONSIDERATION	PROCEDURES TO FOLLOW
Parents	Communications	<ul style="list-style-type: none"> • Parents will be given clear communication regarding the role they play in the safe operating of the nursery and all the procedures and measure we require them to adhere to, in order to ensure the safety of themselves, the staff and the children. This will be done via email nearer to the time of reopening.
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the setting will be restricted to children and staff as far as practically possible. Visitors will not be permitted unless absolutely essential (e.g. building maintenance). Essential visits will be made outside of nursery hours where possible. • We will be given sole use of the hall for the foreseeable future, and no other community groups etc will have use of the space or be able to enter the building for any reason.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Where possible staff and parents should travel to the nursery alone, using their own transport, ideally by car, walking or bicycle. • If public transport is necessary, current guidance for use of public transport must be followed. • Parents are not to leave travel accessories at the nursery, including buggies, car seats, scooters and bikes. • We will restrict outings from the nursery into the local community to forest school sessions only or short walks where the general public are unlikely to be met.
Hygiene, Health and Safety	Hand Washing	<ul style="list-style-type: none"> • All children, staff and parents must wash their hands upon arrival at the nursery using the outdoor sink. • Children and staff will be encouraged to wash their hands frequently throughout the day, and always after toileting, before eating and before moving into a new area/or coming in from outside. • We will teach good hand washing techniques and make this fun for the children, with songs, stories and games. • There will be a good supply of paper towels available for drying hands and disposing of these into a bin immediately afterwards.
Hygiene, Health and Safety	Cleaning	<ul style="list-style-type: none"> • An enhanced cleaning schedule will be implemented to include furniture, surfaces, children's toys and equipment. This will be cleaned with appropriate anti-bacterial cleaner at regular intervals throughout the day and always after use. • Communal areas, touch points and hand washing facilities must be cleaned and sanitised more regularly, and after each use.

FOCUS	AREA OF CONSIDERATION	PROCEDURES TO FOLLOW
Hygiene, Health and Safety	Waste Disposal	<ul style="list-style-type: none"> • All waste will be disposed of in a hygienic and safe manner, as per the government guidance. • Tissues must be immediately disposed of, after hand washing and sneezing etc.
Hygiene, Health and Safety	Laundry	<ul style="list-style-type: none"> • All items within the setting that require laundering will be washed daily in line with NHS guidelines. • All soft furnishings and toys will be removed, as they can not be easily cleaned throughout the day.
Hygiene, Health and Safety	Risk assessment	<ul style="list-style-type: none"> • All activities will be risk assessed in the usual way. Due consideration will be given to any adaptations to the usual practice. This will include, but not be limited, to the suspension of learning experiences involving materials which are not easily cleaned, such as play dough and sand. • There will be a restriction on shared utensils for eating and food. We will ask parents to bring in their own individual snacks, in disposable containers, which can be thrown away after use. The same will apply for lunch-boxes.
Hygiene, Health and Safety	PPE	<ul style="list-style-type: none"> • Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission, above what we already use in our general practice daily. PPE should continue to be worn as normal for nappy changing and administration of first aid. • The use of masks will be restricted to any time we need to be in close proximity with children showing symptoms of COVID-19, or when the need arises to come in close proximity to a parent, e.g. if a child is clingy and needs to be separated.
Premises	Building	<ul style="list-style-type: none"> • As the premises has been completely closed during lockdown, we will make appropriate Health and Safety checks prior to reopening. • Windows will be kept open where possible to ensure good ventilation throughout the building.
Premises	Resources	<ul style="list-style-type: none"> • Children will not be permitted to bring items from home into the setting, unless it is absolutely essential to their wellbeing. If this this is the case, items should be appropriately cleaned upon arrival. • All resources required for play and learning will be regularly washed and sterilised. • Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members where possible and cleaned regularly.

FOCUS	AREA OF CONSIDERATION	PROCEDURES TO FOLLOW
Supplies	Procurement and Monitoring	<ul style="list-style-type: none"> • The setting will ensure an adequate supply of essential items and contingency plans are in place to minimise the impact of any shortages of supplies. • A monitoring system for the use of PPE is essential to ensure supply of stock is available to all that need it.
Responding to a Suspect Case of COVID-19	Procedure for Responding to Signs and Symptoms of COVID-19.	<ul style="list-style-type: none"> • In the event of a child developing symptoms of coronavirus whilst attending the setting, they should be collected immediately, and be kept isolated at home in line with the government guidelines. • Whilst waiting to be collected they should be isolated from the other children, and will remain with one member of staff to comfort them. A window will be opened nearby for ventilation. • The staff member responsible for this child during this time will wear appropriate PPE. • The area will be thoroughly cleaned when the child has left and if possible be left unvisited for 72 hours. The person cleaning the area should wear appropriate PPE. • In the event of a staff member developing coronavirus symptoms they will be asked to go home immediately and isolate at home following the government guidelines.