

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/Public Health Scotland ¹ and DFE ² 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 and many are asymptomatic. The role of children in transmission is unclear. We will adopt the following 'System of Controls'.

You will more detail about these systems throughout this Document:

System of Controls

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community
- 9) contain any outbreak by following DfE or Local Health Protection team advice
- 10) notify Ofsted (England) or the Care Inspectorate (Scotland)

¹<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

²<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>

Attendance

Children and team members who are not displaying coronavirus symptoms³ are welcome to attend the nursery. Anyone who has experienced coronavirus symptoms must have completed the required isolation period⁴ 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 tests positive for Coronavirus, all members of the household must isolate for the required period⁵. Team members and parents are strongly advised to use the Government's Coronavirus Tracing scheme to help protect our community.

Children and team members who may be considered vulnerable must contact the nursery prior to return in order for a risk assessment to be carried out as appropriate.

Drop off and collection of children

To minimise traffic in the nursery, parents are asked to drop off and collect their children at the designated entrance and not to enter the nursery unless essential. Parents waiting to drop off and collect are asked to maintain social distancing by standing at least 1 to 2 meters apart at all times. Parents/Carers and nursery staff engaging in handovers must wear a face covering. Please alert the Nursery Manager if you are exempt from wearing a face covering for medical reasons.

Where possible and practical a team member from the child's Safer Play Group will carry out handovers at the nursery entrance in order to reduce the amount of different people that have contact with the child. Where this is not possible a designated person will be assigned to do this whilst 'limiting close contact' if at all possible.

Close contact is described as:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Temperature and symptom monitoring

Routine temperature testing is not advised as a reliable method for identifying coronavirus⁶. 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
- Loss of taste or smell

If a child is unwell in any way, parents may be asked to collect their child from the setting.

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 mandatory on public transport to help protect others.

³ <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

⁴ <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

⁵ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

⁶ <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

Implementing social distancing

A level of physical interaction within nurseries is unavoidable. The key to reducing the risk of coronavirus transmission is to maintain 'Safer Play Groups' (also known as Bubbles) and minimise physical interaction between these groups.

Adults must endeavour to maintain a distance of 2 metres between themselves and other adults at all times.

Homebase rooms & Key Groups

Wherever possible children and team members should remain within their home base room groups. Merging rooms during the day will be avoided. Team members covering across different rooms should be avoided or minimised wherever possible. Managers must keep a risk assessment and clear log related to staff that have covered in different rooms, when and where and the reasons for covering.

Communal spaces & outdoor classrooms

Meals and snacks should be served in home base rooms. Children should only access communal spaces such as gardens 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 members in the team room at one time. When not eating or drinking in close proximity team rooms, it is advisable to wear a face covering. Managers must decide how many staff can access this space at one time whilst adhering to social distancing rules and consider other appropriate spaces that can be used. Spaces should be clearly marked out in designated rooms.

Cross Site Working

Cross site working should be avoided wherever possible. Where this is necessary for safety reasons, managers must keep a clear log of where and when staff are covering. Where possible managers should endeavour to keep cover staff in consistent rooms for a week at a time. Where there are staff that are clinically vulnerable or [clinically extremely vulnerable](#)⁷, an individual risk assessment must be in place.

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. We will seek support and advice from Local Authorities, as necessary.

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 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.

⁷ <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#cev>

Hand washing

The rate of handwashing must be significantly increased⁸. All team must wash their hands with soap and water upon each arrival to the nursery and children must be supported 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. Staff members should be encouraged to bring spare uniform/clothing to the nursery in the event that they come into contact with someone presenting with symptoms of Coronavirus.

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 longer⁹.

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 another member of the senior management team.

Resources

Play equipment in communal areas (e.g. outdoor classrooms) should be sanitized between groups. A resource list has been provided to advise in detail resources that can and cannot be used with different age groups.

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.

Visitors and meetings

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

⁸ <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

⁹ <https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/>

Settling in sessions

Parents may only enter the nursery for the purpose of settling in sessions if it is absolutely necessary (e.g. young baby, additional needs etc). Where this is the case, parents may only enter the room the child will be based in and must wear appropriate PPE (for example face coverings). The use of MS Teams/Zoom/Facetime to reassure children and parents is encouraged. All related paperwork must be completed and returned before the first settle in order that the nursery can make the transition as smooth as possible.

Visitors

During these measures, visitors will not be invited to visit the nursery unless absolutely essential to health, safety, or wellbeing. 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. Visits by Bertram support teams will be reduced to those that are absolutely necessary.

Nursery views and tours

Prospective parent viewings and tours will be conducted via a virtual tour in the first instance and where practicable. Out of hours tours can be arranged upon request subject to availability and safety.

Meetings

No unnecessary physical group meetings should take place in the nursery. 1-2-1 and small group staff meetings, that are necessary to ongoing development and wellbeing, can be held where social distancing rules can be observed in full. Full group meetings should continue virtually on Microsoft Teams.

Interviews

When recruiting new employees or using supply or agency colleagues, we will adhere to all necessary safety precautions, including conducting interviews via video and inductions online where appropriate.

Responding to a person displaying symptoms of COVID-19

A child displaying symptoms

In the event of a child developing suspected coronavirus symptoms¹⁰ whilst attending the nursery, they should be collected as soon as possible and isolate at home in line with the PHE/PHS 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. Personal Protective Equipment (PPE) must be used by the team member when supporting someone with symptoms.

If the child becomes very unwell, it may be necessary to call 111 or 999¹⁰. 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 accessed¹¹.

¹⁰ <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

¹¹ <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 PHE/PHS 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.

Team members must access a test as soon as possible.

PPE Equipment

Government guidance is that PPE is not required for general use in nurseries to protect against COVID19 transmission. Changing habits, cleaning and hygiene are the most effective measures in controlling the spread of the virus ¹². 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.

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/visor |

Whilst we acknowledge and respect recent government 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 ¹³ and the equipment replenished.

¹² <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

¹³ <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Reporting, testing & tracing

From 1st June all team members, children, parents, and members of their households are eligible for a COVID-19 test ¹⁴, should they display coronavirus symptoms. Tests are available via a Gov. online portal ¹⁵. 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 nursery manager will follow advice from the local Public Health England/Scotland about isolation and reporting.

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 ¹⁶.

Positive cases will be reported to OFSTED/Care Inspectorate as appropriate.

¹⁴ <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#essential-workers>

¹⁵ <https://www.gov.uk/apply-coronavirus-test>

¹⁶ <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

What to do if your child is ill

FOR PARENTS

A SPECIAL COVID MESSAGE

When your child is ill or injured it is very difficult to decide if/when to call your child's GP, NHS 111 or go the Accident and Emergency Department (A&E). During the current situation and while the government is asking everyone to stay at home, it can be confusing to know what to do. Here is some guidance:



FOR ADVICE ON COVID-19 AND CHILDHOOD ILLNESSES/INJURIES VISIT WWW.NHS.UK

Designed by primary and secondary care clinicians from Barts Health & North-East London STP

YOU SHOULD GO TO A&E AND/OR CALL 999 IMMEDIATELY IF

APPEARANCE

- ▶ Pale/mottled/ashen/blue colour
- ▶ Collapsed/unresponsive/loss of consciousness
- ▶ No obvious pulse or heartbeat
- ▶ Severe allergic reaction

BEHAVIOUR

- ▶ Extreme irritability/pain/sleepiness (can be woken but falls asleep immediately)
- ▶ Seizure/jerking movements/fit

BREATHING

- ▶ Sucking in and out between ribs
- ▶ Flaring nostrils
- ▶ Extremely fast breathing
- ▶ Noisy breathing

OTHER

- ▶ Bleeding from an injury, that doesn't stop after 10 minutes of pressure

YOU SHOULD GO TO A&E IF

APPEARANCE

- ▶ Dizziness/feeling faint
- ▶ Rash that does not fade when you press it

BEHAVIOUR

- ▶ Severe constant tummy pain

OTHER

- ▶ Burn
- ▶ Possible broken bone

OTHER

- ▶ Swallowed foreign objects (especially magnets/batteries)
- ▶ Temperature higher than 38°C in a baby younger than three months old
- ▶ Your child has special health care needs and you have a plan that tells you to go to A&E
- ▶ Feels abnormally cold to touch
- ▶ Expressing suicidal/significant selfharm thoughts

YOU SHOULD CALL YOUR GP IF

APPEARANCE

- ▶ Mild/mod allergic reaction (known or suspected)
- ▶ New rash that fades when you press on it

BEHAVIOUR

- ▶ Mild irritability/sleepier than normal
- ▶ Severe tummy pain that comes and goes
- ▶ Vomiting and diarrhoea
- ▶ Not passed urine for more than 12 hours

BREATHING

- ▶ Wheezing/fast breathing

OTHER

- ▶ Temperature >39°C (age 3-12 months)
- ▶ Temperature over 38°C for more than 7 days
- ▶ Accidental overdose of medication or other substances
- ▶ Ear pain for more than 2 days
- ▶ Emotional distress, that can't be reassured

YOU SHOULD CHECK WITH 111 OR YOUR COMMUNITY PHARMACIST IF

APPEARANCE

- ▶ Pink eyes/red eyes

BEHAVIOUR

- ▶ Ear pain for less than 2 days
- ▶ Mild tummy pain that comes and goes

BREATHING

- ▶ Cough
- ▶ Runny nose

OTHER

- ▶ Temperature over 38°C for less than 7 days

7 STEPS OF HAND WASHING



Step 1 - Hands should be wet with liquid soap applied for a good lather. (Water temperature needs to be between 35 °C and 45 °C)



Step 2 - Rub your hands palm to palm.



Step 3 - With your right palm rub the back of your left hand. Swap hands and repeat.



Step 4 - Then, interlace your fingers and rub your palms together.



Step 5 - Interlock your fingers and rub the backs of them against your palms.



Step 6 - Enclose your right hand around your left thumb and rub as you rotate it. Swap hands and repeat.



Step 7 - Rub your right fingers in a circular motion in your left palm. Repeat with your left fingers.

After washing, always thoroughly rinse your hands in warm running water, and dry with a clean disposable towel.

Never use reusable towels as you will transfer harmful bacteria back onto your clean hands.

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