

Operational Plan for dealing with COVID-19 Return of children September 2020

Bizzy Bees Pre-School CIO

created 27/05/2020
amended 24/08/2020

This operational plan takes precedence over the normal operational plan in place at the setting whilst we are in the pandemic of COVID-19, it will be updated regularly as a working document and removed once the pandemic is thought to be less of a threat and under government guidance. It will however remain on file in the instance of any further pandemic or other incident/health risk.

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Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Cough (new or continuous cough)
- Difficulty in breathing
- Fever
- Loss of taste/smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 meters) or could be inhaled into the lungs
- It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose or eyes (such as touching a door knob or shaking hands then touching own face).

1. Health and wellness of you and your children

From July 20th 2020, government guidance is now allowing settings to return to normal group sizes, therefore all children will be attending the setting from September 2020.

We understand that parents/carers may be anxious about their children returning to Pre-School. Hopefully this information will help to reassure you that we will continue to do all we can to keep the setting as safe as possible with continued evaluating of all protective measures through, risk assessment, regular staff meetings and general daily observations. We are always contactable to discuss any worries or concerns you may have. We will keep you updated with changing guidance and any changes we may have to make to the running of the setting.

It is critical to the safe and continued running of Bizzy Bees Pre-School CIO, that every child attending the setting is completely healthy and well enough to be attending. If your child presents with ANY form of illness even if not related to COVID19 symptoms, and in particular have a temperature higher than 37.8, then they should not be attending Pre-School until they are healthy and well. It is paramount that we always protect all children and staff within the setting, to ensure we can continue to remain open to all children particularly with the winter months approaching. If you are unsure about your child's health, please call us to discuss whether they can attend, or not. **It is especially important that if children have had any form of pain relief such as Calpol, either the night before, or morning they are due to come, then they should not be attending as this could mask potential illness.**

All staff have participated in training in Infection Prevention and Control.

2. Who will attend during re-opening of the setting September 2020?

- All current children already attending the setting from Monday 7th – Friday 18th Sept 2020. Thereafter new starters from Monday 21st Sept 2020 through until the October half term, when they should have all started.
- New starters will be asked to attend from 9.15 am for morning sessions and 1.00pm for afternoon sessions, until both parents/carers and staff feel they are settled. This will allow our existing children to be dropped off first, making it less busy for our new starters.
- The setting will be open for the normal hours of 8:15 for breakfast club until 3:45pm each day.

3. Staff working/rota's

- Staff will be working their usual working hours, and the team will be back to full strength from September 2020.

- We will do our upmost best to ensure the setting remains open should staff members be sick or away from the setting with staff working additional hours where this is possible.
- Sessions will be running from 8.15am – 3.45pm Monday – Friday
- 8:15am – 9:00am breakfast club
- 9:00am – 12:00pm morning session
- 12:00pm – 12:45pm lunch club
- 12:45pm – 3.45pm afternoon session
- Staff well-being meetings will be held regularly, and emotional and physical welfare checked on by the Management team. We now have a staff member who has been trained in Mental Health First Aid.
- Staff to come to work in own transport where possible. If they are coming on public transport, they are always required to wear a mask and these will be provided by the setting unless the staff member wishes to provide their own, these will be changed for each journey.
- On entry to the building staff will change into work clothes (if they have travelled on public transport) and use the hand sanitizer provided at the entry of the main door.
- PPE equipment is available to staff members following the settings usual procedures and government guidance.
- Staff are required to wear full PPE equipment if a child or staff member becomes ill and these will include a face mask and face visor/apron and gloves following government guidance.
- Staff are required to dispose of these when used into waste disposable bags, doubled, which need to be stored for 72 hours before putting into the outside bin, due to any contamination (we will follow the government guidelines).

4. Working with parents during phased re-opening

- There will be a continuous line of communication from the setting to parents, this will be through text messages, phone calls, emails, Facebook, zoom or other online platforms, and if required a home distance meeting.
- Parents with children returning/new starters will be asked to sign a document to say they have read this guidance and will comply with the necessary guidance and plan put in place by the setting. This will include pick up and drop off and the procedure that they must follow if their children are sick and following guidance on keeping their families and others safe at the setting and home.
- New starter families will be able to watch a virtual tour of our setting on our closed Facebook page. We will also be providing information for your child/children of their Key Person and other staff members in the form of photo's etc. We will be arranging a short visit of half an hour for each new starter and one parent/carer. These will take place during the first two weeks of us opening, and before any new starters attend. We will ask the parent/carer to enter the building via the front door and ask them not to bring any belongings into the building. We will call you once we return on 7th September to arrange a suitable time for you to visit. If this is not possible we can either do a virtual/phone call meeting with parents before your child's start date, this will include an induction to cover all information. We can answer all your questions, concerns etc.

- The Pre-School will continue with its 'CLOSED' Facebook page for activities to be shared with parents as and when we can if the setting must re-close at any point. We will also use this as a platform for continued information and updates.
- Parents will be able to contact us by phone or e-mail about any concerns or help required.
- The management team may do welfare visits to homes with social distancing in place if required and ratios permit.
- **As these procedures will be very new to children, many who have not returned since March, and our capacity will have increased considerably, our processes may take much longer than usual at drop off and pick up times. We will be monitoring the situation closely and may have to make changes at short notice to ensure the smooth running of the setting. Please be patient with us as the children's care and wellbeing is paramount.**

5. Entry/pick up/bags and items from home

- Parents will be asked to line up outside the building using the social distancing markers, parents must keep their child by their side at all times in the line-up. This will be in our car parking area, so we ask parents to pay particular attention when parking, and where possible attend the setting by walking, cycling. If possible, stagger your arrival times, as it will take longer than usual to get children safely into the building following all guidance. **We will be using our back door for all drop off's and pickups.**
- Parents will be asked that only one parent to drop off or pick up and where at all possible, to not bring siblings with them.
- No parents will enter the building unless it is an emergency situation.
- Each child will be taken from the parent by a member of staff and taken to wash their hands for 20 seconds before entering the building, they will then join the group inside the hall.
- Children will have their temperatures taken when they first arrive at the setting before leaving their parents/carer. These will only be recorded if the temperature registers higher than normal, but within the guidelines. If a temperature reading is over **37.8 C**, then unfortunately the child will not be allowed to attend the setting.
- At the end of the session each child will be returned to their parents at the rear door by a staff member.
- Every child will be required to have a disposable bag with 2 changes of clothes, sunhat, sun cream. These will not leave the building once brought in. Each child will have their own allocated drawer to store all their items. Nappies can be brought in for the whole week. A staff member will ask for more clothes if required, but the setting will machine wash and dry any wet/soiled clothes within the setting and return to the child's bag (we will not send soiled/dirty/wet clothes home to help avoid cross contamination). **Please ensure all clothing etc. is named to make the process easier when washing clothes and returning to children's drawers.**
- No personal items such as toys will be allowed in the setting
- If a child has a comforter the parent will be asked if possible, to provide a spare to be kept in the setting.

6. Children's well-being

- Children will have access indoors and outdoors (we will be using the outdoor area as much as possible).
- All children will need to have their own individual water bottles (**these will need to be named**).
- Children's well-being will be of the upmost importance.
- Stories to help with understanding around their new environment will be used in the setting by staff.
- Feelings sessions will be held to encourage the children to express their emotions and explain in their own way how they are feeling and any concerns.
- Staff will not be wearing face masks in the setting generally. They will be worn along with a visor when toilet areas are being cleaned. They will also need to be worn if a child/staff member becomes ill whilst at the setting.

7. Lunch boxes/routine/snack time

Children will be supervised by staff members for their lunch and snack time as usual. This will be done in 2/3 sittings (snack only) depending on the number of children in each session.

- Staff will eat their lunch separate to the children on a rota system as usual.
- Each child will be required to bring their lunch in a disposable bag with their name on it. These will be stored in a cool area of the setting. (**Please do not provide ice packs - lunch bags will be stored in the foyer which is a cool area of the setting. Please do not provide food which needs to be heated**).
- Each bag and any unused contents will be disposed of at the end of each lunch session.
- Every child will have their own individual water bottle which parents will send in with their child each session/day to use throughout the day and lunch time. **It is important that these go home everyday and are thoroughly cleaned before coming back in for the next session.**
- **We will be asking parents to provide children with snacks for the day. If a child is in for a full day then they will require a snack for morning and afternoon. These will need to be a healthy option; fruit, vegetables etc. in line with healthy eating. These can be brought in separate disposable bags and labelled 'snack'.**

8. Cleaning the setting/equipment and all areas through the day and at the end of sessions

- The setting and all surfaces will be cleaned using anti-bacterial/sterilizing products throughout the day including all floors, doors, touchable surfaces and toilet areas.
- Throughout the day when children are moving between areas/equipment/toilets, the staff will use anti-bacterial/sterilizing products and all in one spray which is sprayed and left, and can be used on all surfaces, and kills 99 percent of viruses and germs including Corona virus.

- All toys and equipment will be sprayed throughout the day with anti-bacterial/sterilizing products and all in one spray and put into a liquid solution and soaked for one hour then dried and returned to their areas regularly.
- The outside equipment will be sprayed with antibacterial/sanitizing products after each session, and throughout the day as necessary.
- Mats will be minimal in the setting and will be changed at the end of every day.
- We will be using a handheld steam cleaner throughout the day/end of day where possible and safe to do so.
- The setting will do a deep clean on a Friday afternoon.

9. Nappy changing/wet accidents

Parents will need to supply nappies and wipes for their child, which should be brought in for the week in a disposable bag. These will be stored in children's draws.

Children will be changed following the setting's normal procedures. We will be using disposable aprons for each use. Staff will follow usual procedures for cleaning of the nappy changing area. Children who may have a wet/soiled accident or are wet from water play will be changed as usual, and any clothes will be washed by the setting and returned to the child's bag. We will continue to use the services of 'Initial' to collect and dispose of nappies etc. in the normal way. This is to minimize the number of belongings going back and forth from setting to home. **It is therefore important that all clothing is named so we know which child's draw to return it to after washing.**

10. Preventing the spread of infection

PARENTS NEED TO ENSURE THAT THEIR CHILDREN ARE WELL AND HAVE HAD NO PAIN RELIEF MEDICATION BEFORE COMING TO PRE-SCHOOL AND ARE FOLLOWING GOVERNMENT GUIDANCE ON COVID-19, SHOULD THEY SHOW SYMPTOMS. CHILDREN WILL HAVE THEIR TEMPERATURE TAKEN WHEN THEY ARRIVE AT PRE-SCHOOL, AS WILL ALL STAFF MEMEBERS. IF YOUR CHILD IS ILL IN ANY WAY, PLEASE DO NOT SEND THEM TO BIZZY BEES PRE-SCHOOL CIO.

11. Cleaning Routines:

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

- All frequently used hard surfaces will be cleaned using antibacterial/sanitizing products/steam cleaner throughout the day, this includes all door handles, light switches, telephones, office desks, outside equipment.

Hand Washing Routines:

To ensure the staff and children are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to Pre-School all staff will sanitize their hands in the entrance hall with the sanitizer provided. Staff who have travelled on any form of public transport will change their clothes when they arrive at the setting.
- No parents will be permitted into the building unless it is an emergency. Staff will collect each child at the back door along with their belongings and wash their hands for 20 seconds before bringing them into the building. Hands will also be washed for 20 seconds before returning children to parents at the end of their sessions.
- During the day children will wash their hands for 20 seconds after going to the toilet or having their nappy changed, before meals or snacks and when they have been playing outside.
- Children's guides on handwashing will go in all bathrooms.

Staff must wash their hands for 20 seconds before preparing or serving food even if wearing gloves, coming inside after being outside and generally throughout the day. This may be using hand sanitizer or hand washing with liquid soap.

12 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 the Pre-School

We need to ensure that children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and ensure anyone developing those symptoms during the day is sent home, these are essential actions to reduce the risk in our setting and further drive down transmission of coronavirus (COVID-19). We will ensure all staff are aware of it.

If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

If a child is awaiting collection, they would have been moved to a room where they can be isolated behind a closed door with appropriate adult supervision (2 staff members). A window will be opened for ventilation. If they need to go to the bathroom while waiting to be collected, they will be taken to the bathroom with one of the staff members. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them **do not need to go home to self-isolate**. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The isolation area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. We have a box of all cleaning products and materials ready in the isolation area to be used immediately when the isolated person has left. See the [COVID-19: cleaning of non-healthcare settings outside the home](#) guidance.

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser.

Our setting will ensure that children clean their hands regularly, including:

- when they arrive at the setting
- when they return from being outside back into the building
- after toileting
- before and after eating

Regular and thorough hand cleaning is needed for the foreseeable future.

Points to consider and implement:

- We will ensure we have enough hand washing or hand sanitiser 'stations' available so that all children and staff can clean their hands regularly

All children and particularly those with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative if needed

- We will build these routines into setting culture, and ensure younger children and those with complex needs understand the need to follow them as best we can

3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

The ‘catch it, bin it, kill it’ approach continues to be very important, so we will ensure they have enough tissues and bins available in the setting to support our children and staff to implement this routine. As with hand cleaning, we will ensure younger children are helped to get this right, and all children understand that this is now part of how the setting operates.

PHE does not (based on current evidence) recommend the use of face coverings in schools. The evidence will be kept under review. PHE advises that for safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children’s development.

Face coverings are required at all times on public transport (for children over the age of 11), or when attending a hospital as a visitor or outpatient.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents

In order to facilitate cleaning, we will remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.

Points to consider and implement:

- in line with the risk assessment and timetabling of the day, putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
 - more frequent cleaning of the hall
 - frequently touched surfaces being cleaned more often than normal
 - ensuring that there are clear procedures for maintaining cleaning processes for food preparation areas, dining areas and table coverings
- toilets will be cleaned regularly and children will be encouraged to clean their hands thoroughly after using the toilet

PHE has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#).

5. Minimise contact between individuals where possible

Early years settings are no longer required to arrange children and staff in small, consistent groups so can return to normal group sizes.

We are currently not considering splitting children into groups as this will prove extremely difficult in the hall we operate from. This can be reviewed at any time.

Returning to normal group sizes is based on the fact that the overall risk to children from coronavirus (COVID-19) is low. It also recognises that early years settings are typically smaller than schools. Adopting the 'system of controls' set out here in a robust way will ensure there are proportionate safeguards for children as well as staff and reduce the chance of transmission.

Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This will also be the same for staff. Bizzy Bees will only allow children who attend a child minder.

6. Where necessary, wear appropriate personal protective equipment (PPE)

Our setting will not use PPE beyond what we would normally need for our work. PPE is only needed in a very small number of cases, including:

- where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained
- where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on [Safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, how PPE should be used, what type of PPE to use, and how to source it.

7. Engage with the NHS Test and Trace process

As a setting we understand the NHS Test and Trace process and how to contact our local [PHE health protection team](#). We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have [priority access to testing](#).

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. They will release more details on new testing avenues as and when they become available. We will ensure we understand the easiest route to get a test.

We will ask parents, carers and staff to inform us immediately of the results of the test:

- if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
- if someone tests positive, they should follow [COVID-19: guidance for households with possible coronavirus infection](#) and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Managing confirmed cases of COVID-19 in the setting

We will take swift action when we become aware that someone who has attended the setting, has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact our settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.

The local health protection team will work with us to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The local health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the local health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- 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

The local health protection team will provide definitive advice on who must be sent home. To support us in doing so, we will keep a record of:

- children and staff in on days/sessions
- close contact that takes places between children and staff as best as we possibly can

This should be a proportionate recording process. We do not need to ask staff to keep definitive records in a way that is overly burdensome.

We will use a template letter provided to us will be provided to us, on the advice of the local health protection team, to send to parents, carers and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow [COVID-19: guidance for households with possible coronavirus infection](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
- if the test result is positive, we will need to be informed immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [COVID-19: guidance for households with possible coronavirus infection](#)
- We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

Further guidance is available on [Testing and tracing for coronavirus](#).

9. Contain any outbreak by following local health protection team advice

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will contact our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. As a setting we will be implementing the controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.

10. Notify Ofsted

Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, will be swiftly reported to Ofsted through the usual notification channels.

13. Guidance on cleaning Pre-School after a case of COVID-19 (suspected or confirmed)

Coronavirus symptoms are similar to a flu-like illness and include cough, fever or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- All surfaces and objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

Disposing of waste in the Pre-School including tissues, if children or staff become unwell with suspected COVID-19

All waste that has been in contact with the individual, including used tissues and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result of a test is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, the Pre-School will be instructed what to do with the waste by Public Health.

14. Cleaning in non-healthcare settings

Cleaning with normal household disinfectant after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people.

Wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas and surfaces such as bathrooms, grab-rails, door handles.

If an area has been heavily contaminated, such as with visible bodily fluids from a person with coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.

Wash hands regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning.

The risk of infection depends on many factors, including:

- The type of surfaces contaminated
- The amount of virus shed from the individual
- The time the individual spent in the setting
- The time scale the individual was last in the setting

The infection risk from coronavirus following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting:

- The minimum PPE to be worn is disposable gloves and apron, and hands to be washed for 20 seconds after removal of PPE. We will also wear a mask and use a visor for added protection.
- Ensure staff are trained in the correct use of a mask in this circumstance as well as other PPE.
- Any toys, resources, objects and areas an infected person has used or been in will need to be cleaned and disinfected. Particularly objects which have been mouthed by children.
- Disposable mop heads will need to be used when cleaning an infected area. Disposable cloths and paper towel can be used and disposed of appropriately.
- Check that current cleaning fluid is sufficient to kill the virus.
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads should be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergent or laundered, for example upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individuals test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at

least 72 hours. The waste will be stored in a designated area within the large utility cupboard at Bizzy Bees. This area is not used by the children.

If the individual tests negative, this can be put in with the normal waste.

If the individual tests positive, then store it for at least 72 hours and be advised by Public Health how to dispose of the waste.

If storage for at least 72 hours is not appropriate, arrange for collection as a category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

15. Additional information

- Staff/children will be encouraged not to touch their faces.
- We will use songs, games etc. to teach good hygiene with hand washing, using tissues etc.
- We will ensure bins are emptied throughout the day.
- We will ensure the hall is always well ventilated by having open windows/doors.
- We will ensure we have a good supply of cleaning/handwashing/gloves, etc.
- Staff will follow basic personal hygiene and washing of clothes after each day at the setting.
- We will limit the number of children using the toilet at any one time.
- We will not be able to allow any toys/resources to be taken home.

As a setting Bizzy Bees have decided that we will be taking the temperatures of all staff and children when entering the setting. This is a precautionary measure to help protect everyone as best we can and is being carried out at other settings within Bedford Borough. Temperatures will be re-taken after lunch if children/staff are in all day. Temperatures will only be recorded if they register higher than normal but still within guidelines, and then monitored regularly.

Early Years providers should use reasonable endeavours to meet the existing learning and development requirements instead of this being something “they must do”.

We will still be carrying out 2/3-year progress checks for all our new starters to ensure we have a good knowledge of their starting points across all areas of learning.

Ratio requirements stay the same in the majority of cases. Exceptions can be made to the qualifications that staff hold in order to be counted in the ratio requirements. Providers should reasonably endeavour to ensure that at least half of staff (excluding Manager) hold at least a full and relevant level 2 qualification to meet staff: child ratio requirements, but this will not be a legal requirement. This will be the case at Bizzy Bees Pre-School CIO.

There must be a least 1 staff member first aid trained. This will always be at least 2 staff members at all times.

Any newly qualified staff will not need to gain their First Aid within the 3-month period during the COVID-19 outbreak.

All aspects of safeguarding and welfare set out in EYFS framework still apply. The setting will continue to have a designated lead (Paula Bannell / Claire Buchanan Deputy Lead). It is acceptable for a safeguarding lead not to be on site if working from home as long as they are available to provide support, advice and guidance. A safeguarding risk assessment will be in place at Bizzy Bees.

If you are travelling abroad (holiday) and return to the UK

If you are planning a holiday or trip abroad, you may need to self-isolate if the country you have travelled to is on the government list. Your child will not be able to attend Bizzy Bees until the isolation period is complete. Guidance is changing constantly, so please look at the latest guidance using the heading below.

Coronavirus (COVID-19): how to self-isolate when you travel to the UK

If you do plan to travel abroad can you, please inform Bizzy Bees as soon as possible.

This document is to be used as a working tool and will be updated as guidance or the running of these new procedures change.

Document updated (date)	Section updated (including brief description)
24/08/2020	Allowing all children to return, info for new starters,
	No inside/outside shoes/water bottles, staff training, regular opening
	times, children's good health to return.