

Guidance for Minibugs - COVID-19 Site Operating Procedures

These guidelines are intended to assist Minibugs in implementing precautionary measures to reduce the spread of COVID-19 disease in the settings. These measures will form the Site Operating Procedures (SOP). These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers.

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices.

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> • Only children who are symptom free or have completed the required isolation period should attend the setting. • Setting staff should ensure that the absence is recorded accurately on the appropriate system. • Setting staff may consider risk assessing with regular health questionnaires for returning children • Those who are shielding due to medical vulnerability must provide evidence of this.
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children should where reasonably possible be organised into small groups within the settings. • Wherever possible these small groups or 'bubbles' should not mix during the day • Care routines including provision of meals, nappy changing, and toileting should be within the space allocated to each 'bubble' wherever possible • The use of communal internal spaces should be restricted as much as possible • Outdoor spaces should be used by different 'bubbles' at different times of the day • Distancing of beds/cots should be facilitated wherever possible

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	Wellbeing and education	<ul style="list-style-type: none"> • Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into an issue • Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the nursery if they are symptom free and have completed the required isolation period or achieved a negative test result. • Staff must follow the correct reporting procedure in line with the 'Sickness Absence Policy' • A RTW must be completed on the day of return prior to entering the wider setting. • Rota's will be used to limit 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
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Wherever possible staff should remain with the small group of children, the 'bubble' of children who they are allocated to and not come into contact with other groups. • 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 breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing
	Training	<ul style="list-style-type: none"> • All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating

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Parents	Physical distancing	<ul style="list-style-type: none"> • Only parent/Carers who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child • Parent/Carers should not entering the setting and handovers should take place as promptly as possible. • Only one parent/Carer should drop off or collect their child • When parent/carers are waiting to drop off or collect their child, physical distancing should be maintained in a safe area • Management are to risk assess the peak time for collection and drop off and manage them accordingly.
	Communications	<ul style="list-style-type: none"> • Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves
Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. Essential building maintenance, external agencies to support specific learning and development needs or social care workers). Where essential visits are required these should pre-authorized by your Local Operations Lead or at Director level.
Deliveries	Deliveries	<ul style="list-style-type: none"> • All items received during this time should be sanitized, where possible, before use and the packaging disposed of. • Any delivery drivers should not enter the setting.
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the nursery alone, using their own transport • If public transport is necessary, current guidance on the use of public transport must be followed • Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises. • Outings from the setting into the local community should not take place.

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<p>Hygiene and Health & Safety</p>	<p>Hand Washing</p>	<ul style="list-style-type: none"> • All children and staff must wash their hands upon arrival at the nursery • Children and staff members should be encouraged to wash their hands frequently especially after using the bathroom and before meals. • Setting staff should consider how to encourage children to learn and practice washing their hands through games, songs and repetition. Staff should ensure that help is readily available for those who have trouble cleaning their hands independently.
	<p>Cleaning</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment • Communal area, touch points and hand washing facilities must be cleaned and sanitized regularly • Resources which cannot be easily and regularly cleaned must be removed from play during this time. This also applies to food play, dried items such as pasta and rice should be avoided. • All blankets, bedding and tableware should be single use per child. • Government guidance should be followed when cleaning the setting.
	<p>Waste disposal</p>	<ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and safe manner • Tissues must be immediately disposed of • Indoor bins must be emptied daily.
	<p>Laundry</p>	<ul style="list-style-type: none"> • All items within the setting requiring laundering must be washed in line with NHS laundry guidelines - https://www.nhs.uk/live-well/healthy-body/how-to-prevent-germs-from-spreading/ • Items such as towels, flannels and bedding must not be shared by children

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First Aid	<ul style="list-style-type: none"> • The first aider must dynamically risk assess their patients needs, their equipment and their surroundings before commencing treatment. • All first aid kits should be checked regularly to ensure it is appropriately stocked. • Any disposable supplies used should be disposed of safely in a tied refuse bag after use. Any reusable supplies or equipment should be sanitized or washed after use. • Hands must be thoroughly washed or sanitized after carrying out any first aid.
PPE (Personal Protective Equipment)	<ul style="list-style-type: none"> • The setting should continue to use gloves and aprons whilst preparing meals and providing personal care such as nappy changes as per the 'Nappy Changing, Toilet Training and Intimate Care Policy'. • Appropriate PPE (apron, gloves, mask) will provided within each first aid kit. • Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission, however if preferred staff can wear a mask.
Risk assessment	<ul style="list-style-type: none"> • All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils
Fire Evacuation	<ul style="list-style-type: none"> • Where the setting has more than one outdoor area, the setting Manager should agree to split ages groups/room to ensure lower numbers are gathered at any one time.
Uniform	<ul style="list-style-type: none"> • Staff should bring their uniform which includes a top or tunic and trousers to work to change into on site to minimise cross-infection. • Staff should ensure clean uniform is worn daily.

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Premises	Building	<ul style="list-style-type: none"> • Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks • Keep windows open where possible to ensure ventilation • Avoid use of lifts other than where absolutely essential
	Resources	<ul style="list-style-type: none"> • Children should not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival • All resources required for play and learning experiences of children should be regularly washed and/or sterilized • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.
Supplies	Procurement & monitoring	<ul style="list-style-type: none"> • The setting should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control • A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards. These items will be washed at a high temperature and separate to any other nursery washing. • In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed.

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<p>Responding to a suspected case</p>		<ul style="list-style-type: none"> • In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance • Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation • The staff member responsible for the child during this time should be a staff member from their 'bubble'. The provider may consider suitable PPE for this staff member. • The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours • The person responsible for cleaning the area should wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance