



## Guidance for Early Years settings – COVID19 Site Operating Procedures

Focus	Area of consideration	Recommendations
Children	Attendance	<ul style="list-style-type: none"> <li>Only children who are symptom free or have completed the required isolation period should attend the setting.</li> </ul>
	Physical Distancing/Grouping	<ul style="list-style-type: none"> <li>We have previously worked in groups named 'bubbles', but government guidelines have changed and these bubbles are no longer required. If government guidelines change again, we are ready and prepared to go back to our 'bubbles' which will be organised into two groups within the school and mixing will be kept to a minimum where possible.</li> <li>Care routines including provision of meals, nappy changing and toileting should be within the allocated area and cleaned after every use.</li> <li>The use of communal internal spaces will be restricted as much as possible.</li> <li>Staff to follow social distancing whenever possible.</li> </ul>
	Wellbeing and Education	<ul style="list-style-type: none"> <li>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 tissue and putting tissue in the bins provided.</li> <li>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.</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>Staff should only attend the school if they are symptom free and have agreed to the return to work Covid-19.</li> <li>Staff to take a rapid lateral flow tests at the start of each week.</li> </ul>

		<ul style="list-style-type: none"> <li>• Consideration should be given to limiting the number of staff in the school at any one time to only those required to care for the expected occupancy levels on any given day.</li> </ul>
	Physical Distancing/Grouping	<ul style="list-style-type: none"> <li>• Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to make this feasible.</li> <li>• 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 the team breaks where possible.</li> <li>• Only two people in the kitchen at a time.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> <li>• Where possible, meeting and training sessions should be conducted through virtual conferencing.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction and training in infection control and the standards of operating procedure and risk assessments within which they will be operating.</li> <li>• All staff must complete the Covid-19 and PPE training.</li> </ul>
Parents	Physical Distancing	<ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible.</li> <li>• Facemask to be worn by parent/guardian on drop off and pick up.</li> <li>• Arrange drop off and pick up at the school entrance to avoid parents entering the school unnecessarily.</li> <li>• When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area.</li> <li>• Parents should only enter the school for the purpose of settling in sessions if not doing so would cause a child distress. Social distancing measures in place to minimise contact between the parents and other children and staff members.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Parents to complete the 'Return to School Agreement'.</li> <li>• Parents to communicate if they have come into contact or have symptoms of Covid -19.</li> </ul>

Visitors	Visits	<ul style="list-style-type: none"> <li>• Attendance to the setting should be kept to a minimum where possible, any visits that do take place will be limited to 15 minutes and take place outside.</li> <li>• Only visitors that are symptom free to attend the setting.</li> <li>• All visitors must sanitise their hands on entrance, wear a facemask and keep a safe distance from the children and staff.</li> <li>• Visitors should not be permitted into the school building unless essential (e.g. essential building maintenance or for the purpose of student observations). On entering the school building visitors must wash/sanitise their hands and wear shoe coverings.</li> <li>• Where essential visits are required, these should be made outside of the usual school operational hours where possible.</li> </ul>
Travel	Travel Associated with Setting Operations	<ul style="list-style-type: none"> <li>• Wherever possible, staff and parents should travel to school alone, using their own transport.</li> <li>• If public transport is necessary, current guidelines on the use of public transport must be followed.</li> <li>• Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats and scooters in the setting premises.</li> <li>• Outings from the setting into the local community should be restricted.</li> </ul>
Hygiene and Health and Safety	Hand Washing	<ul style="list-style-type: none"> <li>• All children and staff must wash their hands upon arrival and departure of the school.</li> <li>• Children and staff members should be encouraged to wash their hands frequently.</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule will be implemented that includes all 'high touch areas' i.e. children's toys and equipment.</li> <li>• Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly following a checklist.</li> </ul>
	Waste Disposal	<ul style="list-style-type: none"> <li>• All waste must be disposed of in a hygienic and safe manner.</li> <li>• Tissues must be immediately disposed of in bins provided.</li> </ul>
	Laundry	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.</li> <li>• Items such as towels and bedding must not be shared by children.</li> </ul>
	Risk Assessment	<ul style="list-style-type: none"> <li>• All activities 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.</li> </ul>

	PPE	<ul style="list-style-type: none"> <li>• Government guidelines is that PPE is not required for general use in early years settings to protect against COVID-19 transmissions. PPE should continue to be worn as normal for nappy changing and the administration of first aid. Facemasks to be worn on entering and leaving the premises and for school drop offs/pick ups.</li> </ul>
Premises	Building	<ul style="list-style-type: none"> <li>• Keep windows and doors open where possible to ensure ventilation.</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All resources required for play and learning experiences of children should be regularly washed and/or sterilised.</li> <li>• Equipment used by staff and children such as stationary, tablets etc should be cleaned after every use.</li> </ul>
Supplies	Procurement and Monitoring	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 from other school washing.</li> </ul>