

Clopton Nursery Trust Covid Daily Procedure

Children's arrival at the setting	On arrival at the setting it is reasonable to ask if parents, children or any member of the household have any of the symptoms of Covid19 (high temperature or a new, persistent cough or loss or change to sense of taste or smell).
	If the answer is yes, they should not be allowed to leave their child at the setting.
	Parents can enter nursery garden to help settle their child. They must not enter the building.
	If a child is refusing to come into nursery, we will do our best to reassure them. If children refuse to enter and cannot be persuaded into nursery, they will need to be taken home.
	Remove coats before entering the setting and store outside.
	Lunches taken by staff and stored in fridges.
	Wash hands thoroughly on arrival at the setting.
	All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, minimise social interactions, as per the <u>national guidelines</u> ;
Setting up	Staff will get out their bubble box – paper, pencils, books etc.
	Staff will open window and suitable doors.
Staffing	All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and, outside of setting hours, should minimise social interactions, as per the <u>national guidelines</u> ;
	Staff should isolate and not attend the setting or if they live with someone with symptoms.
Play and Learning	Implement social distancing where possible: <ul style="list-style-type: none"> • Small group sizes (bubbles), ideally 8, maximum of 16 • Ask parents to leave the site promptly after dropping off children
	Minimise the resources available to those that can be cleaned effectively. A set of pencils, paper, books for each bubble. Resources not shared between bubbles or rooms.
	Ensure children wash hands regularly throughout the day, as well as before eating, after coughing or sneezing and before leaving the setting.
If a child starts displaying symptoms	If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the <u>national guidelines</u> .
	A child awaiting collection should be moved to the office. The door should be closed but a window should be opened for ventilation.
	If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible (lock cubical after). Toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else
	If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 call 111.

Regular cleaning	Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.
	Wear disposable gloves for cleaning and dispose of immediately after cleaning.
	Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the normal disinfectant products
	Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
Cleaning of electronics	Regularly wipe down electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.
	Use disinfectant spray and disposable cloths or paper roll.
Cleaning of clothing, towels and soft furnishings	Laundry items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. Dirty laundry can be washed with other items. Clean and disinfect hampers according to guidance above for surfaces.
Disposal of potentially contaminated waste	Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ul style="list-style-type: none"> the individual tests negative; waste can then be put in with the normal waste the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste
Child collection	Children wash their hands before they leave.
	Parents are to collect from the nursery garden gate.
	Parents must que along the fence and wait for their child to be given to them.
	Parents must not enter the garden.
End of day cleaning	Bubble staff will clean toys such as duplo, small animals etc in sterilising fluid, dishwasher or washing machine (depending on the toys). They will put pencils, paper, books back into the bubble box.
	The end of day cleaner will arrive after the children have left.
	Wear disposable gloves and apron for cleaning and dispose of immediately after cleaning.
	Clean down all surfaces, floors, toilets using a disposable cloth, first with warm soapy water, then disinfect these surfaces with the normal disinfectant products
	Wash hands with soap water for 20 seconds after removing gloves, aprons and other protection used while cleaning.
	All staff's and children's clothes should be laundered that evening.