

## Clopton Nursery Trust Covid Daily Procedure

<b>Children's arrival at the setting</b>	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, the child should not be left at the setting and should be isolating with the rest of the household.
	Parents can entry nursey garden to help settle their child. They must not enter the building.
	Breakfast club children to be dropped off at the main entrance by the infant play ground. After school club children to be collected from the nursery garden. Cubs children to be dropped off and collected at the main entrance by the infant playground. Bears children to be dropped off and collected in the nursery garden.
	Parents should wear a face mask or visor when on the school site.
	Only one parent should enter the site to drop off or collect their child
	If a child is refusing to come in we will do our best to reassure them. If children refuse to enter and cannot be persuaded in, they will need to be taken home.
	Wash hands thoroughly on arrival at the setting. There is a hand washing station at both entrances.
	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 <b><u>national guidelines</u></b> ;
	Parents to leave the site promptly after dropping off or collecting children. (no gathering in groups)
<b>Staffing</b>	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 <b><u>national guidelines</u></b> ;
	Staff should wear a face mask or visor when speaking to parents
	Staff should isolate and not attend the setting or if they live with someone with symptoms.
	The nursery will supply masks and visors that staff can choose to wear during the day if they wish.
<b>Setting up</b>	Staff will open window and suitable doors.
<b>Wrap around care</b>	The children will be split into groups. No more than 15 children in each group.
<b>Other measures</b>	Staff to have lunch with only their room work colleagues to reduce the number of adults in a room at any one time.
	Minimise the resources available to those that can be cleaned effectively.
	Ensure children wash hands regularly throughout the day, as well as before eating, after coughing or sneezing and before leaving the setting.
<b>If a child starts displaying symptoms</b>	If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the <b><u>national guidelines</u></b> .
	A child awaiting collection should be moved to the office. The door should be closed but a window should be opened for ventilation.

	<p>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</p> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to <b><u>NHS 111</u></b> call 111.</p>
<b>Regular cleaning</b>	<p><b>Clean AND disinfect frequently touched surfaces throughout the day.</b> This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</p>
	<p>Wear disposable gloves for cleaning and dispose of immediately after cleaning.</p>
	<p>Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the normal disinfectant products</p>
	<p>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</p>
<b>Cleaning of electronics</b>	<p>Regularly wipe down electronics, such as tablets, touch screens, keyboards and remote controls throughout the day.</p> <p>Use disinfectant spray and disposable cloths or paper roll.</p>
<b>Cleaning of clothing, towels and soft furnishings</b>	<p>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.</p>
<b>Disposal of potentially contaminated waste</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• the individual tests negative; waste can then be put in with the normal waste</li> <li>• the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ul>
<b>Child collection</b>	<p>Children wash their hands before they leave.</p>
	<p>Parents are to collect from correct door (please see above.)</p>
	<p>Parents must queue if needed and wait for their child to be given to them.</p>
	<p>Parents must not enter the garden or building.</p>
<b>End of day cleaning</b>	<p>Staff will clean all surfaces (tables, chairs, drawer units etc) with antibacterial spray.</p>
	<p>The end of day cleaner will arrive after the children have left.</p>
	<p>Wear disposable gloves and apron for cleaning and dispose of immediately after cleaning.</p>
	<p>Clean down all surfaces, floors, toilets using a disposable cloth, first with warm soapy water, then disinfect these surfaces with the normal disinfectant products</p>
	<p>Wash hands with soap water for 20 seconds after removing gloves, aprons and other protection used while cleaning.</p>