

# Coronavirus – COVID 19

## Operating Procedures from 1<sup>st</sup> June 2020

These guidelines are based on Public Health England and the Department of Education to ensure that procedures are in place to minimise the spread of COVID-19 and ensure the safety and well-being of all children, staff and parents within operations at Dolphins Childcare Centre.

Strict hygiene and distancing procedures need to be practised and adhered to at all times.

### Reduced Numbers

- We have reduced the number of children we can care for each day by half until further notice.

### Dropping Off and Collecting Procedures

- Floor/pathway markers clearly show the **2 METRE** space required for physical distancing - which must be maintained at all times (we are aware the width of the pathway is quite narrow and ask for your co-operation and understanding for persons coming the other way – shield yourself as much as possible)
- **Only 1 Parent/Person** to bring in/collect their child. (parent/person must be 'symptom free').
- **Only 1 Parent/child in the Reception Area** at all times. Please be patient and wait your turn. (at present we have not introduced 'staggered times for bringing children in/collecting them as we understand Parents time constraints with getting to work, however, please understand we may have to introduce this in the future if need be)
- **Only children** will be allowed into the main building (once checks have been done as below)
- We will be taking every child's temperature prior to entering the main building. If he/she shows a temperature above 37.8 they will not be allowed into the setting, and will be advised to isolate at home in line with NHS guidance (managers agreement must be sought before returning) Temperature's will also be taken as children leave the setting.
- Children will be asked to sanitise their hands before entering (parents will need to apply to very young children's hand). This will also need to be done when leaving. Frequent hand-washing will happen throughout the day as currently in place.

### Attendance

- Only children who are well and symptom free should attend the setting. Please do not send your child in if they are unwell – we will refuse entry or send them home
- If your child becomes unwell at the setting we will contact you and request that you collect them immediately.

### Physical Distancing & Grouping

The way we operate will change. Children will be put into small groups. They will be with the same children, on the same days with the same staff (alleviating mixing with any other persons). Groups will be dispersed throughout the setting – inside and out and using all rooms (distancing as much as possible)

### Staggered Meal Times

Children will be having all snacks and meals within their own groups and at staggered times.

### Food

We will continue to offer Hot Lunch as well as Afternoon Tea. Although our set summer menu is in place, please be aware we may need to offer different/alternative foods at times (due to foods being unavailable)

### Sleep & Changing Areas

Cots, buggy's and sleep mats will be placed 2 metre for safe distancing. Strict procedures have always been in place and will continue eg. Bedding is only used once and cots, buggy's, sleep mats are cleaned down and sanitised after every use. The same is done when children are changed (nappies).

### Well-being and Education

Children will be supported and practice safe hygiene methods throughout the day – regular hand-washing, sneezing into tissue and coughing into their arms (staff will explain the reasons throughout, in an understanding that is appropriate for their age and stage). We have a range of children's (and adults) face masks, which we will encourage children to familiarise themselves with (masks will only be used by staff, if in isolation with a child. Children will be offered/encourage to wear one but never made to)

### Resources & Activities

All soft toys/resources/equipment will be removed to ensure cross contamination is minimised. Activities are risk assessed prior to undertaking as standard and with current covid-19 guidelines.

Children will not be permitted to bring items in from home into the setting unless absolutely essential for their well-being

### Responding to Illness/Possible Suspected Covid-19 Case

In the event of a child developing suspected coronavirus symptoms - high temperature (over 37.8), new persistent cough, loss of or change of smell/taste 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 will be isolated from others in our nominated isolation/quarantine room (staff room & window open) with the adult within their group. Adults will be required to wear personal protective equipment (apron, gloves, face mask and eye protection glasses). Children will be encouraged to wear a face mask (for their protection and that of the staff member) – of course this is not compulsory. Once the child has been collected the 'isolation' room will be thoroughly cleaned and sanitised.

#### *Reminder: Rules for Self-Isolating*

*Anyone with symptoms should stay at home for 7 days, if they live with other people they should ALL stay at home for 14 days to avoid spreading the infection outside the home. If no symptoms after 14 days they can return to their normal routines.*

### Cleaning

An enhanced cleaning schedule has been in place since re-opening on 20<sup>th</sup> April. Communal area touch points such as Reception doors, handles, switches, buzzer and hand sanitiser unit – all internal handles, switches, toilets and sinks are cleaned and sanitised several times throughout the day. Surfaces, tables, chairs and large equipment/toys will be cleaned and sanitised on a regular basis.

### Future

At this moment in time we are unable to give any information on future operations until further Government Guidance has been released.

**If you have any questions or concerns please do not hesitate to get in touch.**