

Kids Planet Operational Guide during COVID 19

1. Physical Distancing

- Our children have been grouped into “bubbles” of children. This may be based on sessions. Once children are in this “bubble” they will remain with the same children and team.
- Our Bubbles in many settings will simply be, that the children are grouped by their base rooms, for example all Baby Room children would form one Bubble.
- In our larger rooms we will continue to divide the spaces to hold “bubbles” of approximately 30 children.
- Please note these “bubbles” are based on the sessions children attend and when children have returned to Kids Planet following easing of lockdown. We therefore cannot accommodate parental requests for children to be placed in the same bubble.
- Our maintenance teams have worked hard to put up temporary room dividers within children’s rooms. This has created designated spaces for each “bubble” and to ensure there is the appropriate amount of floor space. Provision has been reflected in these spaces to ensure access to a wide variety of activities and resources.
- Outdoor space is being used, as always consistently throughout the day. Playing outdoors can limit transmission and more easily allow for distance between children and staff.
- In nurseries where the outdoor space is limited (e.g. one shared outdoor space) this has been organised appropriately, avoiding mixing age groups.
- It may be necessary to divide outdoor spaces into areas also using temporary dividers.
- Outings and trips have been suspended during this time.
- External Classes have been temporarily suspended at each setting to reduce the number of people attending each setting.

2. Team

- Social distancing should be maintained during breaks. In smaller staff rooms, this may be achieved through a range of strategies including the staggering of breaks; team may wish to leave the nursery during the break or use their cars to minimize close proximity to others.
- Team members should avoid physical contact with each other including handshakes and hugs.
- Where possible, meetings and training sessions should be conducted through virtual conferencing; online courses and the various independent learning forums available to Kids Planet colleagues.
- All team receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. These were shared in March 2020 and regular updates have been provided. Team should have read, understood and signed all measures to protect our team and families.
- All team will have their temperature taken on arrival, using an infrared, no touch digital thermometer. A record of the teams temperatures does not need to be kept unless a high temperature is recorded. If a team member is identified as having a high temperature, please refer to Section 7- Responding to a Suspected Case.

3. Parents and Children

- Only children who are symptom free AND, if they have had symptoms, completed the required isolation period, may attend the setting.
- All children will have their temperature taken on arrival, using an infrared, no touch digital thermometer. A record of the childrens temperatures will not need to be kept unless a high temperature is recorded. If a child member is identified as having a high temperature, they will not be permitted to attend the nursery. Please refer to Section 7. Responding to a suspected case
- Kids Planet may take temperatures of children if at any point they suspect any child has a temperature.
- Parents or family members who drop off or collect a child, must be symptom free AND, if they had symptoms, completed the required isolation periods.

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- if your child or anyone in your household has a high temperature, a new persistent cough or a loss of sense of smell or taste, you will be required to produce a negative COVID-19 test result or to self-isolate in line with government guidelines.
- Parents will continue to drop off and pick up children at the nursery entrance to avoid parents entering the nursery unnecessarily.
- When parents are waiting to drop off or collect their child, safe physical distancing should be maintained. We have introduced one way system for drop off and also placed 2 metre markings that we ask families to adhere to.
- Please do not leave travel accessories including buggies, car seats, scooters in the nursery building, but rather in external buggy stores if necessary. Please note that we cannot guarantee non-contact between different children's belongings left in the store.

4. Resources

- Children are not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing.
- Sand play is currently not permitted both inside and within garden areas as sand pits cannot be thoroughly cleaned between uses.

5. Hygiene and Cleanliness

- As always, children and team members wash their hands upon arrival at the nursery, before and after eating and after sneezing and coughing.
- Children and team members will continue to wash their hands frequently following the Kids Planet Handwashing Procedure.
- Kids Planet operates a robust cleaning schedule that includes furniture, surfaces and children's toys and equipment. We have reminded the team to be vigilant with cleaning and to increase the frequency of cleaning in communal areas, as well as touch points, such as tablets, door release buttons and hand washing facilities.

6. PPE

- Government guidance tells us that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.
- We will continue to follow government guidance and adapt our practice as and when necessary.
- We have increased the availability of PPE in all nurseries including the introduction of disposable face masks for use when necessary, including by the limited number of visitors to the premises.
- All team members will be provided with a mask if they are required to travel on public transport.

7. Responding to a suspected case- *Please note this is based on government guidance*

What happens if a child, young person or team member develops symptoms?

When a child, young person or team member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All team and students who are attending Kids Planet will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. For all children and team who develop symptoms at nursery, a COVID 19 Symptom Incident Report would be completed and updated accordingly.

The Result is Negative

Where the child, young person or team member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

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The Result is Positive

Where the child, young person or team member tests positive, the Nursery/Centre Manager must phone the CEO Clare Roberts immediately. Clare will then call Public Health England and take their advice.

The rest of their “ bubble” including the team will be sent home and advised to self-isolate for 14 days.

The other household members of that wider group do **not** need to self-isolate unless the child, young person or team member they live with in that group subsequently develops symptoms.

The National Test and Trace Programme

As part of the national test and trace programme, if other cases are detected within the wider nursery, Public Health England’s local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole group or nursery. This is the governments guidance, not created by Kids Planet.

At Kids Planet we are observing guidance on infection prevention and control, to reduce the risk of transmission, therefore closure of the whole nursery/centre will not generally be necessary. If anything changes regarding this government guidance and procedure this would be updated accordingly.