

Parent Operational Guide during COVID 19

During this difficult time we wanted to provide our parents with reassurance that Kids Planet nurseries are working closely with one another and the guidance being provided to ensure that everyone remains safe and healthy. We thought it beneficial to outline the key elements we have put into place for the children in our care and the parents who use our nurseries.

Physical Distancing

- Our children have been grouped into “bubbles” of children. Wherever possible, 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 the easing of lockdown. We therefore cannot accommodate parental requests for children to be placed in the same bubble.
- Our teams have worked hard to ensure there is the appropriate amount of floor space in each bubble and 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 bubbles.
- It may be necessary to divide outdoor spaces into areas using 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.

Team

- Social distancing will be maintained during breaks. In smaller staff rooms, this may be achieved through a range of strategies including the staggering of breaks; team are also being prompted to leave the nursery during the break or use their cars to minimise close proximity to others.
- Team members are avoiding all physical contact with each other including handshakes and hugs.
- Unless absolutely essential, meetings and training sessions are being conducted through virtual conferencing; online courses and the various independent learning forums available to Kids Planet colleagues.
- All team have and continue to 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 originally in March 2020 and regular updates continue to be provided.
- Team are also being asked to wear face coverings, where not exempt, when in communal areas of the nursery and when collecting/dropping off children with their parents/carers.

Parents and Children

- Only children who are symptom free and, if they have had symptoms, received a negative result from a COVID-19 test, may attend the setting.
- Parents or family members who drop off or collect a child, must be symptom free and not required to self-isolate (for example because they were in contact with a positive case).
- 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 take a COVID-19 test and 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.

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- When parents are waiting to drop off or collect their child, safe physical distancing should be maintained. In a number of our nurseries we have introduced one way system for drop off and also placed 2 metre markings that we ask families to adhere to.
- We have asked the team to ensure direct contact is kept to an absolute minimum when delivering handovers at drop off and collection of children. For this reason we are recommending that all handovers do not exceed five minutes and are delivered at a 2 metre distance.
- 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.
- We request that all parents, who are not exempt, wear face coverings when dropping off and collecting their child/ren.

* We appreciate that children can develop a mild temperature following a vaccine and this complicates the decision on whether to isolate or test a child for COVID-19. In order to protect our team and other children in our nurseries, we ask that you do not assume a temperature is due to vaccinations and that you obtain advice from your GP or NHS 111 before bringing your child into nursery with a temperature. If your child develops a temperature while in nursery and you do not have assurance from your child's GP or NHS 111 that your child need not be tested, we must ask you to collect them and begin self-isolation until you have such assurances.

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.

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.
- Kids Planet have also invested in a stock of 'foggers' which are provided to any room which has a confirmed positive case to support the deep clean of that room already provided.

PPE

- Government guidance tells us that PPE is not required for general use in early years settings to protect against COVID- 19 transmission. However, Kids Planet have asked all team to wear face covering, where not exempt, when in communal areas of the nursery and when collecting/dropping off children with their parents/carers.
- 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 have also been provided with a reusable mask.
- Where a child displays COVID-19 symptoms the staff member waiting with the child in an isolated area of the nursery will be provided with full PPE.

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 isolate and book a COVID-19 test. Their fellow household members should

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self-isolate. All team and children 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 should 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.

The Result is Positive

Where the child, young person or team member tests positive, the Nursery/Centre Manager will contact the CEO Clare Roberts immediately and their Area Manager, who will then contact the DFE advice line and take their advice. The Area Manager will inform the Local Authority and Ofsted will also be notified.

The child or staff member who has tested positive must isolate for 10 days.

The children and staff who have had direct contact with the positive case will be sent home and advised to self-isolate for 10 days, this will be confirmed through written communication from the nursery.

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 government's 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.

What is a contact? *Please note this is based on government guidance.*

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane