



COVID-19 OPERATIONAL PROCEDURE AND RISK ASSESSMENT

DATE CREATED 3rd July 2020

COVID -19 Systems of Control from Government Guidance	How we will achieve this at Peekaboo	Risk before systems of control in place	Risk with system of controls in place
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<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend settings</p>	<p>Only children who are symptom free or have completed the required 14 day isolation period should attend the setting or have had a negative test result.</p>	High risk	no risk
	<p>Children who have been exposed to someone with symptoms will not be able to attend and will have completed the required 14 day isolation period or have had a negative test</p>	high risk	no risk
	<p>Children and staff will wear clothes that are clean on that day and all clothing/items brought in to nursery need to be cleaned with antibacterial cleaner before they enter nursery - this includes comforters of all kinds</p>	medium risk	low risk
	<p>If a child shows symptoms of COVID-19 while at nursery they will be isolated with an adult wearing PPE in the rock pool room and parents will be contacted to collect within 30 minutes.</p>	medium risk	no risk
	<p>Children are not to bring in outdoor coats and nursery coats will be used and then sanitised. Staff will wear a nursery coat while with the children and leave their own coat in the staff room.</p>	medium risk	low risk
	<p>Families cannot have broken any socially distancing rules set out by the government for their child to access nursery.</p>	High risk	low risk
	<p>Parents will be asked to declare this by electronically signing a declaration on Family before they can attend</p>	n/a	n/a
	<p>If a child attends another setting, parents must inform us of this and this must only be one other setting. They must keep us up to date on any information they are receiving regarding COVID-19 from their other setting.</p>	high risk	low risk
	<p>Parents/carers who drop off/pick up must be symptom and must wear a face covering at all times. Only 1 adult should collect.</p>	high risk	low risk
	<p>Parents/carers who drop off/pick up must be symptom and must wear a face covering at all times. Only 1 adult should collect.</p>	medium risk	low risk
<p>When children go out on trips in the local community they do so in small groups and appropriate social distancing measures are taken such as staying in outdoor environments, not playing on park equipment and staying 2m from any other person not from the nursery group.</p>	medium risk	low risk	

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	All parents will be asked to remain out of the nursery building and all visitors will be kept to only essential for maintenance or inspections purposes. Where possible virtual meetings will be used to maintain statutory requirements to support children with SEND and meet safeguarding requirements.	high risk	low risk
Clean hands thoroughly more often than usual	All children and staff must wash their hands upon arrival at the nursery Children and staff members will wash their hands at least every hour, before eating, after toileting, when moving areas, after sneezing or coughing and after putting hands in their mouths or on their face. Children will be supervised at all times when hand washing and the government guidance will be followed Children and adults will use hand sanitiser gel where sinks and soap are not available.	medium risk medium risk medium risk medium risk	low risk low risk low risk low risk
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Children will be regularly shown how to blow nose and dispose of the tissue in a bin provided. Adults will supervise children and aid with nose wiping. Tissues and bins will be available in all rooms and spaces including the garden	medium risk medium risk medium risk	low risk low risk low risk
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	An enhanced cleaning schedule will be implemented that includes furniture, surfaces and children's toys and equipment. Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly - this will be at least 3 times a day Staff will sanitise the equipment they have played with at the end of an activity before the next group use it. All waste must be disposed of in a hygienic and safe manner Tissues must be immediately disposed of All items within the setting requiring laundering must be washed in line with NHS laundry guidelines Lunch boxes and bags must be sanitised on entering the nursery water play - clean water for each group of children and changed each session. No two groups will use the same water. Play dough - changed regularly and separate play dough for each group.	medium risk medium risk medium risk medium risk medium risk medium risk medium risk medium risk	low risk low risk low risk low risk low risk Low risk low risk low risk

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Minimise contact between groups where possible	Children will be kept in three 'groups' for the majority of the sessions (9.15-4pm). These groups will be based on age/stage of learning and development.	low risk	low risk
	Where possible the groups will arrive and leave nursery at staggered times to avoid mixing of groups outside the nursery (9.15am-4pm)	low risk	low risk
	Where possible the groups will play in separate areas of the nursery and where areas are used by multiple groups, such as garden and toilets, the areas will be cleaned before and after use.	low risk	low risk
	Staff from different groups will use staff areas at separate times, such as breaks.	low risk	low risk
	water play - clean water for each group of children and changed each session. No two groups will use the same water.		
	Play dough - changed regularly and separate play dough for each group.		
Where necessary, wear appropriate personal protective equipment (PPE)	Parents will wear face covering when dropping off and collecting	high risk	low risk
	Staff will wear PPE when a child displays symptoms of COVID-19 and the child will be isolated with the adult in the Rock Pool room until the parent collected them within 30 minutes.	high risk	low risk

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<p>Engage with NHS Track and Trace and Manage confirmed cases of coronavirus COVID-19 amongst the setting community and Contain any outbreak by following local health protection team advice</p>	<p>All staff must ensure they understand the NHS test and trace process and how to contact their local Public Health England health protection team. We must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>book a test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents if using a home testing kit</p> <p>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS test and trace</p> <p>self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Peekaboo should ask parents and staff to inform them immediately of the results of the test:</p> <p>if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.</p> <p>if someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.</p>	<p>high risk for all points</p>	<p>low risk for all</p>
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<p>The local health protection team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with settings in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</p> <p>proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual</p> <p>travelling in a small vehicle, like a car, with an infected person</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend settings keep a record of children and staff in specific groups/rooms (where applicable), and any close contact that takes places between children and staff in different groups/rooms. This should be a proportionate recording process. Settings do not need to ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to settings, on the advice of the health protection team, to send to parents and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <p>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days</p> <p>if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>Settings should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>	<p>high risk to all points</p>	<p>low risk to all points</p>
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