

## Kindred Great Burstead Out of School Reopening - COVID-19 Site Operational Plan

These guidelines are intended to assist Kindred Great Burstead in implementing precautionary measures to reduce the spread of COVID-19 disease in the club. These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers. The fundamental principle of this plan is to ensure physical distancing between identified groups and to implement good hygiene practices.

Focus	Assessment Area	Assessment Actions
<b>Children</b>	<b>Attendance / Entry</b>	<ul style="list-style-type: none"> <li>● Only children who are symptom free or have completed the required isolation period will attend the out of school services</li> <li>● We will not be taking temperatures of children on arrival but will ask parents to monitor their children's temperatures and complete a health screening questionnaire for returning children</li> <li>● We will only permit one adult for drop off and collection</li> <li>● We will allocate a designated staff member (wherever possible the same one) for drop off and collection handover, this member of staff must wear a mask and wash their hands regularly</li> <li>● Wherever possible we would like children to travel to the out of school club by either walking, cycling or in their family vehicle. Where the use of public transport is unavoidable please do not use these services during peak times and refer to Government guidance on safe travel</li> <li>● Children's coats and belongings will be stored safely</li> <li>● Parents will not be allowed to gather at entrance gates or doors.</li> <li>● Parents and children will be expected to use the hand gel available BEFORE entering the premises</li> <li>● Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will have received a letter from the NHS will be allowed to attend the out of school providing a full and detailed individual health care plan and risk assessment are in place. We will also require written confirmation from the parents that they have sought medical advice and their child is deemed safe to attend a group care setting</li> <li>● Children will be taken to wash their hands as soon as they enter our space and before they start their session with us</li> <li>● If children live in a household with someone who is extremely clinically vulnerable and have received a letter from the NHS, they can attend the setting providing medical advice has been sought and we have written confirmation that their child does not pose a risk to other family members by attending a group care setting</li> <li>● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> </ul>

		<ul style="list-style-type: none"> <li>● Using the records, we keep on parents' occupations we will if necessary, give priority to critical workers before the rest of the workforce, this will be even if one person in the household is listed as a critical worker</li> <li>● We will be encouraging families with vulnerable children that have previously stayed at home to return to out of school. We will, if necessary, give priority to vulnerable children after critical worker's children but before all others. Managers will contact all of these families and keep in regular contact with them</li> <li>● Parents who deem their child to be medically vulnerable should seek medical advice before allowing their child to return to out of school</li> </ul>
	<p><b>Mixing and Movement</b></p>	<ul style="list-style-type: none"> <li>● Children will be organized into school groups and wherever possible will not mix during their sessions</li> <li>● The use of communal internal spaces will be restricted as much as possible</li> <li>● Our outdoor spaces will be used by the school groups at different times of their session, a timetable will be in place to ensure every child accesses the outdoors but safely and in small groups</li> <li>● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> </ul>
	<p><b>Health, Hygiene and Safety</b></p>	<ul style="list-style-type: none"> <li>● Liquid soap to be available at all wash basins along with disposable hand towels</li> <li>● Bins with lids on will be available in all bathroom areas and double bagged for safe and hygienic waste management.</li> <li>● Children will be encouraged to wash their hands frequently following the proper hand-washing protocol</li> <li>● Handwashing is a cornerstone of our reopening plan. When in doubt, wash thoroughly and often, using liquid soap and water. Hand sanitiser that is 70% ethanol or stronger is our second preference, we will wash our hands:             <ul style="list-style-type: none"> <li>☑ Upon arrival and when reentering the building throughout the day</li> <li>☑ Whenever one's hands are visibly dirty</li> <li>☑ After using the toilet</li> <li>☑ After coughing or sneezing into one's hands, or into a disposable tissue</li> <li>☑ Before eating</li> <li>☑ When going from inside to outside</li> <li>☑ After physical contact with others</li> <li>☑ We will also have a good stock of hand lotion too, to help children avoid dry skin from such frequent hand washing</li> </ul> </li> <li>● All activity will be risk assessed and due consideration given to any adaptations to usual practice</li> <li>● Children will be in well ventilated spaces, with windows and doors being open wherever possible</li> <li>● Children will not be permitted to bring items from home into the out of school unless essential for their</li> </ul>

		<p>wellbeing and school day. This needs prior approval beforehand from the manager</p> <ul style="list-style-type: none"> <li>● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> <li>● New muster points will be created for each room to safely evacuate the building in the event of an emergency or fire</li> <li>● Covid-19 is now listed as a notifiable disease, the out of school will follow their procedures and processes in the case of a diagnosed case of a child that has been attending</li> <li>● We must inform the HSE of: <ul style="list-style-type: none"> <li>☑ an unintended incident at the out of school that has led to the actual exposure to coronavirus, this will be reported as a dangerous occurrence</li> <li>☑ a child being diagnosed as having Covid-19 where there is reasonable evidence that it was caused by exposure at the out of school, this will be reported as a case of disease</li> </ul> </li> </ul>
	<p><b>Suspected Cases</b></p>	<ul style="list-style-type: none"> <li>● In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be cared for in a designated isolation space by one member of staff who will wear PPE until they are collected, which must be immediately. They will then have to isolate at home in line with the Government guidance</li> <li>● The staff member responsible for the child during this time will be a staff member from their group. The staff member will wear appropriate PPE including a face mask and shield while waiting with the child</li> <li>● The area will then be thoroughly cleaned, the person responsible for cleaning the area will wear appropriate PPE</li> <li>● All PPE worn whilst caring for the child or cleaning the isolation space must be only used once and disposed of safely by double bagging</li> <li>● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> <li>● Where a child or member of your household shows any symptoms associated with Covid-19 the household must go and get tested.</li> <li>● All children from June 1<sup>st</sup> and members of their households will have access to testing if they display symptoms of coronavirus. If a child is under 5 then parents should call 111 to access testing</li> <li>● We will follow ours and the schools cleaning, isolation and closure arrangements if we have a child with a suspected or actual case of Covid-19 that has been attending</li> </ul>
	<p><b>Food and Drink</b></p>	<ul style="list-style-type: none"> <li>● All meals and snacks will be served to the children on paper plates that will be disposed of immediately after eating, self-service meals will be suspended until it is deemed suitable to reinstate</li> <li>● Children should eat their meals and snacks within their dedicated room this includes staying with the same children, staff and in their designated space</li> </ul>

		<ul style="list-style-type: none"> <li>• Children will be offered regular drinks of water throughout their session as we will temporarily not be providing water stations for independent access</li> <li>• Wherever possible children will be seated at the table with a space between each chair</li> </ul>
	<b>Wellbeing and Education</b>	<ul style="list-style-type: none"> <li>• Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue</li> <li>• Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19</li> <li>• Staff members will also ensure they are aware of children’s attachments and their need for emotional support at this time</li> <li>• We will review Individual Health Care Plans and Educational Plans along with the school to ascertain any changes or updates</li> <li>• Planning, assessment, and observations of children may become problematic for staff in the current climate. Wherever possible staff will complete these, but their priority will be children’s emotional wellbeing, safety and security</li> <li>• We will be offering support to our children that may have lost a family member or have a family member in hospital due to Covid-19</li> <li>• We will not be offering water, sand and malleable materials for play either indoors or outdoors</li> </ul>
<b>Workforce</b>	<b>Attendance / Entry</b>	<ul style="list-style-type: none"> <li>• Staff will only attend the out of school if they are symptom free, have completed the required isolation period or achieved a negative test result</li> <li>• We will not be taking temperatures of staff on arrival, but will risk assess with a regular health screening questionnaire for returning staff</li> <li>• For any period of sickness absence, even if unrelated to Covid-19 a detailed return to work will be completed remotely before the staff member can return physically to their place of work</li> <li>• Staff will be expected to use the hand gel available BEFORE entering the premises and wash their hands as soon as they enter the building and before they start their day with us</li> <li>• Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> <li>• Staff coats and belongings to be stored safely</li> <li>• Staff to store their mobile phone in a ziploc for storage, these will be safely disposed of at the end of each working day</li> </ul>

		<ul style="list-style-type: none"> <li>● Staff who deem themselves to be medically vulnerable should seek medical advice before returning to work</li> <li>● Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will have received a letter from the NHS will be allowed to return to work providing a full and detailed risk assessment is in place. We will also require written confirmation from the staff member that they have sought medical advice and it is deemed safe for them to return to work</li> <li>● If staff members live in a household with someone who is extremely clinically vulnerable and have received a letter from the NHS, they can attend work providing medical advice has been sought and we have written confirmation that by them returning to work it does not pose a risk to other family members they live with</li> <li>● We will be working with staff that have more than one job, to assess any risk this may pose to the out of school</li> </ul>
	<p><b>Mixing and Movement</b></p>	<ul style="list-style-type: none"> <li>● Staff will remain with the children in the school groups and will not come into contact with other groups</li> <li>● Staff members will avoid physical contact with each other including handshakes, hugs etc.at all times</li> <li>● Where possible, meetings and training sessions will be conducted through virtual conferencing if not social distancing practices will be adhered to</li> <li>● Wherever possible we would like staff to travel to work by either walking, cycling or in their own vehicle. Where the use of public transport is unavoidable, we will be advising staff not to use these services during peak times, wear a mask that we will issue and refer to Government guidance on safe travel</li> <li>● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> </ul>
	<p><b>Health, Hygiene and Safety</b></p>	<ul style="list-style-type: none"> <li>● Each staff member will be issued with their own hand sanitiser for them to carry around with them</li> <li>● We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies</li> <li>● A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet our operational needs</li> <li>● Staff will adhere to the uniform policy at all times and refer to the infection control document sent on 23/3/2020</li> <li>● Staff will be encouraged to wash their hands frequently following the proper hand-washing protocol</li> <li>● Handwashing is a cornerstone of our reopening plan. When in doubt, wash thoroughly and often, using liquid soap and water. Hand sanitiser that is 70% ethanol or stronger is our second preference, we will wash our hands:             <ul style="list-style-type: none"> <li>☑ Upon arrival and reentering the building throughout the day</li> <li>☑ Whenever one’s hands are visibly dirty</li> <li>☑ After using the toilet</li> <li>☑ After coughing or sneezing into one’s hands, or into a disposable tissue</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Before eating</li> <li><input checked="" type="checkbox"/> When going from one room to another and coming back in from outside</li> <li><input checked="" type="checkbox"/> After physical contact with others</li> <li><input checked="" type="checkbox"/> Before and after any intimate care is given</li> <li><input checked="" type="checkbox"/> After dealing with any first aid or bodily fluids</li> <li>● We will also have a good stock of hand lotion too, to help staff avoid dry skin from such frequent hand washing</li> <li>● We will be suspending some learning experiences that involve materials which are not easily washable such as malleable materials</li> <li>● We will be removing soft furnishings such as rugs and cushions which are not easy to clean</li> <li>● All activity will be risk assessed and due consideration given to any adaptations to usual practice</li> <li>● Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission. PPE will continue to be worn as normal for intimate care and the administration of first aid</li> <li>● Staff must keep windows open where possible to ensure ventilation</li> <li>● Staff should limit and wherever possible not bring items from home into the out of school unless essential</li> <li>● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> <li>● New muster points will be created for each room to safely evacuate the building in the event of an emergency or fire</li> <li>● Covid-19 is now listed as a notifiable disease, we will follow their procedures and processes in the case of a diagnosed case of a member of staff that works and has been at the out of school</li> <li>● Staff to wear clean uniform each day and ensure that their uniform is laundered at 60 degrees</li> <li>● Full PPE box to be kept on site and fully stocked for ease of access for if a child has to isolate, the box must contain: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Face mask</li> <li><input checked="" type="checkbox"/> Disposable gloves</li> <li><input checked="" type="checkbox"/> Disposable apron</li> <li><input checked="" type="checkbox"/> Visor if the child is coughing and / or sneezing</li> </ul> </li> <li>● We must inform the HSE of:</li> <li>● an unintended incident at the out of school that has led to the actual exposure to coronavirus, this will be reported as a dangerous occurrence <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> a worker being diagnosed as having Covid-19 where there is reasonable evidence that it was caused by exposure at work, this will be reported as a case of disease</li> <li><input checked="" type="checkbox"/> a worker that dies as a result of occupational exposure to coronavirus</li> </ul> </li> </ul>
	<b>Suspected Cases</b>	<ul style="list-style-type: none"> <li>● In the event of a member of staff developing suspected coronavirus symptoms whilst at work will be asked to</li> </ul>

		<p>leave immediately and then isolate at home in line with the Government guidance</p> <ul style="list-style-type: none"> <li>● The room that this staff member has been working in will then be thoroughly cleaned. The person responsible for cleaning the area will wear appropriate PPE</li> <li>● All PPE worn for caring for cleaning the isolation space must be only used once and disposed of safely by double bagging</li> <li>● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> <li>● Where a member of your household shows any symptoms associated with Covid-19 the household must self-isolate following Government guidelines</li> <li>● A staff member will be expected to be tested if they are displaying symptoms of coronavirus, if they test negative, they can return to the out of school</li> <li>● We will follow ours and the schools cleaning, isolation, and closure arrangements if we have a staff member with a suspected or actual case of Covid-19 that has been in work</li> </ul>
	<b>Food and Drink</b>	<ul style="list-style-type: none"> <li>● In the case the supply of food is interrupted, procedures will be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed</li> <li>● Staff will have water bottles available in their designated room to avoid having to go in and out of the kitchen or other spaces in the school</li> </ul>
	<b>Wellbeing and Education</b>	<ul style="list-style-type: none"> <li>● All staff members will receive appropriate instruction on infection control and the standard operating procedure and risk assessments within which they will be operating</li> <li>● In addition to all standard, mandatory training all staff will complete training on infection control and prevent Covid-19</li> <li>● A supervision will be completed with each staff member on their return to work to gain an understanding of what is working, and the challenges being faced around the new ways of working</li> <li>● Staff to use their designated bathroom and welfare facilities to minimise contact with others, they should also clean the area after using it in preparation for the next person</li> <li>● We will be using our counselling services to support staff who have experienced bereavement or have close relatives receiving hospital treatment due to Covid-19</li> <li>● Staff will keep themselves well informed and up to date on guidelines and updates sent from the Government, Health Protection Agency, Department for Education, their Local Authority and any other bodies involved in the regulation of the Early Years sector</li> </ul>
	<b>Cleaning and Laundry</b>	<ul style="list-style-type: none"> <li>● We have an enhanced cleaning schedule that will be implemented that includes furniture, surfaces and children's toys and equipment</li> <li>● Toilets will be cleaned frequently using standard cleaning products, and sprayed with disinfectant after each use</li> <li>● All high-contact surfaces, including touch points and hand washing facilities, tables, door handles, faucets and</li> </ul>

		<p>light switches will be disinfected each session</p> <ul style="list-style-type: none"> <li>● Toys will be cleaned at the end of each day, and any toys that are not easily disinfected will be put away until the end of the coronavirus pandemic</li> <li>● Staff electronics such as tablets, phones and computers will be disinfected before and after each use</li> <li>● Additional cleaning to take place whenever there is a break in action</li> <li>● Cleaning schedules will be managed and monitored for all toys, resources and equipment after each use and at the end of each day</li> <li>● Colour coded cross contamination system to be used for cleaning cloths, mops etc...</li> </ul>
<b>Parents</b>	<b>Mixing and Moving</b>	<ul style="list-style-type: none"> <li>● Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child</li> <li>● We will limit drop off and pick up to 1 parent per family</li> <li>● We will be asking parents to drop off and pick up at designated points and not to try to gain access to the school building</li> <li>● If parents are kept waiting while dropping off or collecting their child, physical distancing will be maintained in a safe area</li> <li>● Children should only settle with us if the parent is happy to do so with minimal settling in sessions. Initial viewings to be undertaken remotely or virtually. An introduction to the child and staff will take place in the garden area and parents can wait in their car or in the unoccupied outside area whilst the child has a short settle session. Staff and parent must wear a face mask</li> <li>● If a child is struggling to settle it may be the case that we advise the parent to delay their start or return until there can be an easier transition</li> <li>● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area</li> </ul>
	<b>Communications</b>	<ul style="list-style-type: none"> <li>● Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves</li> <li>● Parents must inform the out of school of any changes or updates to details held on file</li> <li>● Parents must complete a full and detailed screening questionnaire before a child can be accepted to attend the out of school</li> <li>● Parent must read and understand guidelines and sign a parent declaration</li> <li>● The out of school will send regular updates and communications to families</li> </ul>
<b>Visitors</b>	<b>Visits</b>	<ul style="list-style-type: none"> <li>● Interviews will be conducted remotely and then paperwork completed in the same manner. The interviewee will be given a virtual tour when children are not in the rooms / school. We will only be recruiting to posts deemed essential and approval needs to be sought from Head of Operations</li> <li>● Current pending starters will commence their employment following the current suitability checklist, in addition</li> </ul>



		<p>to this all new staff must complete a screening health questionnaire and declaration. Induction and online training will be completed remotely from home</p> <ul style="list-style-type: none"><li>● Show rounds will be completed virtually using video calls or photographs. For families wanting an onsite visit then we will complete this by a pre-arranged time when the school is either empty or at its quietest. We will only allow one parent to attend the tour and they will be expected to complete a screening health questionnaire and declaration before this will be agreed. They will also be expected to wear a face mask, maintain social distance, follow our processes for hand washing and not bring their child with them</li></ul>
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