

Kindred Winterbourne OOSC Reopening - COVID-19 Site Operational Plan

These guidelines are intended to assist Kindred Winterbourne Earls in implementing precautionary measures to reduce the spread of COVID-19 disease in the Out of School 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
Children	Attendance / Entry	<ul style="list-style-type: none"> ● Only children who are symptom free or have completed the required isolation period will attend the OOSC. ● 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 ● We will be identifying drop off and collection points and ask parents to ring the doorbell and wait for a member of staff to open the door, the member of staff will then take the child from you and we will not be permitting parents in to building at all. ● We will only permit one adult for drop off and collection and when this takes place would ask them to practice social distancing by using the markers we have in place. We will only permit a maximum of 5 parents (2m apart) in the playground at any one time. All other parents will be asked to wait by the gate until a member of staff gives permission for them to enter. This member of staff must wear a mask and wash their hands regularly ● 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 ● Wherever possible we would like children to travel to our 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 ● Children’s coats and belongings will be stored and hung on every other peg and grouped in bubble groups. ● Parents will not be allowed to gather at entrance gates or doors or enter the school premises at all. Parents will have a pre-booked place and should plan their drop off and collection around their pre-arranged time slot ● Children will be expected to use the hand gel available BEFORE entering the premises ● 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 Club from September 21st providing a full and detailed individual health care plan and risk assessment are in place. We will also require

		<p>written confirmation from the parents that they have sought medical advice and their child is deemed safe to attend a group care setting</p> <ul style="list-style-type: none"> • Children will be asked to use hand sanitizer as soon as they arrive at the Before School Club. • 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 from September 21st 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 • Signs will be displayed to support the smooth operation of all the measures listed in this assessment area • 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 • We will be encouraging families with vulnerable children that have previously stayed at home to return to Out of School Club. 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 • Parents who deem their child to be medically vulnerable should seek medical advice before allowing their child to return to OOSC
	<p>Mixing and Movement</p>	<ul style="list-style-type: none"> • Children will be organised into groups of 15 and will not mix during their sessions in the hall. • All care routines including provision of meals will be provided within the school hall. The OOSC will ask parents to provide their own breakfast. • The use of communal internal spaces will be restricted as much as possible • Our outdoor spaces will be used by different groups at different times within the session. • Signs will be displayed to support the smooth operation of all the measures listed in this assessment area
	<p>Health, Hygiene and Safety</p>	<ul style="list-style-type: none"> • Liquid soap to be available at all wash basins along with disposable hand towels • Bins with lids on will be available in all bathroom areas and double bagged for safe and hygienic waste management. Staff emptying bins must wear disposable gloves, apron and a mask • Children will be encouraged to wash their hands frequently following the proper hand-washing protocol • 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"> ☑ Upon arrival in the morning, and reentering the building throughout the day ☑ Whenever one's hands are visibly dirty

		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> After using the toilet <input checked="" type="checkbox"/> After coughing or sneezing into one's hands, or into a disposable tissue <input checked="" type="checkbox"/> Before eating <input checked="" type="checkbox"/> When going from one room to another or coming back in from the outdoor area <input checked="" type="checkbox"/> After physical contact with others <input checked="" type="checkbox"/> We will also have a good stock of hand lotion too, to help children avoid dry skin from such frequent hand washing <ul style="list-style-type: none"> ● All activity will be risk assessed and due consideration given to any adaptations to usual practice ● Children will be in well ventilated spaces, with windows and doors being open wherever possible ● Children will not be permitted to bring items from home into the OOSC unless essential for their wellbeing. This needs prior approval beforehand from the nursery manager ● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area ● New muster points will be created for each room to safely evacuate the building in the event of an emergency or fire ● Children to wear clean clothes for each session / day of attendance, all clothes worn to nursery must be laundered at 60 degrees ● Covid-19 is now listed as a notifiable disease, the OOSC will follow their procedures and processes in the case of a diagnosed case of a child that has been attending the OOSC. ● The nursery must inform the HSE of: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> an unintended incident at the nursery that has led to the actual exposure to coronavirus, this will be reported as a dangerous occurrence <input checked="" type="checkbox"/> a child being diagnosed as having Covid-19 where there is reasonable evidence that it was caused by exposure at the OOSC, this will be reported as a case of disease
	<p>Suspected Cases</p>	<ul style="list-style-type: none"> ● 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 ● The staff member responsible for the child during this time will be a staff member from their room. The staff member will wear appropriate PPE including a face mask and shield while waiting with the child ● The area will then be thoroughly cleaned, the person responsible for cleaning the area will wear appropriate PPE ● 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 ● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area

		<ul style="list-style-type: none"> • Where a child or member of your household shows any symptoms associated with Covid-19 the household must self-isolate following the Government guidelines • All children from June 1st 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 • We will follow our cleaning, isolation and closure arrangements if we have a child with a suspected or actual case of Covid-19 that has been attending the nursery
	<p>Food and Drink</p>	<ul style="list-style-type: none"> • Children should eat their meals and snacks within their dedicated room this includes staying with the same children, staff and in their designated space • The Before School Club will not provide any cutlery for children in accordance to the schools current measures. Therefore, children will be asked to bring a snack/breakfast along with them that will not require this. • Children will be offered regular drinks of water throughout the day as we will temporarily not be providing water stations for independent access • Wherever possible children will be seated at the table with a space between each chair
	<p>Wellbeing and Education</p>	<ul style="list-style-type: none"> • 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 • Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 • OOSC Staff will also ensure they are aware of children’s attachments and their need for emotional support at this time • Outings into the local community will be restricted during this phase of reopening • We will review Individual Health Care Plans and Educational Plans to ascertain any changes or updates • We will create shaded areas to ensure children can be outdoors safely for extended periods of time through the hot, summer months • We will be limiting child-initiated learning and self-selection of toys and resources • 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 • 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 • We will not be offering water, sand and malleable materials for play either indoors or outdoors

Workforce	Attendance / Entry	<ul style="list-style-type: none"> ● Staff will only attend the OOSC if they are symptom free, have completed the required isolation period or achieved a negative test result ● We will not be taking temperatures of staff on arrival, but will risk assess with a regular health screening questionnaire for returning staff ● 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 the nursery and work ● 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 ● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area ● Staff coats and belongings to be stored in their own locker ● Staff to store their mobile phone in a ziploc food bag in the office, a new bag will be issued each day for storage, these will be safely disposed of at the end of each working day ● Staff who deem themselves to be medically vulnerable should seek medical advice before returning to work ● 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 from August 1st 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 ● 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 from August 1st 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 ● We will be working with staff that have more than one job, to assess any risk this may pose to the nursery ● We will be temporarily disabling our fingerprint system and will not be using this as a means of access for staff
	Mixing and Movement	<ul style="list-style-type: none"> ● Staff will remain with the children in their base room and will not come into contact with other groups ● Social distancing will be maintained during breaks. This will be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks ● Staff members will avoid physical contact with each other including handshakes, hugs etc.at all times ● Where possible, meetings and training sessions will be conducted through virtual conferencing if not social distancing practices will be adhered to ● Staff will be asked to continue to practice social distancing throughout their break times with each other and any member of the public they may come in to contact with

		<ul style="list-style-type: none"> • 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 • Signs will be displayed to support the smooth operation of all the measures listed in this assessment area • The office space will need to be arranged to ensure social distancing is adhered to at all times, where the space is too small to allow this then only the manager should be based in this space. Staff will have to knock and wait to enter the office and should only do this one person at a time, following social distancing at all times
	<p>Health, Hygiene and Safety</p>	<ul style="list-style-type: none"> • Each staff member will be issued with their own hand sanitiser for them to carry around with them • We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies • 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 • Staff will adhere to the uniform policy at all times and refer to the infection control document sent on 23/3/2020 • Staff will be encouraged to wash their hands frequently following the proper hand-washing protocol • 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"> ☑ Upon arrival in the morning, and reentering the building throughout the day ☑ Whenever one's hands are visibly dirty ☑ After using the toilet ☑ After coughing or sneezing into one's hands, or into a disposable tissue ☑ Before eating ☑ When going from one room to another and coming back in from outside ☑ After physical contact with others ☑ Before and after any intimate care is given – nappy changing, wiping a nose, changing clothes ☑ After dealing with any first aid or bodily fluids • We will also have a good stock of hand lotion too, to help staff avoid dry skin from such frequent hand washing • We will be suspending some learning experiences that involve materials which are not easily washable such as malleable materials • We will be removing soft furnishings such as rugs and cushions which are not easy to clean • All activity will be risk assessed and due consideration given to any adaptations to usual practice • 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 nappy changing and the administration of first aid

		<ul style="list-style-type: none"> ● Staff must keep windows open where possible to ensure ventilation ● Staff should limit and wherever possible not bring items from home into the nursery unless essential ● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area ● New muster points will be created for each room to safely evacuate the building in the event of an emergency or fire ● Covid-19 is now listed as a notifiable disease, the OOSC 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 OOSC and school. ● Staff to wear clean uniform each day and ensure that their uniform is laundered at 60 degrees ● 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"> ☑ Face mask ☑ Disposable gloves ☑ Disposable apron ☑ Visor if the child is coughing and / or sneezing ● The nursery must inform the HSE of: ● an unintended incident at the nursery that has led to the actual exposure to coronavirus, this will be reported as a dangerous occurrence <ul style="list-style-type: none"> ☑ 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 ☑ a worker that dies as a result of occupational exposure to coronavirus
	<p>Suspected Cases</p>	<ul style="list-style-type: none"> ● In the event of a member of staff developing suspected coronavirus symptoms whilst at work will be asked to leave immediately and then isolate at home in line with the Government guidance ● 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 ● All PPE worn for caring for cleaning the isolation space must be only used once and disposed of safely by double bagging ● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area ● Where a member of your household shows any symptoms associated with Covid-19 the household must self-isolate following Government guidelines ● 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 nursery ● We will follow our 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

	Food and Drink	<ul style="list-style-type: none"> ● 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 ● Children will provide their own breakfast from home. ● Food for ASC will be ordered and delivered through a central food supplier ● 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.
	Wellbeing and Education	<ul style="list-style-type: none"> ● All staff members will receive appropriate instruction on infection control and the standard operating procedure and risk assessments within which they will be operating ● In addition to all standard, mandatory training all staff will complete training on infection control and prevent Covid-19 ● 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 ● 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 ● 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 ● 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
	Cleaning and Laundry	<ul style="list-style-type: none"> ● We have an enhanced cleaning schedule that will be implemented that includes furniture, surfaces and children’s toys and equipment ● Toilets will be cleaned twice daily using standard cleaning products, and sprayed with disinfectant after each use ● All high-contact surfaces, including touch points and hand washing facilities, tables, door handles, faucets and light switches will be disinfected twice daily ● 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 ● Staff electronics such as tablets, phones and computers will be disinfected before and after each use ● Cleaning takes place whenever there is a break in the action — in the middle of the day, while children are eating or napping, or at the end of the day once the children have gone home. ● Laundry, such as bedding, will be only used by one child and stored safely so cross contamination does not happen ● Items such as towels, flannels and bedding must not be shared by children ● All nursery laundry will be washed on a 60-degree wash

		<ul style="list-style-type: none"> ● Cleaning schedules will be managed and monitored for all toys, resources and equipment after each use and at the end of each day ● Colour coded cross contamination system to be used for cleaning cloths, mops etc... ● Deep clean the nursery and organise the spaces prior to opening
Parents	Mixing and Moving	<ul style="list-style-type: none"> ● Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child ● We will limit drop off and pick up to 1 parent per family and stagger the timings for rooms within pre-arranged, allocated time slots ● 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 ● If parents are kept waiting while dropping off or collecting their child, physical distancing will be maintained in a safe area ● Signs will be displayed to support the smooth operation of all the measures listed in this assessment area
	Communications	<ul style="list-style-type: none"> ● 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 ● Parents must inform the nursery of any changes or updates to details held on file ● Parents must complete a full and detailed screening questionnaire before a child can be accepted to attend the OOSC. ● Parent must read and understand guidelines and sign a parent declaration ● The nursery will send regular updates and communications to families
Visitors	Visits	<ul style="list-style-type: none"> ● Attendance to the OOSC will be restricted to children and staff as far as practically possible and visitors will not be permitted to the OOSC unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual nursery operational hours where possible ● 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. We will only be recruiting to posts deemed essential and approval needs to be sought from Head of Operations ● Current pending starters will commence their employment following the current suitability checklist, in addition to this all new staff must complete a screening health questionnaire and declaration. Induction and online training will be completed remotely from home with them then starting and being assigned to a base room ● Extra- Curricular activities will be suspended until we deem it safe to reinstate these ● 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 nursery 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
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