



COVID 19 PROCEDURES @ HAPPY HARES

Apologies for the lengthy read but it is important for all our parents/carers to be informed about these necessary guidelines that everyone needs to follow in the setting in order to minimise the risk of spreading the virus.

Procedures

CHILDREN

- Only children who are symptom free or have completed the required isolation period should attend the setting.
- We are currently not accepting children who attend another setting.
- beds, sleeping areas will be distanced where possible.
- children will be encouraged to wash their hands on entry to the nursery and at regular intervals using the various 'hand washing' stations readily available (inside and out).
- we ask that children do not bring toys or belongings into the nursery unless it is essential for their personal care/ routine. When this happens items will be washed on arrival.

STAFF

- Staff will now begin to wear visors when greeting parents and children at the door.
- All staff have their temperature taken on arrival and are asked to self-isolate/get a test if having coronavirus symptoms.
- during this time; there will be no parent 'show arounds', visits or multiagency meetings on site.

- Where possible staff will travel alone and try and avoid public transport.
- Staff will wash their hands on arrival at the nursery and when moving in and out of different areas as well regularly throughout the day.
- All staff will continue to wear gloves and relevant PPE equipment for food preparation (snack/lunch time) and for intimate care where appropriate.

PARENT/CARERS

- **Parents please can we request that you wear a mask on drop off and collection.**
- Parents must use the hand sanitiser provided at drop off/pick up time and before ringing the bell. There is now an automated dispenser on the wall.
- Unless there are exceptional circumstances; children are handed over to key staff for the day and parents do not enter the building. At pick up we ask for your patience whilst we get your children ready to hand over at the end of the session.
- Only parents who are symptom free and/or have completed the appropriate self-isolation period are able to drop off/pick up.
- Please try and limit this to one parent or family member at a time.
- Parents, please follow social distancing guidelines when waiting outside at busier times and at drop off. Whilst waiting inside the porch area; we ask that you stand behind the tape on the floor.
- We kindly ask parent/carers to not leave travel accessories on the premises; car seats, scooters or similar; if essential they can be left at the front of the building.
- Buggies can now be left securely in our lovely new buggy shelter in the front garden.

HYGIENE, HEALTH AND SAFETY

We will be following the COVID 19 cleaning non-healthcare settings guidance. At the end of each play session in the rooms, enhanced cleaning will take place, this will include furniture, surfaces, and children's' toys and equipment. Communal area touch points and hand washing facilities will be sanitised regularly. Items such as flannels and bedding will not be shared by the children.

We have invested in an industrial 'fogging' machine which will use to disinfect every room and its' contents at the end of every day.

All resources required for play experiences for the children will be regularly washed and sterilised.

We will endeavour to minimise soft furnishings, soft toys and toys that are hard to clean; e.g. they have many parts.

At lunch time, we are asking children to use paper bags, cardboard party food boxes for transporting their lunches into nursery.

We ask that children do not bring in their own drink bottles and water will be readily available.

We will also be using our own cups and beakers for the children; after lunch and snack time children as always will wash up their own cup, plate and utensils. We are happy to accept baby's bottles when appropriate and can sterilise them if needed.

PROCEDURES FOR SUSPECTED CASES

In the event of a child developing suspected coronavirus symptoms whilst attending the setting, we will contact parents immediately and ask them to be taken home to isolate in line with NHS guidelines.

Whilst waiting for them to be collected we will keep them isolated from others with a key person. If necessary at this time, the staff member may need to impart direct personal care so they will wear a face mask, disposable gloves and a disposable apron for hygiene measures.

The area will then be thoroughly cleaned by a member of staff also wearing PPE.

In the event of a staff member developing symptoms they will be sent home straightaway and also isolate according NHS guidelines.

As always events are constantly changing throughout this crisis; we will continue to inform parents of any updates as they happen in line with Government practise.

Please be assured that the health, safety and well-being of your children is of paramount importance and please don't worry; if they need a cuddle we will give them one! We appreciate your continued co-operation during this difficult time.