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University of Nottingham Childcare Services

**Guide to changes during the
coronavirus pandemic for staff
and parents**

23rd August 2021 Onwards

This booklet contains important information for staff, parents and for parents to share as appropriate with their child / children. Please take the time to read this carefully

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1. Introduction

This guide is for use by staff, parents and to help prepare children for when they return to or start nursery. It is informed by a rigorous review of our risk assessments and the measures we need to take to help keep staff and children as safe as possible whilst we acknowledge we cannot eliminate all risk.

As we enter step 4 of the roadmap this summer, careful consideration of both government and university guidance has led us to relax some of the measures we have had in place for the last year. It is always our priority to ensure the safety of children, staff and families whilst continuing to support development and progress. Therefore, we had consideration of the following government guidance:

- Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (19 July 2021)
- SEND and specialist settings: additional COVID-19 operational guidance (applies after Step 4) (19 July 2021)
- Use of PPE in education, childcare and children's social care (20 July 2021)
- What parents and carers need to know about early years providers, schools and colleges during COVID-19 (19 July 2021)
- COVID-19: cleaning in non-healthcare settings outside the home (19 July 2021)
- Guidance on protecting people who are clinically extremely vulnerable from COVID-19 (21 July 2021)
 - Coronavirus (COVID-19): safer travel guidance for passengers (19 July 2021)
 - Travel abroad from England during coronavirus (COVID-19) (19 July 2021)
 - Red, amber and green list rules for entering England

In addition to this we have been guided by university policy and guidance.

- Covid-19 Recovery (July 2021)
- Covid-19 Travel Policy and Process (July 2021)

Our primary aim is to provide an environment that is as safe as we can possibly make it for staff and children where children can flourish and have a fun time at nursery. Working together we can help children adjust to the changes and ensure nursery continues to be a warm, welcoming place to be where their safety and emotional well-being needs are being cared for. It is also a priority that with any measures we relax, we can still ensure the continued operation of the service and therefore reduce the disruption to parents. This guidance is to be followed from 23rd August 2021 onwards.

As government guidance changes, we will continue to review our risk assessments and therefore our practice in as timely a manner as possible. We will continue to communicate with you when changes occur.

We welcome your feedback and if there are any areas that we have not covered that you would like further information on please email:

childcareservices@nottingham.ac.uk

2. Social Distancing

As of the 19th July social distancing measures are removed and therefore reduced capacities on space is also no longer required. However, to ensure the service remains operational we will retain some social distancing measures.

Bubbles will remain in place to protect children in each building:

Day Nursery

- Super Sharks 1 and Super Sharks 2 will continue as one bubble
- Little Explorers 1 and Little Explorers 2 will continue as one bubble

Playcentre

- Friendly Foresters, Woodland Wanderers and Tree Tops will continue as one bubble

Whilst staff are allocated to a specific bubble, we may on occasion have to adjust this, for example when a staff member is absent, another staff member from their extended bubble can step in.

Staff and children

Keyworkers will interact with children and will not maintain social distancing with children in their bubble. We will continue supporting them in developing safe behaviours at nursery. We will still be discouraging children from hugging and kissing their friends and will support them to find new fun ways of interacting without the close physical contact that occurs during hugging and kissing. Children will be able to play alongside each other, work on shared projects together, and will continue to experience the full Early Years Foundation Stage curriculum within their units. If a child needs a cuddle, first aid, sun cream applying, support with toileting and more, key persons will engage with children and support them as needed. This has continued to work well so we see no need for any further adjustments.

Parents and carers

We are pleased to be welcoming parents and carers back onto the premises from 23rd August. However, we are retaining social distancing with parents at drop offs and collections. As parents and carers enter the building, you will be asked to wear a face mask and to retain a minimum 1 meter distance from others. We ask that drop offs and collections are kept to a minimum and the hand overs are prompt. Additional information can continue to be shared via childcare services email, Microsoft Team's meetings and parent zone. For drop offs and collections we ask that only one parent or carer attends. If more than one parent or carer arrives we will have to ask one to remain outside.

As you enter the building you will be asked to sanitise your hands with the provided sanitiser stations. Before leaving the building and using the fingerprint reader, we ask that you sanitise your hands again.

Entering your child's unit, you will be asked to remain in the gated area rather than stepping fully into the room. We ask parents and carers are patient and continue to distance from others while waiting to enter either the building or your child's unit.

Visitors and contractors

Visitors and contractors will be allowed on the premises if required but kept to a minimum. They will be required to wear a face covering and maintain a minimum of 1 meter distance from others as well as to carry out hand sanitising.

We will be welcoming the French teacher back on site as soon as possible and arranging swimming lessons for the school leaving children from January 2022.

3. Drop off and collection of children

We welcome parents and carers back on the premises from 23rd August. There are some measures in place to continue to protect the children and staff but we are pleased to begin welcoming you into the units again.

Opening hours

We are returning to full operational hours (8am to 6pm) from 23rd August. Therefore, staggered drop offs and collections are no longer in place. We recognise that some periods of the day will be busier than others as parents and carers return to full hours. Therefore, where possible if parents can avoid busy times we would appreciate this. If you do not need to drop off early (between 8am and 9am) please come a little later and where parents and carers can collect a little earlier to avoid the busy end of day (5pm and 6pm), then please do. This will help everyone as we begin to settle into new or old routines again.

Face coverings

We ask that you wear a face covering while entering and on the premises. We understand that some people may be exempt from face coverings but ask all others follow this safety measure. Please do not send your child to nursery in a face-mask or with a face covering as this will not be allowed within our settings. Staff will not be wearing face coverings however we are continuing to support children to develop good personal hygiene practices and safe behaviours.

Distancing

Whilst on the premises we ask that you remain a safe distance from others. Staff will remind you of this as required. This is required when in the units and whilst waiting to enter the units or buildings.

Playcentre drop offs and collections

Parents are welcomed back through the front entrance and will be supported when entering the units to drop off and collect from within the gated areas. Tree Tops will be dropping off and collecting from the landing upstairs and will be met by a staff member to assist you.

Day Nursery drop offs and collections

Little Explorers 1, Little Explorers 2 and Super Sharks 1 will be welcomed back through the front entrance at the Day Nursery and will be supported when entering the units to drop off and collect from within the gated areas.

Super Sharks 2 will continue to drop off and collect at the playground gate until half term. This is to allow us to monitor the flow of parents at drop offs and collections and determine if we can manage the flow of parents safely in Super Sharks.

Pram store

Please note that the pram store at the Day Nursery will be reopened from 23rd August and facilities to leave prams will be available again at the Playcentre.

4. Illness and Covid-19 testing

DO NOT attend nursery if you (including Childcare Services staff) and/or your child has any coronavirus symptoms. Please telephone the nursery / playcentre and let us know so that we can monitor attendance carefully. Testing is available to anyone with symptoms so you must organise a Polymerase Chain Reaction test (PCR test) as soon as symptoms appear. Children can also have a PCR test and you must organise this if your child has any Covid-19 symptoms. It is very important to keep childcare services informed if your child has developed symptoms and/or if you have booked a test, you can do this by emailing childcareservices@nottingham.ac.uk at any time including evenings and weekends to allow us to monitor any situations across our service. This ensures that we can organise deep cleaning of the units before staff and children access these areas. We also ask you to email any confirmed results of the PCR test as soon as possible. We will not accept Lateral Flow Tests (LFT) for symptomatic cases as per government guidance.

If your child is not going to attend nursery please telephone us as soon as possible to let us know with an explanation of why they will be absent.

We will not accept children who have been given paracetamol suspension prior to coming to nursery unless this is prescribed for a non-covid related illness that does not pose a health risk to other children and you bring the bottle with the prescription label clearly visible.

5. Medication and accidents

If you need to hand over medication, an administration of medication form is circulated to all parents via email. Please hand over the medication and the completed form to the person receiving your child. We will provide you with any accident forms relating to your child and confirm any administration of medication that has occurred. Where we provide hard copies for you, you are not required to sign during the Covid-19 pandemic. You will receive notification of any medications given to your child and accidents via I-Connect. We have also circulated a previous incident form that all parents will need to complete where a child has had an accident or received an injury outside of our setting. Please hand this to staff at drop off or email to childcareservices@nottingham.ac.uk before your child attends.

6. The curriculum

We are offering the full Early Years Foundation Stage and learning for the children. We will be reintroducing sand and water play and other messy play. However, where a child develops symptoms of Covid-19 we will withdraw this until a full clean and change of material is made. Soft furnishings will be used again such as dressing up clothes, cushions and soft toys. We will be using the Zoono machine on these to clean and sanitise them. All other toys and equipment will be brought back in for group use and also cleaned and sanitised with the Zoono machine.

Windows will be open throughout the day to ensure maximum ventilation possible indoors but we will continue to use the outdoors to extend the play areas.

7. Meal times and hand washing

Meals provided will continue to be breakfast, snacks, lunch and a tea, that are balanced nutritionally using the Nutmeg menu analyser, allergens programme and recipe analyser. We will ensure children are offered drinks regularly throughout the day as they will be unable to access the water cooler all of the time.

No staff member other than the Chef and kitchen assistant can enter the kitchen. Staff will knock on the kitchen door and then will let the chef or kitchen assistant know that the trolley / trays are ready. The chefs will ensure that food trollies / trays are ready for collection by the designated meal / snack time for the children. As the kitchens at both the Playcentre and Day Nursery are small we only allow the catering staff in these at any time.

Unfortunately, children will continue to be served foodstuffs or drinks and staff will scrape their plates after meals before stacking them as well as set up for meal times.

Staff shifts will revert back to our shift pattern and staff will have their full hour break. Staff breaks continue to be staggered so that only 2 staff in the setting will be in the staffroom at any one time.

We are no longer able to accept birthday cakes or treats to hand out to the children from parents. We will however continue to celebrate special occasions and on children's birthdays they will have a birthday cake decorated by our chef.

Children will be washing their hands regularly throughout the day (when they arrive at nursery and before they leave nursery, when they go outside, come indoors, start/finish an activity, before / after meals, after using the toilet and each time they sneeze/cough). Children will wash their hands for a minimum of 20 seconds in running water and use soap. We do not use bars of soap and our soap dispensers have sensors minimising the contact made to dispense soap. We use paper towels. We have hand moisturiser available where needed. Staff will carefully supervise children during hand washing to support their skills in doing this correctly. We also have hand-washing posters by the sinks as a visual reminder to children.

8. Bathroom times

Children will be allowed to independently use the bathrooms again. Key persons will be supporting children to develop good personal hygiene practices and role model these behaviours. Staff will continue to observe the bathrooms whilst in use supporting these personal hygiene practices.

Where needed children are allocated a potty for their own individual use. This will be sanitised after every use and labelled with the individual child's name. These will also be stored appropriately when not in use. Children who need nappy changes in Super Sharks 1 will use the changing facilities in Super Sharks 2 bathroom. Enhanced cleaning measures remain in place.

Friendly Foresters and Woodland Wanders can share the bathroom and have children using the toilet and sinks whilst a nappy is being changed. Little Explorers 1 and Little Explorers 2 can share the bathroom and have 2 children having nappy changes at once. However, this will be limited to 2 children (including toilet trainers) at any one time. Enhanced cleaning measures remain in place.

We are still not be able to sluice children's clothing or wash it. Where your child has a toileting accident, we will double bag their clothing and put this in your child's bag to take home. Please check your child's bag each day!

9. Staff / children developing coronavirus symptoms in the setting

Where staff develop symptoms they will be sent home immediately and as noted earlier apply the same day for a coronavirus test. They will self-isolate in accordance with government guidance. The Senior will step in where required and take on the duties of the key person. Children will be removed from this area immediately and another manager / designated person will ensure that the area is thoroughly cleaned before the bubble can be returned.

Where a child starts to show any of the symptoms associated with coronavirus, the child will be taken immediately to our isolation area where possible by their key person (some staff have vulnerabilities whereby they would not be safe to do this). They will take with them their coat, bag, hat and anything that needs to go home with them. Staff will wear the appropriate PPE such as aprons, gloves, face masks (only to be used where social distancing of 2m is not possible), eye protection (where a child has a cough and/or is vomiting) and other items that may be needed. All staff have been inducted and assessed in the safe donning and doffing of PPE. Parents will be notified immediately and asked to collect their child as soon as is possible. On arrival at the day nursery they will be directed to the top gate to collect their child avoiding the need for the child to move through the building. At the Playcentre the staff member will hand over the child at the playground gate. Parents will be asked to keep their child off nursery for 10 days unless their child has had a coronavirus PCR test that is negative. Proof of this will be required before we allow a child to re-enter our services before the 10 day period has ended. Please email the test results to childcareservices@nottingham.ac.uk at the earliest opportunity.

Children will be fully supported by staff as appropriate. Strategies are in place to minimise the risk of cross infection and we recognise that if a child is unwell they will need additional support.

All Childcare Services staff have been asked to bring a spare set of clothing to leave at work. If they need to go into the isolation with a child, they can change their clothing, putting their worn clothing into a plastic bag, double bagging this to take home. Staff will put this in their locker until their shift ends. After thoroughly washing their hands they can then return to their bubble. Any PPE used in isolation and cleaning materials are double-bagged, put into the designated storage area for 72 hours before putting into the bins.

Positive PCR test

If your child gets a positive PCR test result, NHS Test and Trace will contact you, using the details you registered when ordering the PCR test. You and/or your child will be asked a series of specific questions designed to identify who your child has been in close contact with. Being in an education or childcare setting with someone who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact. You will be asked to provide the contact details, if you know them, of any of the individuals – or their parents or guardians – who have been identified as close contacts. NHS Test and Trace will then get in touch with these close contacts and provide appropriate instructions or advice (see below). Please ensure you share the contact details of the Day Nursery/ Playcentre.

Close contact

Anyone identified as a close contact is legally required to self-isolate and must not attend their education or childcare setting (the only exception is if they are participating in a daily contact testing trial). Anyone identified as a non-household close contact by NHS Track and Trace must self-isolate until 10 days after the date of their most recent contact with that person. If they live in the same household, they must self-isolate until 10 days after the date of that person developing symptoms or, if that person was asymptomatic, the date of their test. NHS Test and Trace will notify you of the day on which the self-isolation period ends.

Close contacts are also advised to take a PCR test. If the test result is negative, they must still complete the full self-isolation period, as the test will not detect all positive cases. If the result is positive, they will need to self-isolate for a further 10 days – and NHS Test and Trace will contact them to identify any close contacts.

From 16 August, if the close contact is under 18, they will not have to self-isolate (in line with the policy for fully vaccinated adults) but will be asked to take a PCR test immediately, other than for very young children identified as non-household contacts, and they will not need to self-isolate while awaiting the results of the test. If the PCR test is positive, they will be required to self-isolate for 10 days from the date of the test. NHS Test and Trace will then get in touch to identify close contacts as described above.

If your child has symptoms, they and other members of the household should self-isolate – and you should inform us. You should immediately order a PCR test for them. If the PCR result is negative, they and other members of their household can stop self-isolating (unless instructed to self-isolate for other reasons). If the PCR result is positive, they, other members of their household and any close contacts identified by NHS Track and Trace must self-isolate until 10 days after the onset of symptoms.

Testing

If you have used a Lateral Flow Device (LFD) test and your child has a positive result, they and other members of the household should self-isolate – and you should inform us. You should immediately order a confirmatory PCR test. If the confirmatory test is taken within two days and the result is negative, they and other members of their household can stop self-isolating (unless instructed to self-isolate for other reasons). If the confirmatory PCR test is positive (or is taken more than two days after the LFD), other members of their household and any close contacts identified by NHS Track and Trace must self-isolate until 10 days after the LFD test.

PCR tests can be booked online through the NHS Test and Trace website or by calling 119. PCR test results will be recorded with NHS Test and Trace automatically, but you should also communicate the result to us.

Double vaccinated people will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case. Young people and double vaccinated individuals identified as close contacts will continue to be advised to take a PCR test, to detect the virus and variants of concern. Anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status.

Where there are 2 suspected cases of coronavirus and no test result has been received, and/or where a case has been confirmed, advice will be sought from Public Health England as to the appropriate action to take. We are required to inform Ofsted of any confirmed case

of coronavirus. We have also developed an Outbreak Management plan detailing what will happen if we have an outbreak of Covid in Childcare Services.

Please Note:

If a staff member or child develops Covid symptoms and receives a positive PCR test up to midnight Sunday 1st August 2021 please notify us via childcareservices@nottingham.ac.uk. After this date we will not be required to be notified until our return on 23rd August.

10. Childcare Services year plan

From October 2021, staff annual leave will follow our annual leave policy again. Staff training will recommence as a mixture of combined and virtual training. Closures for 2021/2022 will follow the Childcare Services Year plan. Therefore, there will be a planned closure for staff training on the 4th January 2022.

11. Travel abroad and returning to the UK

A completed 'travel abroad and returning to the UK' form is required to be completed by person's who have travelled abroad, have returned to the UK or are due to return to the UK and are due to attend Childcare Services within 10 days of arriving in the UK. This form has been emailed to all staff and parents using our service. This form needs to be completed and sent by email to childcareservices@nottingham.ac.uk prior to your child returning to nursery. All quarantine guidance must be followed. Please refer to the latest government guidance regarding self-isolation requirements in England using the link below:

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england>

12. New Admissions

New admissions will be welcomed into the setting after an initial Microsoft Teams meeting for the first visit to discuss the child's profile. We will be offering a focused 2 week visiting period for all new admissions in which staff will develop a visit programme for each individual. Visits may now be carried out indoors.

Internal transitions between units and buildings will also include a parent meeting on Teams followed by key person visits with the child and an opportunity for parents to visit the new unit.

Show arounds for prospective parents will continue as virtual tours or at quieter periods.

13. Hygiene and cleaning

Last year we invested in a Zoono Fogger for each building. We carry out cleaning in each area of the buildings on a rolling 3 week schedule. The Zoono Fogger delivers an anti-microbial mist which kills 99.99% of germs on surfaces for up to 30 days. It can be used on

all surfaces, furnishings and equipment. This allows us to reintroduce a more varied selection of resources for play and learning.

Daily we carry out a midday cleans of all areas that are high traffic and high contact surfaces. Whilst cleaning and sanitising of other surfaces and equipment after each use is no longer required, we still have facilities available for people to use. For example, in the staff toilet areas, computers and furniture in offices and telephones, etc.

Our regular enhanced cleaning of bathrooms and playrooms and equipment also continues.

14. General

We realise that the last year has not been the same as previous years and that many of the things we have done in the past have had to change. At the heart of this is our aim to put sufficient control measures in place to minimise disruption as much as is possible and to keep children, their families, staff and their families as safe as possible, whilst also ensuring the service can continue to operate. Therefore, the relaxing of our measures have been with careful consideration of government and university policy and guidance.

We would like to thank the Childcare Services team for all their hard work and effort in reviewing almost every element of our practice for us to keep our services safe and operational. Their dedication and commitment to each other, to the children and their families and to the wider University is evident and without the team effort we would not have been able to remain open.

We would like to thank parents who have emailed us with their thoughts that have helped us to identify some of the concerns that parents may have, and we hope that we have managed to address these within this booklet and that parents feel reassured that their child remains at the heart of our planning. Our aim is to get closer to 'normal' operations and we will continue to review our practice.

We welcome feedback so please share your thoughts with us as this can help shape practice going forwards.

Gemma Wilshaw

Childcare Services Manager