



**University of
Nottingham**

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University of Nottingham Childcare Services

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

11th January 2022 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

Contents

1. Introduction
2. Social distancing
3. Drop off and collection
4. Illness and Covid-19 testing
5. Medication and accidents
6. The curriculum
7. Mealtimes and handwashing
8. Bathroom times
9. Staff / children developing coronavirus symptoms in the setting
10. Childcare Services Year Plan
11. Travel / Quarantine Information
12. New Admissions
13. Hygiene and cleaning
14. Outbreak management plan
15. Omicron variant
16. General

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.

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 (6 Jan 2022)
- SEND and specialist settings: additional COVID-19 operational guidance (Jan 2022)
- 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 (6 Jan 2022)
- COVID-19: cleaning in non-healthcare settings outside the home (19 July 2021)
 - Guidance for people previously considered clinically extremely vulnerable from COVID-19 (24 Dec 2021)
 - Coronavirus (COVID-19): safer travel guidance for passengers (21 Dec 2021)
 - Travel abroad from England during coronavirus (COVID-19) (4 Oct 2021)
 - Travel to England from another country during Coronavirus (Covid-19) (9 Jan 2022)
 - Red list of countries and territories (15 Dec 2021)
 - Higher education Covid-19 operational guidance (Jan 2022)

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

- Covid-19 Recovery Policy (July 2021)
- Covid-19 Travel Policy and Process (Oct 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 or introduce, we can still ensure the continued operation of the service and therefore reduce the disruption to parents. This guidance is to be followed from 11th January 2022 onwards and supersedes previous guidance we have issued.

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 were 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. Where staff are changing bubbles increased testing will occur of staff.

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 have welcomed 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 we ask that you 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 welcomed the French teacher back on site from September and are looking to arrange swimming lessons for the school leaving children in 2022.

3. Drop off and collection of children

We welcomed all parents and carers back on the premises from 23rd August. There are some measures in place to continue to protect the children and staff as follows:

Opening hours

We returned to full operational hours (8am to 6pm) from 23rd August; 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 facemask 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, a minimum of 1 metre. 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 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 and Super Sharks 2 will be supported when entering the units to drop off and collect from within the gated areas. Super Sharks 2 will enter the room via Super Sharks 1 and we ask that you step into the Super Sharks 2 room through the gate but remain at this point rather than fully entering into the room. Staff will approach you.

Pram store

Please note that the pram store at the Day Nursery reopened from 23rd August and facilities to leave prams are available again at the Playcentre. Please ask in the office if you need to use this and to get the code.

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.

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

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 or symptom 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 reintroduced 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 are used such as dressing up clothes, cushions and soft toys. We now use the Zoono machine on these to clean and sanitise them. All other toys and equipment have been brought back in for group use and are 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 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.

Children are beginning to serve foodstuffs and drinks themselves again in the appropriate rooms. Children are now returning to the meal time routine of scraping their plates after meals before stacking them as well as set up for meal times.

Staff work a full shift pattern between 8am and 6pm and have their full hour break. Staff breaks continue to be staggered so that only 3 staff in the setting will be in the staffroom at any one time but other facilities are provided at the DRSV.

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 celebratory treats provided by our chefs.

Children are 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 which are disposed of after use. 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 are 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 their 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 will 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 and asked to collect their child immediately. Parents will be asked to keep their child off nursery for the isolation period 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 isolation 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.

Please do not send your child to one of our settings if:

- they are showing one or more COVID-19 symptoms
- they have had a positive test
- there are other reasons requiring them to stay at home (for example, they are required to quarantine or they are a close contact of a suspected or confirmed case of the Omicron variant of COVID-19)

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.

Testing

Our staff have access to testing and we currently are part of the University 'testing kit distribution and bespoke collection' service. It is strongly recommended that everyone regularly tests which can be done using a Lateral Flow Device (LFD). These are recommended for children aged 5 years and above. Early detection of Covid-19 can help minimise its spread.

Positive Lateral Flow Device (LFD) test

If you have used Lateral Flow Devices (LFD) and you or your child has a positive result, you/they will need to self-isolate immediately. PCR tests are no longer required if a positive LFD test has been received. LFD test results should be recorded:

<https://www.gov.uk/report-covid19-result>

Positive Polymerase Chain Reaction (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 currently advised to take a lateral flow device test (LFD test) every day for 7 days. If you have been vaccinated with a COVID-19 vaccine, you are less likely to become severely ill if you catch COVID-19. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen. Therefore, daily testing is strongly recommended.

Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

LFD testing should occur daily and before you leave the house for the first time that day.

Where there are 2 suspected cases of coronavirus in a setting 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 for us 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.

Isolation

With a positive PCR or LFD test you must self-isolate for 10 days. You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a

high temperature, you may end your self-isolation after the second negative test result. Results should be recorded at the address above.

You should not take an LFD test before the sixth day of your isolation period, and you should only end your self-isolation after you have had 2 consecutive negative LFD tests which should be taken at least 24 hours apart. You should stop testing after you have had 2 consecutive negative test results.

This guidance also applies to children and young people who usually attend an education or childcare setting.

Further guidance can be found:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken. To further reduce the chance of passing COVID-19 on to others, if you end your self-isolation period before 10 full days you are strongly advised:

- to limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- to work from home if you are able to
- in addition to venues where it is a legal requirement, to wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
- to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19

This guidance should be followed until the end of your full 10 day isolation period.

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 have been reinstated.

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. Outbreak Management Plan

Our outbreak management plan is based on the contingency framework for managing local outbreaks of Covid-19 and action for early years and childcare providers during the coronavirus outbreak. The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. Therefore, we will follow some or all of this plan dependant on the advice from our Local Authority (LA) directors of public health and UK Health Security Agency (UKHSA).

These measures may be implemented in the following circumstances:

- To help manage a COVID-19 outbreak within the setting
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

We will endeavour to keep measures to a minimum and for the least amount of time possible. We will review measures regularly and intend on the least impact possible on the children, their families, and our staff. However, we will follow recommendations and guidance and work to keep everyone as safe as is practicable and possible.

15 Omicron variant

As the government continues to manage the risk of serious illness from the spread of the Coronavirus virus, the Prime Minister announced on 27 November 2021 temporary introduction of new measures as a result of the Omicron variant. These measures are precautionary while the variant is tracked and assessed. As a result, we are reflecting these measures in this guidance. All visitors and parents will continue to wear face coverings on the site. As we still operate a bubble system, staff will access communal areas within their bubbles and will therefore not be required to wear face coverings. In corridors we will continue to social distance and encourage back-to-back passing which will not require face coverings to be worn by staff. Where a positive case and contacts are identified of the Omicron variant, we will follow the guidance on notification and isolation. Therefore, if a close contact is identified of the variant, they will be required to isolate for 10 days irrespective of age and vaccination status. Notification and isolation guidance for Covid-19 remains unchanged. Those travelling from red list countries and territories will be required to follow the current guidance and complete a 'Travel abroad and return to the UK' form.

16 General

We realise how difficult the past 20 months has been and the challenges we have all faced. At the heart of all of this 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 current measures we have in place 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 continuing to review 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 have faced far more difficulties.

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. We are closer to 'normal' operations, and we will continue to review our practice as well as acting upon government guidance as it is required. We welcome feedback so please share your thoughts with us as this can help shape practice going forward.

Gemma Wilshaw
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