

Contingency
and Business Continuity Plan
-Coronavirus outbreak (COVID 19)



ST. NICHOLAS DAY NURSERY

Rationale

To be able to reopen to our customers and staffing in a controlled, measured way in order to minimise the risk of transmission of COVID-19, whilst realising business continuity to those who need it. To support our economy and the livelihoods of the workers within the local economy, whilst safeguarding the business for our employees.

References

The following guidance has been written with specific knowledge of our nursery setting and in conjunction with the latest available guidance from the UK Government:

- **Actions for early years and childcare providers during the coronavirus outbreak - 15 May 2020;**
- **Actions for education and childcare settings to prepare for wider opening from 1 June 2020 - 12 May 2020;**
- **Safe working in education, childcare and children's social care - 14 May 2020;**
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings - 12 May 2020;**
- **Guidance for food businesses on coronavirus - 18 May 2020**

Goals

Our aim at St. Nicholas Day Nursery is to provide childcare in a safe manner for children, staff and parents in a proportionate way that is phased in in line with national and local Government guidance. The ability to completely remove any risk to a novel virus such as COVID-19 is the challenge facing all businesses currently. At St.

ST. NICHOLAS DAY NURSERY

Nicholas Day Nursery we will follow UK Government guidance as a minimum. We reserve the right to require higher levels of care if needed. Proportionate care and risk management will be put in place to not unduly put people at risk of contracting this virus, when the lockdown is phased out.

There will be a range of measures put in place to protect all users of the site. The measures will be reviewed daily and weekly by the Managing Director and Acting Manager. Periodically they will use the knowledge and observations of responsible staff and parents to monitor and improve the measures put in place in order to comply with Government guidance and maintain everyone's safety to the fullest level. It will be the responsibility of all stakeholders (staff and parents), to evaluate and report back on changes / improvements to continue to enhance the safeguards put in place.

First Steps

- Ensure the building is maintained and checked to ensure it is ready to take back staff and families through physical checks of the building and grounds and also extra safety checks with legionella testing of water supplies;
- Staff consulted on their health needs for a clear and transparent process in place for selecting staff to return, based on factors such as underlying health concerns and indicators recognised by Public Health England;
- Staff engaging with risk assessments to ensure complete understanding of measures in place prior to reopening.

Next Steps

- **All parents / carers agreeing to the following measures put in place:**
 1. Adult and child using hand sanitiser at the door;
 2. Agreeing to drop off and collect their child(ren) at the main door (met by staff from each room);

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3. Accepting that no more than one family member hands over / collects their child in the front foyer at a time. Parents to remain in their cars or queue at a safe distance (2 metres) on the Nursery pathway indicated by markers;
 4. Strictly adhere to the one way control system on the pathway in and out of the Nursery, following the instructions laid out by the signage;
 5. Agreeing to a temperature test of their child as they arrive for each session. If the temperature is above 37.8C, then agreeing that their child will need to be isolated at home for 7 days;
 6. Discussing arrangements for their child via email, telephone, or at the front glass screen and not delaying their exit from the building
- **All staff agreeing to the following measures being put in place:**
7. Agreeing to a daily temperature test on entry to the building (recorded as signed in) and if a temperature of 37.8C or above, to self isolate for 7 days. It is the responsibility of all staff to report symptoms (refer to latest Government guidance) if they are symptomatic of COVID-19 and self isolating for 7 days. If a member of their family is showing symptoms then 14 days of isolation is expected. Failure to disclose symptoms would incur disciplinary proceedings against the member of staff and may result in dismissal. For clarity, the most recognised symptoms are listed as: The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back;
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
 8. An understanding that although not compulsory, PPE equipment will be provided and can be used at the staff member's discretion when needing to attend to a sick child. PPE to including face masks, gloves, aprons and fluid resistant visors in the case of child illness. Also, staff need to consider whether they should use face masks when interacting with other adult if unable to be within two metres distance;
 9. Ensuring where possible you are never less than two metres from colleagues in rooms, and corridors;

10. Taking breaks with no more than two people in designated staff areas at any time;

Added measures put in place to ensure additional safeguards

- Children to be given enhanced use of the outdoor spaces planned into the day;
- Activities focusing on regular hand washing by staff and children who are able to;
- Visitors to the nursery will be strongly discouraged, unless pre-booked and carrying out important health and safety visits. These visitors will be informed of the exceptional rules in place and guided within safe social distancing by a member of the team.

Colour fills denote measured risk:

Red- higher risk

Amber - some risk

Green - risk easily removed

COVID-19 Stay Alert Risk Assessment

Moving back on to site

Date: 1 June 2020

Risk Assessment - Staff & Children

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Congregation of multiple Nursery staff arriving in and leaving from the carpark at similar times of the day	<ul style="list-style-type: none">• Private carpark• Staggered start times• Bike shelter encouraging alternative car use	<ul style="list-style-type: none">• Single occupancy car use only• Pathway to signpost and control oneway entry and exit	<ul style="list-style-type: none">• Signage by pathway• Pathway steps to ensure 2 metre distance (individual response)

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Cross-contamination during signing in procedure	<ul style="list-style-type: none"> Alcohol hand gels on entry through foyer 	<ul style="list-style-type: none"> All staff to sign in with own pen Caution to be exercised when using cloakroom and staircase (wait and single use of staircase only permitted) 	<ul style="list-style-type: none"> Pens provided and kept by staff Signage on staircase and in staff room / cloakroom <p>(Act Man to monitor via cctv)</p>
Contamination from door handles	<ul style="list-style-type: none"> Cleaning regime already focused on cleaning all door handles / locks with antibacterial cleaner through Swallow Cleaning contractor 	<ul style="list-style-type: none"> Further measures within rooms controlled by Team Leaders to ensure regular cleaning of surfaces (particular attention on handles and surface touched by multiple users) 	<ul style="list-style-type: none"> Antibacterial wipes, spray and disposable gloves provided by Nursery; <p>(Act Man)</p> <ul style="list-style-type: none"> Cleaning rota sheet in rooms for Team Leaders to sign <p>(Team Leaders)</p>

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Supporting staff with the transition back to the workplace	Strong hierarchy of leadership and management already in place with staff knowing who to approach with concerns, support and suggestions for continual improvement.	<ul style="list-style-type: none"> • Risk assessments shared in advance of reopening to ensure understanding of what needs to be done to minimise risk of infection; • Staff who are seriously clinically vulnerable due to diagnosed underlying health issues and/or shielding family members will be supported by Management in accordance with their needs. 	
Supporting pupils' transition to next room / settings	Continued transition arrangements, liaising with primary schools and updating key information through tapestry.	<ul style="list-style-type: none"> • Further focus and support to accelerate the pre school transition to Reception will be privatised; • Team Leaders will be liaising with families to ensure development milestones of children is understood and we can continue to support and further their development in the transition period back to nursery. 	Staff and parents to email and use tapestry to support ongoing Reception teachers and parents.

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
<ul style="list-style-type: none"> Contamination from toys and play-based equipment 	<ul style="list-style-type: none"> Good range of existing resources already in place 	<ul style="list-style-type: none"> All resourcing to be cleaned weekly and when possible rotated on a cycle of three weeks (colour coded boxing) 	<ul style="list-style-type: none"> Opportunities built into shift to involve regular disinfecting of equipment with weekly check sheet; (Team Leaders) Boxes available for smaller resourcing to be rotated three weekly (Act Man)

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
<ul style="list-style-type: none"> Exposure to virus through interaction with other staff 	<ul style="list-style-type: none"> Weekly staff shift sheets provide staffing levels appropriate to the ratios needed for the effective care and education of the children. Any over staffing will be withdrawn to mitigate the risk of potential viral exposure. 	<ul style="list-style-type: none"> Although not compulsory, PPE equipment will be provided and can be used at the staff member's discretion when needing to attend to a sick child. PPE to include face masks, gloves, aprons and fluid resistant visors in the case of child illness. Also, staff need to consider whether they should use face masks when interacting with other adult if unable to be within two metres distance; these are to be worn at times when needing to interact with children or other staff and not being able to socially distance by two metres or more. 	<ul style="list-style-type: none"> Disposable masks provided along with disposable gloves, fluid resistant visors and aprons by Nursery; Disposal of disposable PPE in designated refuse bins. These must be double bagged and disposed of wearing disposable gloves to the correct external bins <p>(Team Leaders / Act Man)</p>

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Exposure to virus through spread via hands	Good control measures already in place for regularly hand washing	<ul style="list-style-type: none"> • Activities to educate / remind children about good hygiene control; • Posters to encourage / remind children about hand washing; • Use of 'Hand Jack' electronic contactless paper dispenser. Paper towels to be used as friction is effective in removing viruses; • More regular hand washing at change over times between activities inside and out; • Encouraging no hand contact with face and eyes. 	<ul style="list-style-type: none"> • Soap; • Hand Jack supplies; • Educational resourcing to help provide message of hand hygiene; • Posters to encourage children to wash hands thoroughly.
supporting children's mental health	Continued ongoing support based on the extensive knowledge the staff have on their own key children	Further support through circle time, sharing feelings, including yoga and relaxation.	Garden and sensory room along with additional planned activities based on the planning for the week. (Team Leaders)

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Exposure to virus through interaction with children	<ul style="list-style-type: none"> • Strict ratios already in place to ensure no over crowding in rooms • Nursery floor space is 100% larger than compliance regulations for Early Years sector; • High levels of PPE for intimate cares (nappy changing) already in place with gloves and aprons). 	<ul style="list-style-type: none"> • All staff to be provided with a face mask if required. These can be worn at times when unable to socially distance needing with other staff and not being able to socially distance by two metres or more. • Encouraging children to avoid touching their face and coughing / sneezing in to elbow or tissue (Pre School specific) 	<ul style="list-style-type: none"> • Disposable masks provided along with disposable gloves and aprons by Nursery • Opportunities for delivery of message built in to planning (books on health and hygiene / activities / circle time <p>(Team Leaders)</p>

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Exposure to virus through interaction with family members in entry and exit of the building	<ul style="list-style-type: none"> Continue with strict drop-off and collection at main foyer door. Staff to remain at inner (coded door) and hand over children to parents. Staff to wear gloves (face mask optional) at social distance when handing over; 	<ul style="list-style-type: none"> Brief verbal handover and virtual sign over by staff member with family member present to witness; No care book handed over until further notice; Team Leaders / Act Man to ensure where possible the same staff hand over at each session start / end; Encourage communication with families through telephone, email and conversations through glass screen to Act Man 	<ul style="list-style-type: none"> Session sheets made available in clipboard Regular updates on noticeboards in foyer and via inewsletter to ensure protocols remain in place.

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Contamination of virus through shared staff equipment (food trollies, tablets, computer keyboards etc)		<ul style="list-style-type: none"> • Kitchen staff in the kitchen only at all times. After 1pm, only two members of staff allowed at any time to prepare / collect teas. • Use of tablet used by one individual on a rotation basis (each session). To be wiped with antibacterial wipes after each use; • Use of computer keyboards to be limited to designated workers and strict wiping of keyboards and screens after each use. 	<p>Cook in charge to ensure correct numbers of staff gain entry at any one time;</p> <ul style="list-style-type: none"> • Team Leaders to ensure where possible it is the same person collecting and delivering trollies to and from the kitchen (gloves to be worn). • Wipes to be provided in each room and Team Leader to instruct on use by individuals each session. • Wipes available in rooms and Team Leaders to authorise use of computers.

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Kitchen processes and staffing	Clear food handling and hygiene guidance already followed through Safer Food, Better Business checks.	Kitchen staff to plan delivery of food provision by following guidelines on the following document: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19	Cook in charge to ensure only two people are in the kitchen / pantry area at any time
Risk of transmission via toys / soft furnishings		<ul style="list-style-type: none"> Bubble groups of children using shared toys only. Toys to be cleaned at end of day using disinfectant before rotation; Soft furnishings /soft toys to be kept to a minimum within the building. No soft toys to be brought in from home. Mist spray to cleanse furnishing that need to remain. 	<ul style="list-style-type: none"> Disinfecting daily as part of end of day routine; Regular spraying of soft furnished resources needed
Risk of transmission of infection on materials		Work to be carried out electronically where possible. Papers in office area and in rooms to be removed or filed and surfaces kept clear.	<ul style="list-style-type: none"> Tablets to be used where possible and cleaned prior to next person using them; Disinfectant wipes to be used on screens.
Risk of infection through sharing enclosed spaces	Staffing to child ratios, size of rooms more than required compliance level	Plan for increased use of activities under canopied area, outside and when inside, windows open to improve ventilation.	Team Leaders

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Risk of infection by children attending multiple childcare settings		The current Government guidance (22 May 2020) is that families should minimise wherever possible the use of more than one setting. This is strongly advised by St. Nicholas Day Nursery to protect the children and staff within its building.	Parent to liaise with nursery managers to support these requirements.
Contamination of virus through sharing resources between rooms		No sharing until further notice	
Risk of infection through contact with known / regular visitors (enrichment activities eg: min kicks, caterpillar music etc.)		No planned actives from external companies until further notice	

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
<p>Exposure to virus from colleagues within working environment.</p>	<ul style="list-style-type: none"> • Strict ratios already in place to ensure no over crowding in rooms; • Nursery floor space is larger than compliance regulations for Early Years sector. • Alcohol gels at entry to Nursery and within rooms along with antibacterial wipes located around building 	<ul style="list-style-type: none"> • All staff within rooms to work at a distance of two metres from each other at all times unless required for the safety and welfare of a child to be closer; • All staff to wash hands thoroughly at regular and opportune times within the session worked; • All staff to comply with mask wearing and use of gloves when risk of cross contamination - to ask if unsure; • All staff to be temperature tested on daily entry to Nursery and if temperature above 37.8C, to self isolate for 14 days. To record as part of signing in procedure; • All staff to disclose to Act Man if a member of their household is displaying signs / symptoms of COVID-19 (as per the latest guidance from Public Health England); • All staff to ensure clean laundered clothing is worn before any shift. <p>NB: *IT IS NOT TO BE ASSUMED THAT GLOVES AND MASKS ARE PROTECTION ACROSS A COMPLETE SHIFT. THESE NEED TO BE USED IN CONJUNCTION WITH REGULAR THOROUGH HAND WASHING*</p>	<ul style="list-style-type: none"> • Signage up to remind staff; • Cctv monitored periodically to support staff; • All available monitors for cctv to be switched on (front foyer, Office); • Hand gels and wipes continued to be provided around nursery along with disposable gloves, masks and aprons. • (Act Man to ensure regular use and supply is monitored) • Nursery to support levels of polo tops needed on a case by case basis.

RISK TO STAFF AND CHILDREN	EXISTING CONTROL MEASURES	ACTIONS	RESOURCING (*Responsibility*)
Exposure to colleagues at break times	Rotated lunch times	<ul style="list-style-type: none"> Avoidance of crossing on stairs and using top office if needs be; Sensible distancing / waiting precautions when crossing in corridors 	Lunch cover sheets provided daily (Act Man)
Transmission through property being brought in to nursery	Pegs and coat areas limit item contact between families and staff	<ul style="list-style-type: none"> All items brought in to the nursery to be kept to an absolute minimum. All equipment to be brought in at beginning of the week and left on pegs for use within the week, including sufficient nappies, spare clothing, sun hats etc. This list will be updated when necessary; All comforters will need to be laundered daily by parents. St. Nics staff reserve the right to wash clothing / comforters if not clean on entry. No coats will be accepted during the summer months (June - September) to avoid unnecessary contamination. 	All equipment / clothing to be handed over at the child's first session of the week.

Risk Assessment - Families

RISK TO FAMILIES	EXISTING CONTROL MEASURES	COVID SAFEGUARD MEASURE	RESOURCING
<p>Congregation of multiple Nursery users (families and essential visitors) arriving in the Nursery carpark at similar times of the day</p>	<ul style="list-style-type: none"> • Private carpark • Staggered start times 	<ul style="list-style-type: none"> • Exiting car only for the purpose of dropping off and collecting; • Pathway to signpost and control oneway entry and exit • Pathway signage to control safe distancing between families; 	<ul style="list-style-type: none"> • Signage by pathway • Pathway steps to ensure 2 metre distance <p>(individual response)</p>

RISK TO FAMILIES	EXISTING CONTROL MEASURES	COVID SAFEGUARD MEASURE	RESOURCING
<ul style="list-style-type: none"> Congregation of multiple Nursery users (families and essential visitors) arriving in the Nursery foyer at similar times of the day 	<ul style="list-style-type: none"> Staggered drop-off and collection times 	<ul style="list-style-type: none"> Entry to nursery building strictly one in one out of the foyer; No essential visitor signing in or out of book 	<p>Clear signage displayed to encourage and promote our protective measures in place;</p> <ul style="list-style-type: none"> Act Man (or other on duty) to escort at two metre distance and sign visitors in to the book.
<ul style="list-style-type: none"> Prospective parents visiting 	<ul style="list-style-type: none"> Normal high levels of safeguarding measures, including signing the visitor into the building and escorting the prospective parent at all times. 	<ul style="list-style-type: none"> At point of making appointment, insisting on assurance that no COVID symptoms are being displayed and contact on the morning of the visit to reaffirm this; Strictly no children allowed on first visit; Only showing rooms from corridors; Ensuring all staff and children are within rooms when show rounds take place; Temperature check on entry; Hand sanitisers to be used on entry to the building; Prospectus to be scanned and sent via email. 	<ul style="list-style-type: none"> Scanned copies of prospectuses made available (Act Man) Hand sanitiser in foyer

RISK TO FAMILIES	EXISTING CONTROL MEASURES	COVID SAFEGUARD MEASURE	RESOURCING
Use of the Nursery telephone to reach rooms on arrival and collection		<ul style="list-style-type: none"> • Use of the foyer phone to contact rooms within the building 	<ul style="list-style-type: none"> • Antibacterial wipes used to clean phones.
Interrupted levels of communication with staff about the care, welfare and education of their child(ren)		<ul style="list-style-type: none"> • Cctv viewing screen to comfort families on measure in place within the building; • Encouraging email communication; • Highlighting use of Tapestry as a tool for understanding the development of their child; • Use of newsletter to update on changes to precaution levels and update on Nursery business; • Encouraging telephone conversations about progress, welfare and development with Key Staff 	<ul style="list-style-type: none"> • Inewsletter updates; • Posters informing families of our procedures in place and signposting ways of reaching staff directly; • Tapestry regularly updated.
Spread of virus through skin contact		All children to have had sun screen applied before their session at nursery. Long-lasting creams can be bought to provide protection over longer periods of time.	Parent to source own sun screen.

Review Period

The Acting Manager will review each measure daily, making adjustments accordingly. Daily updates on measures in place will be circulated to all Team Leaders. It will be their responsibility to ensure all staff across the day understand what is expected of them and others around them, including other staff, children and parents / carers. The Acting Manager will provide informal daily feedback and formal weekly reporting to the Managing Director (or Educational Consultant acting on their behalf). Any changes to the risk assessment and subsequent measures will be communicated to families via posters in the foyer and our inewsletter.

Created: 4 May 2020. Last review date: 18 May 2020 (RT)

Extracts from Department for Education:

Guidance

Actions for early years and childcare providers during the coronavirus outbreak

Updated 15 May 2020 Reference: 6.2 Do early years and childcare settings need personal protective equipment (PPE)?

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way

if a child, young person, or other learner, becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Guidance

Actions for education and childcare settings to prepare for wider opening from 1 June 2020

Updated 12 May 2020 Reference: 6.2 Do early years and childcare settings need personal protective equipment (PPE)?

Class sizes and staff availability

One of the protective measures we can take to reduce transmission is to have smaller group and class sizes. We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out in our guidance:

avoiding contact with anyone with symptoms

frequent hand cleaning and good hygiene practices

regular cleaning of settings

and minimising contact and mixing

It is still important to reduce contact between children and staff as far as possible, and settings can take steps to achieve that and reduce transmission risk by ensuring children, and staff where possible, mix in a small group and keep that small group away from other people and groups. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage continue to apply, and we recommend using these to group children.