

## Response Plan: COVID – 19 (Novel Coronavirus)

### RE-OPENING PLAN OUT OF SCHOOL SERVICES: SCHOOL HOLIDAY TIME PROVISION

*Control the controllable and utilise the most up to date evidence to inform all decisions*

#### Rationale

COVID-19 has had a major impact across the whole world, and has affected our Always Growing Community. As we look towards taking the first steps to reopen the setting we are aware that there is a new version of normal that we must prepare for. Our main objective remains to make the right decision at the right time to protect our children, staff and wider community. We will make decisions based on accurate, factual information, that is supported by scientific evidence. We will utilise information directly from the government and where we consult other sources of information written by third parties, we will be sure to check the validity of the information before using it to inform our decisions.

We value the input of all stakeholders in forming this action plan, and are grateful to the staff and parents who have contributed to the questionnaires and who will take part in the discussion forums. Even though this questionnaire is now closed, we welcome regular feedback, ideas and updates from all stakeholders.

We will always be grateful to the families who have worked hard to support our family, and we will do everything we can to support our families as our operation restarts.

On Sunday 10 May, the government announced a new COVID alert level, and this will be monitored closely and used to inform the planning.

### COVID Alert Levels

HM Government

Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

Level 3 from 19 June 2020

## Government Documents

This action plan will be informed based on the following sources of information:

- [UK Government COVID-19 Recovery Strategy](#)
- [Actions for Educational and Childcare Settings to Prepare for Wider Opening](#)
- [Protective Measures for Out of School Settings](#)
- [Implementing Protective Measures in Education and Childcare Settings](#)
- [Preparing for the Wider Opening of Schools from 1 June](#)
- [Cleaning in Non-Healthcare Settings](#)
- [Safe Working in Childcare including the use of PPE](#)
- [Planning Guide for Early Years and Childcare Settings](#)
- [NHS Guidance: Coronavirus in Children](#)
- [NHS Test and Trace: How it Works](#)

## Reopening Plan

### Background Information

The government announced on 23 June that providers who run out of school provision for children can operate over the summer holiday period, subject to the appropriate safety measures being in place. We would like to stress that this date and time-frame is dependent on the government advice and is subject to change. At this time, we are planning on reopening on Monday 20 July, as long as this is in line with the latest government guidance and we are confident that it is safe to reopen. We will be updating the reopening plan regularly, and will ensure that up-to-date information is available to staff and parents.

The government stated that changes will be announced at least 48 hours before taking effect. This may mean that factors outside of our control dictate a sudden change of plan, for example a postponement in reopening. The government guidance has already stated that there will be no reopening prior to the end of the academic year, which is Friday 17 July.

The latest government guidance states that: Children and staff living with someone clinically vulnerable can attend the setting. Extremely vulnerable individuals must continue to stay at home and avoid face to face contact. Children who are shielding on medical grounds should not attend until after 31 July. Should you fall into any of these categories, we would encourage you to let us know so that we can formulate the best possible plan to support your family.

### Before Attending Always Growing

#### 1. Information Gathering

- 1.1. We have received a number of responses to the questionnaires sent to parents and have used this information to support the planning of this document.
- 1.2. The key points of the questionnaire responses are:
  - 1.2.1. A need to maintain social distancing and groups as much as possible and concerns around exposure to other families and the risks of this
  - 1.2.2. Increased use of the outdoor spaces

- 1.2.3. Enhanced cleaning required and a range of responses around temperature checking and use of PPE
- 1.2.4. To understand how we are following and implementing the government guidance
- 1.2.5. A mixed response to the booking options
- 1.2.6. A mixed response to the grouping methods

1.3. We invite families to contact us directly if there are any questions or comments about returning to Always Growing

## 2. Key Operational Changes

- 2.1. Pre-booked sessions only: We will not be able to accept children who have not booked in advance through the online system. Parents should not arrive at Always Growing without a confirmed booking. Any children arriving without a confirmed booking will not be admitted into the setting. Should parents miss the deadline for making a booking, they should contact us to discuss whether we have spaces available, but should not attend without confirmation
- 2.2. Reduced booking options: We will only be offering AM or full day sessions. PM only sessions will not be available to reduce mixing. We will also remove the option for Early Drop Off and Late Pickup to allow for thorough cleaning. See Hours of Operation below.
- 2.3. Block Bookings: Working within the government guidance, there is a need to keep the grouping consistent and a requirement to reduce mixing of groups. We therefore strongly advise parents to make their bookings in a block, and where possible book for the whole summer period at once. Examples of block bookings would be booking every Monday and Tuesday for the whole summer or booking 4 days per week for each week. We know that some families like to book in stages to spread the cost over the summer. Please contact us should you wish to set up a repayment plan to pay for the summer sessions and to ensure that your sessions are booked.
- 2.4. Limited Spaces: There will be a reduced maximum number of spaces available per day. We would encourage parents to book as far in advance as possible as once sessions are full the bookings will close. For parents who know their requirements for childcare, it will be possible to book sessions across the whole six weeks once bookings open and we strongly encourage you to do this.
- 2.5. Booking Closure: Bookings will close 2 weeks in advance, apart from the first week where more time will be allocated for bookings. The reason for this change is to allow for us to manage and organise the sessions, groups and staff for the next week in advance.
- 2.6. Food and Snacks: All food will be provided from home. Always Growing will no longer provide the morning and afternoon snack. Please pack a suitable lunch for children with some snacks for during the day. At snack time, children will be permitted to eat a healthy snack. Examples of this could include: fruit or vegetable-based snack, yoghurt or cereal bar. Items such as crisps, cakes and sandwiches

should be saved for lunchtime. Please remember that we are a nut free environment and children should not bring products containing nuts.

- 2.7. Groupings: We will pre-allocate children into groups based on feedback from the questionnaire. Parents wishing to provide feedback can do so [here](#) which will be open until Thursday 9 July. For parents familiar with our wristband system, we will not be issuing wrist bands to reduce contacts. Children will be allocated to a coloured group and will remain with that group throughout and will not be able to change groups. Each group will have allocated spaces, resources and staff.

### **3. Hours of Operation**

- 3.1. Until further notice, we will reduce the operational hours from 08:30 to 17:30 each day to allow additional time for staff to set up and carry out their cleaning duties. This will also mean that children can go directly into their allocated space and will avoid the mixing of children and spaces. These operational hours are subject to review.
- 3.2. We will be unable to accept children before 08:30 and request that you arrive in sufficient time to collect your child at the end of their session.
- 3.3. We may make further changes to the operational times of a session on a session by session basis once we know demand for those sessions. For example, if there are too few children signed up for one session we will try to work with families to provide that session at an alternative time in the week. We are grateful to any parents who are able to offer flexibility towards sessions.

### **4. Important Health Information**

- 4.1. Social contact: This plan will outline the ways that we will be trying to keep a distance from people outside of their household. To reduce social contact, it will be important that all stakeholders follow the guidance and procedures set out in this plan and the wider government guidance with applies outside of Always Growing
- 4.2. COVID-19 Symptoms: Under no circumstances must any child or parent or staff member with symptoms of COVID-19 attend Always Growing, even if these symptoms are very mild. Any member of family displaying symptoms will require a period of self-isolation in line with the government guidance and will not be able to return to Always Growing until the relevant amount of time has elapsed or evidence is provided of a negative test. The symptoms of COVID-19 are:

4.2.1.A new continuous cough

4.2.2.A high temperature

4.2.3.A loss of or change in normal sense of taste or smell

4.3. Self-Isolation: If any member of your household has any of the symptoms, you must follow the self-isolation guidelines. Families that are required to self-isolate should not attend Always Growing or come on site until the self-isolation has been completed:

4.3.1.Any individual with symptoms: must stay at home for at least 7 days

4.3.2.All household members who remain well: must stay at home for 14 days

4.3.3.All household members who have symptoms: need to stay at home for 7 days from when symptoms appear, regardless of where they are in the self-isolation period

4.4. Children with a High Temperature: In line with government and NHS guidance, if your child has a temperature, we would recommend that you contact 111 for further advice from a medical professional. They will be best placed to advise the recommended course of action for your specific situation. We would therefore request that children with a high temperature do not attend until medical advice has been obtained.

4.5. Other Illness: Children must not attend Always Growing if they are unwell. In order to protect the health of all families, parents must keep their children at home if they are unwell, and as a result of being unwell, wouldn't be able to take part in the normal day. Children will not be able to remain at Always Growing if they become unwell during the day, and arrangements must be made to collect them as soon as is possible. We request that parents are contactable at all times when their child is at Always Growing. If possible, parents should provide us with an alternative contact should you not be available. Children should not return until they are completely better. We fully appreciate how difficult this situation is for all families, but we must take every step to reduce the risk of illness spreading. We will always err on the side of caution with this requirement, and know that you will too.

4.6. Suspected COVID-19: If during the day a child becomes unwell and has the symptoms of COVID-19, the following action plan will be implemented.:

4.6.1.Staff to notify one of the Directors or Sam regarding suspected case

4.6.2.We will phone the child's contacts in the order specified on the parental agreement to notify that their child is unwell, showing the symptoms of COVID-19 and must be collected immediately

4.6.3.PPE worn by staff caring for the child, especially if personal care is needed

4.6.4.Child is moved to the Fairhurst Room where they can be isolated with appropriate adult supervision

4.6.5.Windows and doors will be opened for ventilation, and children should be placed by the doorway

4.6.6.In an emergency, or if the child is seriously ill, staff will contact 999 and explain the situation and the possibility of COVID-19

4.6.7.Staff supporting someone with these symptoms do not need to go home unless they develop symptoms themselves

4.6.8. Once the child is collected, the area needs to be disinfected. Waste and all PPE worn by staff will be double bagged in clinical waste bags and disposed of in the clinical waste bin. All waste in the setting will be disposed of in the clinical waste bin in this situation.

4.6.9. Staff and children with suspected symptoms should seek a test where they are able to do so in line with the current guidance. Staff and children will not return to the setting until they have either completed self-isolation or have a confirmed negative test. For children, this may mean a 14-day period of absence because their household will be required to self-isolate for 14 days and parents should not come to Always Growing whilst self-isolating

4.6.10. We will notify parents and staff to make them aware of the situation and that they should be vigilant for symptoms. At this stage it will not be necessary for other staff and children to self-isolate, unless they develop symptoms

4.6.11. We will carry out a deep clean of the whole setting as a precautionary measure

4.7. Child Absence Reporting: We request that in the event that a child is not going to be attending due to illness that you let us know as soon as possible. In the event that your family is required to self-isolate, please inform us at your earliest convenience.

4.8. Staff Absence Reporting: Staff must inform their line manager as soon as possible to notify them of their absence in the event of illness. In the event of needing to self-isolate, staff must also speak to the Directors to look at managing this situation and the wider implications of this.

4.9. Temperature checking: In line with the latest government guidance, we will not be temperature checking on entry to the setting or throughout the day. Evidence suggests that this is not a reliable way to check for illness, so we will be focusing on raising awareness of the symptoms and monitoring children closely.

4.10. Hand Washing: Regular hand-washing is a vital step in preventing the spread. Staff will be supporting their groups to incorporate regular hand washing into the daily routine and supporting children to do this.

## 5. Testing

5.1. Testing: Staff and children, as well as their households will be eligible for testing if they are showing the symptoms of COVID-19.

5.2. Awaiting a test result: Children and staff, other than those displaying symptoms and awaiting the result of a test, may continue to attend as normal in line with government guidance. If a child or staff begins to display symptoms, they will be required to self-isolate. We ask parents and staff who are awaiting the results of a test to inform us of the result as soon as they are able to do so.

- 5.3. Negative Test Result: Should a staff member or family be required to self-isolate and then tests negative, then they may return to nursery once they are better, without the need to continue to self-isolate.
- 5.4. Positive Test Result: In the event of a member of staff or child testing positive, and a confirmed case of COVID-19, all staff and children in the affected group will be required to self-isolate. Until the case is confirmed, children and staff who are not showing symptoms may continue to attend. It may be that we receive notification of a positive result in the middle of a session. Following government guidance, if this is the case, we will contact the affected parents and ask them to come and collect their children immediately in order to self-isolate. Therefore, it will be essential that you (or a named contact) are contactable whilst your child is at Always Growing.
- 5.5. Test and Trace: The new NHS service, test and trace will aim to contact people who have had close recent contact with someone who has tested positive for COVID-19. In the event that either staff or parents are contacted by this service and asked to self-isolate, they must not attend Always Growing until this period has elapsed

## 6. Other Considerations

- 6.1. Signed Parental Agreements: We will require a signed parental agreement before children can attend Always Growing. This will state that parents have read the reopening plan and agree to adhere to all the measures that we have put in place. Parents will also be required to make a daily health declaration. We will not accept a child back into Always Growing without a signed agreement.
- 6.2. Signed Staff Agreements: All staff returning to work will be required to sign an agreement stating that they have read and understood the plan, will adhere to the enhanced cleaning schedule and make a daily health declaration.
- 6.3. Visitors: All external visitors will not be permitted on site until further notice

## Arrival at Always Growing

### 7. Drop-off procedure

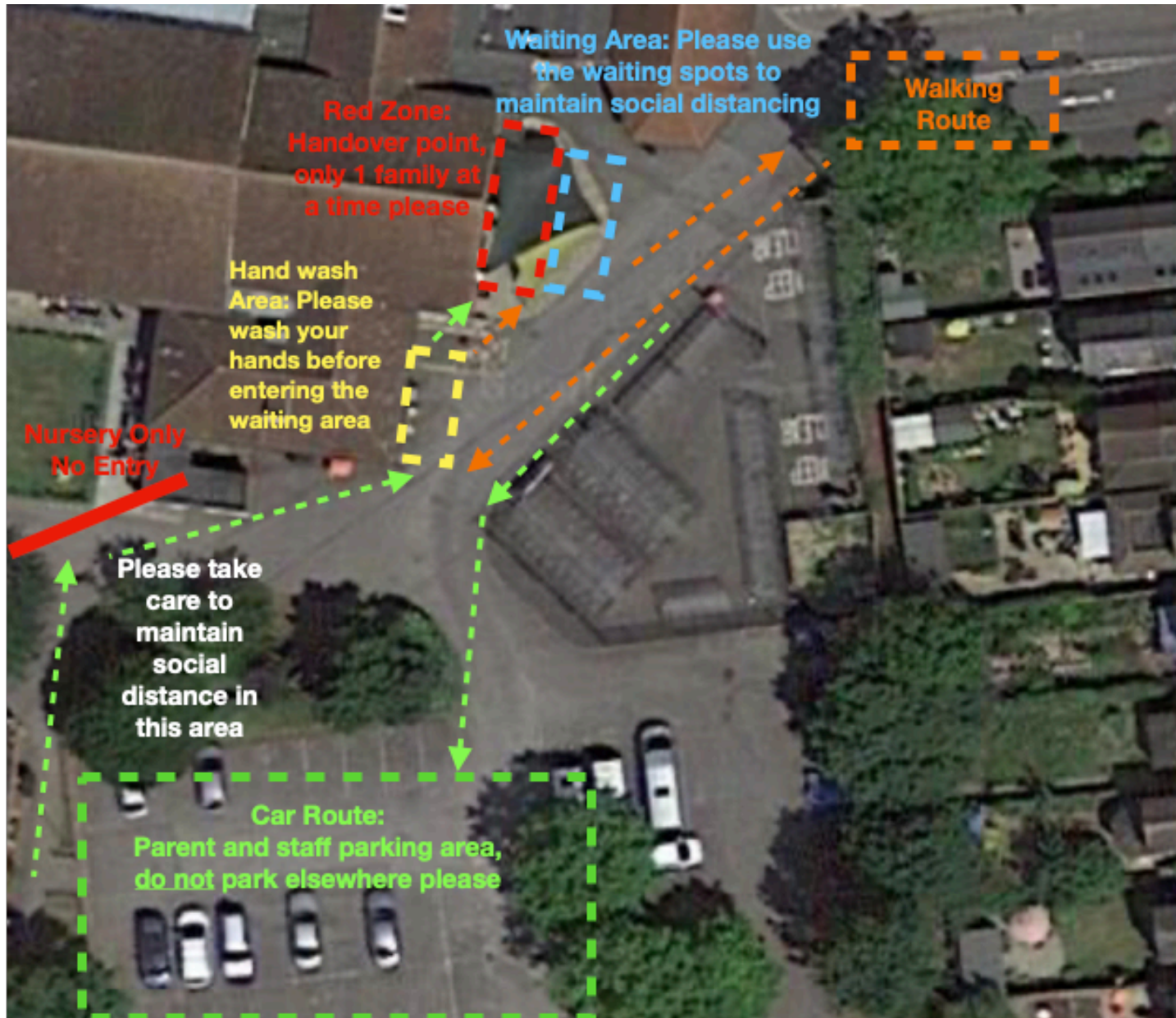
- 7.1. We will be implementing a number of procedures to maintain social distancing during drop off. Please ensure that the one-way system is followed at all times.
- 7.2. Doorway Drop-off: We request that as far as is possible parents do not enter the room during drop off, this should only be a last resort. We understand that this will not always be possible, but we hope that by encouraging children to come into the room this process will



work smoothly. Where parents do need to enter the room, we request that it is for the minimum amount of time and distance possible, not beyond the entrance area, marked by an orange line. Parents should be mindful of the floor markings and adhere to this carefully.

- 7.3. Single-Person limit: Where possible, only one parent from each household should carry out the drop off. Ideally, it will just be the parent and child or children being dropped, without additional family members. Again, we understand that this will not always be practical or in some cases even possible to achieve. Where you need to drop children to the nursery, please drop them first.
- 7.4. Handover: Only one member of staff from each room will be at the door to receive children each day. Normally, this will be the person in charge of the setting.
- 7.5. One Way System: To maintain social distancing during drop-off we will have a one-way system in place, and this will be marked out to help maintain the distances. All staff, parents and children must follow the one-way system at all times, and wait on the designated points when required. We will also have a waiting area for parents and children to provide additional space as required to maintain distance. Parents and children should proceed one group at a time. Parents and staff should familiarise themselves with this route and look at the map overleaf.
- 7.6. Room Drop Off: We will mark an orange line at the outside of this area. Wherever possible, a member of staff will be positioned in the foyer area to support with the drop-off. We ask that parents remain behind this line if at all possible. This should avoid the need for large numbers of people touching the doors
- 7.7. Signing in Process for Children: Parents will be required to sign their children in at the beginning of every session to declare that their child has no symptoms, their household is not self-isolating and their child is well enough to attend and has not taken any medication in last 24 hours. This also confirms that parents have read the plan and agree to abide by the procedures implemented e.g. drop off procedure, social distancing etc
- 7.8. Signing in Process for Staff: At the beginning of each shift, staff will be required to declare that they have no symptoms, their household is not self-isolating. They confirm that they have read the plan and agree to abide by the procedures implemented e.g. drop off procedure, social distancing etc and the enhanced cleaning schedule.
- 7.9. Hygiene on Entry: Before entering the setting, children will be required to wash their hands at the outdoor handwashing station. Younger children may need additional support to complete this process. If children are unable to wash their hands at the station, please let us know on drop-off so we can support with this process. We will also have a disinfectant spray which will be sprayed on the soles of children's shoes before they enter the room

8. Map of Drop-Off and Pick Up Route: Please note the new entrance to the setting, by the green and yellow sails at the front of the hall



## During the Day at Always Growing

### 9. Personal Protective Equipment (PPE)

- 9.1. Face Covering or Masks: The use of this type of PPE is not recommended to be used generally in settings by government guidance at this time. We do have face masks or face shields available for staff to use should they wish to. We will not be requiring staff to wear facemasks as part of their day to day duties.
- 9.2. Children and Face Masks: Government guidance states that children should not wear face masks and by doing so can increase the risk of transmission and risk of harm to children. In addition, there is an increased risk of accident or injury, particularly if the child does not understand why it is required. We will remove face masks from children whilst at Always Growing.
- 9.3. Disposal: All PPE needs to be disposed of in the designated bin and placed in the clinical waste bin at the end of the day.

### 10. Personal and General Hygiene Procedures

- 10.1. Airflow: Windows and doors will be open as much as is safe to do so to allow the flow of air.
- 10.2. We will continue to teach children about safe hygiene practices such as using tissues, coughing into sleeves etc.
- 10.3. Spare Clothes: Depending on the age of their child, it may be appropriate for parents to provide spare clothes to promote hygiene and reduce mixing.

### 11. Cleaning Procedures

- 11.1. 2-Hourly Disinfectant: We will continue to clean all high contact areas and surfaces every two hours. This will include hard surfaces and tables plus all door handles and door surfaces. Staff in each area will be responsible for carrying out the cleaning according to the rota.
- 11.2. Disinfectant: Each area will have supplies of disinfectant that can be used throughout the day to ensure the room is kept clean and hygienic. We will be using Milton disinfectant which is both safe to use in environments with children and has proven effectiveness against coronavirus.

11.3. Mealtimes: Before and after mealtimes, hard surfaces will be cleaned thoroughly. Parents should be mindful of packing items that can easily be opened by children to reduce contact. Always Growing will not provide any food or snacks during the day.

11.4. Enhanced Cleaning Schedule: We will implement an enhanced cleaning schedule and rota to ensure that high standards of cleanliness are met across the setting. Staff will be required to sign off to say that each area is clean. Each area in the room will have colour coded spray bottles and cloths with new cloths used each day. Outdoor areas and the staff areas will have clear bottles. The full schedule is placed as an appendix to this document. The cleaning schedule will be printed and displayed in the relevant areas so it can be easily monitored and serve as a prompt to staff regarding the tasks for that area.

11.5. PPE for Cleaning: Apron and gloves available for staff to use during cleaning times

## **12. Separation of Groups**

12.1. Allocation of Spaces: To reduce social mixing, we will as far as we are able to, separate the groups of children into different areas and zones in the room. This will enable separation throughout the day, and by keeping the area hygienic and clean, will reduce any risk of transmission. Children will eat meals within their allocated groups and have separate resources.

12.2. Allocation of Groups: We will run the session as three separate groups, with no more than 14 children at any one time.

12.3. Staff Room and Staff Breaks: Staff will be able to use the Fairhurst Room as space for breaks to ensure that they have space to spread out. Staff will be required to lock their mobile phones away as usual. Breaks may be staggered where possible.

12.4. Natural Distancing: We know that social distancing with children is going to be extremely difficult to manage. To try and overcome this, we will be implementing natural distancing. This will involve thinking about how we can make best use of the space available in the room to allow children to spread out as much as possible and give the staff space to work in.

## **13. Activities and Resources**

13.1. To ensure the safe day to day operation there will be a number of changes introduced:

13.1.1. More time spent outside, with designated outdoor spaces for each group

13.1.2. Removal of all hard to clean resources and activity equipment that cannot be easily disinfected

13.1.3. Minimise sharing of resources as much as is possible. Groups will have their own set of resources when appropriate

- 13.2. To support Natural Distancing, we will try to offer engaging resources to try and sustain children's engagement with the activity for longer periods of time, reducing movement around the room.

## End of the Day at Always Growing

### 14. Collection Procedure

- 14.1. We will be implementing a number of procedures to maintain social distancing during collection in the same way as drop-off. Please follow the one-way system at all times.
- 14.2. Doorway Collection: We request that as far as is possible parents do not enter the room during pickup and only do so as a last resort. Where parents do need to enter the room, this should be for the shortest time possible, and should not be beyond the entrance area. We understand that this will not always be possible, but we can make this process work smoothly.
- 14.3. Single-Person limit: Where possible, we would ask that only one parent from each household carries out the pickup. Ideally, it will just be the parent collecting, without additional family members. Again, we understand that this will not always be practical or in some cases even possible to achieve.
- 14.4. Handover: Only one member of staff from each room will be at the door to handover children each day. Normally, this will be the person in charge of the setting. Should a parent need to speak with a different member of staff, this should be done over the telephone.
- 14.5. One Way System: To maintain social distancing during pick-up we will have a one-way system in place, and this will be marked out to help maintain the distances. Parents and children will need to follow the one-way system when leaving. We will also have a waiting area for parents and children to provide additional space as required to maintain distance. Parents should proceed one at a time through the system. Parents and staff should familiarise themselves with this route and look at the map from earlier in the plan.
- 14.6. Collection Point: We will mark a line at the outside of this area. Wherever possible, a member of staff will be positioned in the foyer area to support with the collection. We ask that parents remain behind this line if at all possible. This should avoid large numbers of people touching the doors

## 15. Cleaning Procedures

- 15.1. End of Day Disinfect and Deep Clean: At the end of the day, the room should be cleaned and disinfected using the appropriate cleaning resources. Staff will be responsible for cleaning the resources in their area and noting this on the schedule.
- 15.2. Stock Check: Staff should check the levels of supply of cleaning products and PPE and notify the Directors immediately if supplies of anything is running low.

## 16. Clean Clothes/Uniform

- 16.1. Uniform: Staff will wear clean clothes each day and therefore we will be relaxing the requirement to wear uniform. Staff should dress appropriately and comfortably and can mix and match between wearing their uniform and wearing their own clothes. Staff should use their professional judgement over what is sensible to wear. Staff should aim to wear clothing that is similar in nature to the standard uniform. Sports clothing that is comfortable and not revealing is an appropriate guide. Staff should wear trainers or similar shoes. We recommend that staff change their clothes as soon as they get home and wash the clothes they have been wearing.
- 16.2. We request that children wear a clean set of clothes each session. We recommend that children should change clothes as soon as they get home and these are washed immediately.
- 16.3. Bare below the elbow: Wearing clothing that does not cover the forearm allows for greater hygiene and better cleaning of hands. With this in mind, we request that staff wear uniform that allows them to have no clothing covering their forearm. Staff will be exempt from this requirement on religious grounds.
- 16.4. Jewellery: Staff will not be permitted to wear jewellery other than their wedding band or a single ring. Staff are permitted to wear a bracelet if it has significant meaning but should pay extra attention to hygiene if this is the case. Wearing watches will not be permitted. Staff should ensure that necklaces are tucked into tops (ideally not worn) and only stud or small hoop earrings are permitted
- 16.5. Lanyards: Staff should wear lanyards whilst they are on shift to ensure that they are easily identifiable. Staff should ensure that these are disinfected regularly. Staff and children will have name badges in the form of sticky labels which will be organised by the staff working with that group.