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## The Montessori Nursery School - Operating Procedures COVID-19

These guidelines are based on current Scottish Government guidance as of 17<sup>th</sup> February 2021 for early learning centres and their staff

The fundamental principle of this guidance is to ensure a complete 360 degree review of all fundamental aspects which, directly or indirectly, affect the safety and wellness of our children, staff and the wider Montessori Nursery School community.

### **Focus: Children**

ASPECT	RECOMMENDATIONS
Attendance	<ul style="list-style-type: none"><li>➤ Only children who are symptom free or have completed the required isolation period will be permitted to attend the nursery.</li><li>➤ Children may not attend if a member of the family is self-isolating.</li></ul>
Physical distancing/ grouping	<ul style="list-style-type: none"><li>➤ Children will be organised into 1 group of a max of 25 children .</li><li>➤ Children will not be expected to physical distance from each other or members of staff</li><li>➤ Adults will practise physical distancing amongst themselves and ensure that a face covering/mask is worn if physical distancing is not possible</li><li>➤ Care routines that include the provision of intimate care: (nappy-changing and toileting) will take place using PPE and the child will be changed by a their key person</li><li>➤ Our outdoor space is large, therefore it will be possible to accommodate the group at the same time as keeping the teachers sufficiently distanced from each other.</li><li>➤ Children will be isolated with a teacher until collected if they feel unwell whilst at the nursery.</li></ul>

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Wellbeing and education	<ul style="list-style-type: none"> <li>➤ Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, sneezing/ coughing into their elbow and blowing their noses and disposing the tissues..</li> <li>➤ There will be hand washing stations outdoors and hand sanitiser available at the entry and exit for parents and staff. Hand sanitiser points will be available for staff throughout the school as well as miniature bottles to carry around. Hand sanitiser will only be used on the children if soap and water is not available.</li> <li>➤ Children will be supported to understand the changes and challenges they may be encountering because of Covid-19.</li> <li>➤ Physical distancing between staff and children is not recommended as it has been advised that this could have a negative effect on children's emotional wellbeing.</li> <li>➤ Children can continue to take home their daily artwork etc. Whilst outside they will store them in plastic folders and inside they will continue to use their trays.</li> <li>➤ Children will be encouraged to participate as much as possible in making the outdoor area their own, help choosing what toys to be put out, involved in deciding what toys work and do not work etc.</li> </ul>
Lunches and snacks	<ul style="list-style-type: none"> <li>➤ Snacks – we will ask families to provide their child with their own snack in a sealable container, with an easily removable lid. Milk will continue to be provided by the school, with children being provided with separate cups and a basin for disposing of used cups. Milk bottles will be clearly labelled in the fridge. Snack times will continue at normal (10:30-11:30) in a designated spot outside. Inside, there will be 2 designated tables for snack with children choosing to have their snack at any time between 10:30 -11:30.</li> <li>➤ Lunch– we will ask families to provide their child with their lunch in a sealable container, with an easily removable lid. The children will have lunch together with 1 teacher at the table and another nearby, adhering to the 2 meter distancing</li> <li>➤ Children are to have their own clearly labelled and filled water bottle.</li> </ul>
Toys	<ul style="list-style-type: none"> <li>➤ Families are asked to avoid allowing their child to bring toys or other objects from home. Should a child really need to have a comfort toy, this will be discussed with the family prior to the child's arrival. The toy is then to be stored in a plastic wallet and to be handled by the child and 1 designated adult ( if needed) and replaced in the plastic wallet . Hand washing procedure is to follow any handling of the object.</li> </ul>

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### Focus: Staff

Attendance	<ul style="list-style-type: none"> <li>➤ Staff will only attend the nursery if they are symptom free, have completed the required isolation period, or achieved a negative COVID19 test result.</li> <li>➤ We require all staff to monitor their temperatures and health and sign a declaration daily that all is well. We will risk assess with regular health checks for those returning from sickness absence.</li> <li>➤ Staff are fully aware of their responsibilities to their own health and others with whom they come into contact with.</li> </ul>
Physical distancing/ grouping	<ul style="list-style-type: none"> <li>➤ Physical distancing will be maintained during staff breaks, or when in the and masks worn if this cannot be maintained</li> <li>➤ Physical distancing will be maintained between staff at all times and if this cannot be maintained, masks are to be worn.</li>   <li>➤ Staff must avoid physical contact with each other including handshakes and hugs.</li> <li>➤ Staff will ensure they are aware of a child's need for attachment and emotional support.</li> </ul>
Training	<ul style="list-style-type: none"> <li>➤ All staff have received updated instructions and training in infection control before the nursery reopening</li> <li>➤ All staff have been offered support to prepare them for a 'new normal' at The Montessori Nursery School</li> <li>➤ Lead staff have attended virtual and face to face staff meetings where these operational procedures, risk assessments and updated information about coronavirus, have been discussed fully. All information has been shared with all staff</li> </ul>
Hygiene	<ul style="list-style-type: none"> <li>➤ Staff will continue to wash their hands frequently and thoroughly, using soap and water for at least 20 seconds.</li> <li>➤ Staff will supervise the children to ensure they wash their hands frequently with soap and water for at least 20 seconds, including <b>on arrival</b>, before and after eating and before and after using the toilet, after sneezing and blowing their noses, on entering the hall after outdoor play and at frequent intervals throughout the day.</li> </ul>

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### Focus: Parents

Pre-school daily checks	<ul style="list-style-type: none"> <li>➤ We are requesting parents/carers verbally confirm daily that their child and household are COVID-19 symptom free today and for the last 72 hours. We will continue to monitor this throughout the course of the school day.</li> <li>➤ We advise that children wear clothes which are fresh on that day and are then put straight in the washing machine where possible on returning home to ensure best practice.</li> <li>➤ Children should not bring any items to school from home with them except necessary medication, a change of clothing, sunscreen and sunhats and nappies where appropriate, brought in with the child on arrival.</li> </ul>
Physical distancing	<ul style="list-style-type: none"> <li>➤ Only parents/carers who are symptom free (or completed the required isolation period) will be able to drop off / collect their child.</li> <li>➤ Please ensure that drop off and pick up is limited to 1 parent/carer per family and face coverings/masks are worn at all times</li> <li>➤ Parents will not be permitted to enter the building unless in an emergency. We ask that these parents follow handwashing guidelines and face masks be worn . They will be provided if parent/carer does not have one to hand</li> <li>➤ We will be at the gate or opening the door from the times stated below and will have clear 2 metre distances marked on the path to the front door and along the railing at the gate to enter the nursery garden. Children will be helped to walk down the steps and handed to the person collecting them as required, adhering to the physical distancing guidelines</li>   <li>➤ <b>8.45 – 9: 15am</b> for morning and full day children drop off.</li> <li>➤ <b>12:30 pm</b> for morning children collection</li> <li>➤ <b>3:00 pm</b> for full day children collection <b>Monday – Thursday</b> ( if <b>2:45pm</b> collection is needed, please let the school know prior to afternoon club sessions starting.)</li> <li>➤ <b>12:30 – 12:45</b> for <b>Friday collection</b></li> </ul>
Communications	<ul style="list-style-type: none"> <li>➤ <b>We require your support to ensure the health, wellbeing and safety of children, staff and the wider Montessori Nursery School community. All parents will be expected to play a full and vital role in supporting us to maintain these safe operating procedures and any other measures that may evolve over time.</b></li> <li>➤ All updates will be communicated via email. <b>ALL PERSONS DROPPING OFF OR COLLECTING CHILDREN ARE TO FULLY AWARE OF ALL GUIDANCE</b></li> </ul>

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### **Focus: Visitors**

Visitors	<ul style="list-style-type: none"> <li>➤ Visitors will not be permitted to enter the nursery unless essential to the service or in the event of an emergency (e.g. urgent, essential building maintenance for repairs). Where other non-urgent visits are required, they will be conducted outside normal nursery operating hours. All deliveries to the school will be left at the church porch.</li> </ul>
New Parents	<p>If it is not possible to have the children outside due to inclement weather, parents settling children for the first time, will be permitted access. Parents will be required to follow handwashing procedures, wear a face mask and maintain physical distance from staff, we will show you to a designated seating area and encourage you not to move around unnecessarily; if other children approach you, there is no need to move away from their space. Staff will respond to the children in such events.</p> <ul style="list-style-type: none"> <li>➤ The use of antibacterial gel before moving elsewhere in the building or the room is <b>mandatory</b>. You are encouraged to spend as much time that your child needs, until you are satisfied they are settled and re-established relations with staff and children.</li> <li>➤ You may find some staff will need to wear a mask, particularly if they suffer from hay fever or asthma, please do not be alarmed by this.</li> <li>➤ Urgent essential visitors and settling parents will be asked to wear a mask in the presence of children.</li> </ul>

### **Focus: Hygiene and Health and Safety**

Hand Washing	<p>All children, staff and settling parents wash their hands thoroughly on arrival at the nursery be that outdoors or inside. Children and staff members are encouraged to wash their hands frequently and thoroughly for 20 seconds.</p> <p>Staff will encourage children in age appropriate ways to wash hands frequently and thoroughly</p> <p>There will be hand sanitiser stations available for parents and children at the gate and outside our school door as well as throughout our setting.</p>
Cleaning	<p>An enhanced cleaning schedule is implemented throughout the day, this includes: furniture, surfaces, equipment, communal areas, touch points and toilets. There will be daily thorough cleaning and sanitizing at the end of the day by a vetted cleaning service.</p>

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Waste disposal	<ul style="list-style-type: none"> <li>➤ All waste is to be disposed of in as hygienic and safe a manner as possible, in line with our usual high standards. Mask and PPE to be disposed of in the kitchen bin. Tissues, when indoors, to be disposed off in the two pedal bins provided. All other waste in the 2 waste bins provided. Tissues and kitchen towels, when outdoors to be disposed of in the swing bins provided. All other waste in the 2 waste bins provided.</li> <li>➤ Tissues are always available (indoors and outdoors). Used tissues are disposed of immediately and hands washed.</li> </ul>
Laundry	<ul style="list-style-type: none"> <li>➤ All items that will need to be laundered ( eg. Mats) will be done regularly</li> <li>➤ We use non-biological gel and washing items at high temperatures to thoroughly sanitise.</li> <li>➤ We will wash all cloths at a high temperature and after single use.</li> </ul>
Risk assessment	<ul style="list-style-type: none"> <li>➤ All activities will be risk assessed and due consideration given to any adaptations to our usual practice will be recommended. This will include but is not limited to the suspension of learning experiences that involve materials which are not easily washable. Specific risk assessments for vulnerable children or staff in high risk categories to be carried out.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>➤ Government guidance is that PPE is not required for general use in early years settings.</li> <li>➤ Disposable aprons, gloves and masks will be worn for soiled nappy changing, intimate care and the administration of first aid which is normal practice.</li> <li>➤ PPE will be required to clean the isolation room / area after use</li> </ul>
Travel associated with setting operations	<ul style="list-style-type: none"> <li>➤ Parents are encouraged to travel to nursery alone where possible, using your own transport or walking. Where possible, staff will travel to work in a way which minimises contact with others. Where this is not possible staff will take every precaution, wearing face masks and using hand sanitizer gel, washing their hands thoroughly upon arrival. Separate face masks will be used by the staff while at nursery, which will be in adherence to the advice given by Scottish govt re: the appropriate type of masks</li> </ul>
Accident Forms	<ul style="list-style-type: none"> <li>➤ If a child has an accident during nursery hours, the usual procedure will apply when writing the accident form. However, parent will be called prior to collection so they are aware that they will need to and be ready to sign the accident form. When engaging with the parent and obtaining the signature, gloves will be worn by the member of staff, the 2 meter distancing respected and masks worn by both parties.</li> </ul>

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### **Focus: Other items**

Resources	<ul style="list-style-type: none"> <li>• Children should not bring items from home into the nursery unless essential for their emotional wellbeing.</li> <li>• All resources required for play and learning experiences of children will be regularly washed and/or sterilised.</li> <li>• Equipment used by staff e.g. an iPad/ computer/ phone/ walkie talkies will be required to be cleaned at least twice a day or between passing to another team member. Cleaning materials and cloths will be made available for this.</li> </ul>
Procurement & monitoring	<ul style="list-style-type: none"> <li>➤ We will ensure an adequate supply of essential supplies are available. Contingency plans are in place to minimise the impact of any shortages.</li> <li>➤ A monitoring system for the supply of hygiene stock items is in place, ensuring availability to meet the operational needs of the School.</li> </ul>
Building	<ul style="list-style-type: none"> <li>➤ A routine health &amp; safety check has been conducted by the manager/landlord where the premises have been closed for a significant period.</li> <li>➤ Manager will ensure the heating thermostat is at 20 degrees and the water tank is 40 degrees to avoid legionnaires bacteria.</li> <li>➤ Manager will ensure hot water for the children is NOT TOO HOT.</li> <li>➤ Prior to re-opening, mains and tank water sources will be run to activate the safety of the water from taps. This has been checked by the manager.</li> <li>➤ Manager has insisted that the landlord makes good all window openings to ensure proper ventilation of premises. Manager will continue to check they open easily and landlord will be asked to rectify if required ensuring that all windows are able to be opened easily for proper ventilation of premises.</li> </ul>
Responding to a suspected case	<ul style="list-style-type: none"> <li>➤ In the event of a child showing suspected COVID-19 symptoms whilst attending nursery, parents will be contacted immediately to collect the child. If unable to reach parents then emergency contacts to be called. If the child's symptoms worsen, appropriate medical services will be called, whilst continuing to contact the parents/ emergency contacts. Children must be collected as soon as possible and isolated at home in line with the NHSTest and Protect guidance.</li> <li>➤ Prior to collection, children will be isolated from others in a dedicated room or area. Where possible a window will be opened for ventilation.</li> <li>➤ The staff member responsible for the child during this time will be removed from their group. Staff waiting with children in isolation will be required to wear an apron, a mask, and gloves.</li> <li>➤ The room / area will be thoroughly cleaned as soon as practically possible after use. The person responsible for cleaning the area will wear appropriate PPE.</li> <li>➤ In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS Test and Protect guidance.</li> </ul>

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