

2. Face masks	Not recommended to be worn in Early Years settings	<ul style="list-style-type: none"> • Staff do not need to wear face masks in setting • Meetings • Mask removal 	<ul style="list-style-type: none"> • Staff to wear masks when answering the door • One person to do the door duty. If keyworker needs to speak to parents do so over the fence in the garden with face mask on. • Staff and visitors to wear face masks unless there is a need not to, ie using face shield or child needs to see visitors face. • Only staff due in that meeting to attend, all other staff must stay out. • All staff must be aware of how to take off their mask cleanly and to wash/sanitise hands afterwards.
3. Clean hands	Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser.	<p>Settings must ensure that children clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at the setting • before and after messy play including playdoh • before and after eating • after using the toilet • after being outside • after wiping noses, coughing or sneezing 	<ul style="list-style-type: none"> • Use Zoono hand sanitiser on everyone's hands that enters the building. • Those that do not wish to use sanitiser must wash their hands on entry to the building. • Remind the children to wash hands. • Ensure children are washing their hands correctly. • All staff to carry alcogel on them. • Use the alcogel when and if needed except on children who should not have alcogel. • Supervise the alcogel as we do not want any ingestion of it. • Use face wipes after lunch- encourage children to wipe their faces themselves.
4. Respiratory Hygiene	'Catch it, Bin it, Kill it'	<ul style="list-style-type: none"> • The 'catch it, bin it, kill it' approach continues to be very important, so settings must ensure they have enough tissues and bins available in the setting to support children and staff to implement this routine. As with hand cleaning, settings must ensure younger children are helped to get this right, and all children understand that this is now part of how the setting operates. 	<ul style="list-style-type: none"> • Tissues in all areas of the room- on both tabletops by seating, by the kitchen area and in the craft corner. • Bins available- by door, by snack table and by tabletops by seating. • Remind children to use tissues and bin them straight away. • Remind them to wash hands straight after wiping noses or coughing or sneezing. • Use hand gel if needed. • Staff to wash hands or hand gel after supporting children wiping their noses.
5. Enhanced cleaning	The room and especially touch points.	<p>Points to consider and implement:</p> <ul style="list-style-type: none"> • more frequent cleaning • frequently touched surfaces being cleaned more often than normal • ensuring that there are clear procedures for maintaining cleaning processes for food 	<ul style="list-style-type: none"> • Use of Repel Hygiene and Decontaminate every 4 weeks to decontaminate room and toys. • Touch point and cleaning of toilets throughout the day and at end of the day. • Cleaning toilets the following day if room has been used by the football club.

		preparation areas, dining areas and table coverings.	<ul style="list-style-type: none"> Toilets checked regularly throughout the day by all staff and cleaned if necessary. Food preparation area always cleaned before prepping food and tables wiped down by Method cleaner and paper towel which is then disposed of. Use of tablecloths on snack and lunch tables, ensure they are cleaned prior to eating and following eating. Use of steam cleaner to clean the flooring.
6.Minimise contact between people.	Staff and Children	<ul style="list-style-type: none"> Safeguarding our staff and the children <p>Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.</p>	<ul style="list-style-type: none"> Staff to remain at least 1 metre away from each other, but preferably 2 metres away. Staff not to touch each other. Staff to wash or alcohol gel their hands after they have had a cuddle with a child. To wash or sanitise hands after touching children. Ideally a maximum of 2 settings for the children. <p>Children can bring in-</p> <ul style="list-style-type: none"> Lunchboxes Bookbags and borrow setting books. Hats and coats Preschool bag Comforters if needed.
7. Ventilation	All rooms	<ul style="list-style-type: none"> All indoor areas must be well ventilated Natural ventilation is best. 	<ul style="list-style-type: none"> Windows in main room must be opened- at least one. Window in the kitchen must be opened. Additional clothing to keep warm and increase heating. These windows must be closed at the end of the day. When out in the garden, the door must be open, using the towel guard is ok. If in the office, the sliding door must be opened a little. Please shut and lock if you leave the room.
8. PPE	Use of PPE	<ul style="list-style-type: none"> For use in intimate care For use in the case of child showing COVID 19 symptoms 	<ul style="list-style-type: none"> Use of gloves, and if needed, aprons, during nappy changes Use of gloves when supporting a child who has had a toilet accident. Emergency PPE Kit available in the office. One member of staff to deal with child Parents to be called to pick up straight away Staff member to thoroughly wash hands and dispose of PPE Staff to ensure the box has enough equipment for the next time.

9. Asymptomatic testing	Staff	Lateral Flow testing kits are being provided to settings to be used from the 22 nd March 2021	<ul style="list-style-type: none"> • Staff to do a LFT twice a week- Wednesdays and Sundays.
10. Promote and engage with the NHS test and trace system.	Staff, parents and children.	To access PCR test if you have symptoms of covid 19. To engage with the NHS test and trace process.	<ul style="list-style-type: none"> • Book a test if staff, parent or child have symptoms- telephone 119 or https://www.gov.uk/get-coronavirus-test • Self-isolate immediately • Provide details of any close contacts.
11. managing confirmed cases in the setting.	Action for confirmed cases	<p>Settings must contact the local health protection team if someone presents with Covid 19 symptoms. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.</p> <p>This should be a proportionate recording process. Settings do not need to ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Tests can be booked online through NHS website or phone for appointment on 119</p>	<ul style="list-style-type: none"> • Phone PHE- on 0300 303 8537 • PHE will go through a risk assessment with the setting and will advise what to do. • You need to know the dates the infected person was in the setting 48 hours before the symptoms appeared. • You need to know how many children and staff were affected. • Symptomatic and confirmed cases must be reported on this form:- or phoned through on below numbers. <p>https://www.centralbedfordshire.gov.uk/xfp/form/182</p> <p>0300 300 6826 or 0300 300 5651 (in office hours)</p> <p>Inform Ofsted https://www.gov.uk/guidance/report-a-serious-childcare-incident</p> <p>Contact DFE helpline- 0800 046 8687- must be contacted.</p> <p>Inform Childcare Development Officer- Faye Markell.</p> <p>Inform all parents and staff that there has been a positive case</p> <p>Inform all those that have been in close contact with the case and tell them to isolate from when they were in contact.</p> <p>If show signs of COVID-19 during isolation period, you must take a test. If negative, you still must continue to isolate. If positive, follow the guidance and isolate for 10 days after first symptoms appear.</p>

<p>12. Contain any outbreak</p>		<p>How to contain an outbreak</p> <p>An outbreak is two or more cases.</p>	<p>Contact DFE on 0800 046 8687 who will advise on the next steps.</p>
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