



## **Dunnottar Nursery**

### **Covid-19 Daily Routine Policy**

#### **Policy Statement**

In response to a return to Early Learning and Childcare August 2020, we have had to implement various measures to ensure that we are complying with current guidance. The purpose of this document is to support, communicate and document our main daily practices to staff and to reassure families that we are making our nursery as safe as possible. By following current guidance from the Government and Aberdeenshire Council we can provide the following best practice experiences for our children and their families.

*Health and Social Care Standards My support, My life 2017, Scottish Government.* As part of being registered with the Care Inspectorate, we must comply with this document and illustrate the standards within our nursery.

4.11 I experience high quality care and support based on relevant evidence, guidance and best practice.

4.27 I experience high quality care and support because people have the necessary information and resources.

5.17 My environment is secure and safe.

5.19 My environment has plenty of natural light and fresh air, and the lighting, ventilation and heating can be adjusted to meet my needs and wishes

5.22 I experience an environment that is well looked after with clean, tidy and well maintained premises, furnishings and equipment.

#### **Aims**

The main aim of this policy is to reassure our families that we have taken account of Government documentation and advice from our own Education and Children's Department to establish systems that we practice daily. These systems will help to keep everyone as safe as possible.

*Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. (United Nations Conventions on Rights of the Child - Article 24)*

## Procedure

By implementing the following procedures this will ensure that we are operating a setting that is as safe as possible for our children, families, staff and community.

### Physical distancing

It is a requirement for all staff and other adults e.g. parents/carers to maintain a physical distance of two metres. To ensure this happens we are operating a drop off/collection from our outdoor area. It is a requirement for staff and parents/carers to wear a face mask/covering during handover. The person who is dropping off/collecting a child will remain outside of our garden fence. A member of staff will handover the child without the parent/carer entering the garden. There is no requirement for staff to physically distance from this age group of children or for the children to physically distance from each other. This physical distancing has been communicated to all staff and other adults (parents/carers/shared care provider)

If staff are unable to physically distance from each other they will wear IIR medical grade face masks.

### Hygiene practices

Undertaken by all staff and/or supporting children to follow the following practices.

- Perform hand hygiene regularly using soap and water for 20 seconds and drying thoroughly.
- Staff members direct children to handwashing facilities when they arrive at nursery and before they leave each day.
- Staff members are vigilant and give children reminders throughout the day for handwashing. This includes the following circumstances.
- Before accessing the outside area.
- Returning inside from outdoor play.
- Before and after eating.
- After blowing/wiping nose/sneezing in hands.
- After toileting.
- Before and after toothbrushing.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Avoid direct contact with people that have a respiratory illness wherever possible.
- Avoid using personal items of other people.
- Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you do not have any tissues available, cough and sneeze into the crook of the elbow. Wash hands immediately.
- Staff will wear IIR medical grade face masks when undertaking intimate care, food preparation and handling.

### General Cleaning

All cleaning follows Health Protection Scotland COVID-19 Information and Guidance for General (Non-Health) Care Settings

A cleaning schedule has been produced to identify the areas that need to be cleaned within the setting. This schedule documents what needs to be cleaned, the frequency of cleaning and the products used to undertake the cleaning. The schedule states how cleaning materials are stored/cleaned to avoid cross contamination. (Detail of this information is contained in the *Cleaning Overview to Support the Cleaning Schedule document*)

The manufactures instructions for dilution, application and contact times for surfaces is adhered to. The cleaning schedule documents the detail of this information.

Consideration has been given to any resources and equipment that cannot be easily cleaned. All other resources/equipment are cleaned on a regular basis.

#### Food Preparation/Serving

- During this period, we no longer have children helping to prepare food for snack or self-serving their own snack. Staff prepare and serve snack including water/milk to our children following our usual cleaning and food hygiene practices. Staff will wear IIR medical grade face masks when handling and preparing food.

#### Training

HH 103 Covid Guard training video – dilution rates and how to use the product. Product to be sprayed directly on to large surfaces, product to be sprayed on to a clean cloth for smaller surfaces/high frequency touch points.

PPE - training on how to put on and remove PPE.

#### Policy Review

This policy will be reviewed regularly and in response to accident, incident or change in National or Local policy or guidance.

Date of Issue: August 2020

Date of Review: January 2021

Policy Author: Caroline Duncan (DHT)

#### References

*Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)*  
Health Protection Scotland, May 2018

*Risk Assessment for Early Learning and Childcare Recovery*, Aberdeenshire Council, August 2020; *Core COVID-19 Information and Guidance for General (Non-Healthcare) Settings*, Version 4.61, 21<sup>st</sup> August 2020

*Cleaners infection control procedures (V1.1 21.04.20)* Aberdeenshire Council, August 2020

*Coronavirus (COVID-19): guidance on reopening early learning and childcare services*, Scottish Government, August 2020.