



## **Safety measures being implemented to reduce risk of COVID-19 at Shofar- updated 02/11/20**

To ensure that Shofar remains as safe as possible for the children and their teachers, we will continue to implement measures, which require the cooperation of all parents, teachers and children. We realise that some of these measures will cause inconvenience, but safety is paramount and we will rely on these measures being fully adhered to in order to remain safe and stay open.

### **Risk assessments**

Shofar has a Barnet council approved Covid-19 risk assessment in place which includes safe operating procedures. Each team member has seen these documents ahead of commencing work so that awareness and understanding of Covid-19 specific risks and safety procedures are adhered to. These risk assessments are available on our web site for parents who wish to see them.

### **Staff Training**

All staff have been trained in our new safety measures and regular updates are given in the form of staff meetings, held after work in the car park.

Any new staff will be trained in these procedures as part of their induction.

### **Parents' information:**

- There will be no parents or visitors entering the building
- We will allocate set, individual pick up and drop off times, which will happen outside the building. Parents/carers must adhere to these times.
- Parents must wear masks when coming to drop off and collect their children.
- Only one parent/ carer at a time may enter the site to drop off/ collect. Please avoid bringing siblings/other children into the drop off/ pick up areas.
- Feedback will not be happening in person at drop off/ pick up times. Teachers will continue to post photo updates on Tapestry from time to time. Please call or email us if you need to tell us anything important. We will ensure that food and sleep charts are available at the collection point for any parent who wishes to see these.
- Babies and children who are less confident to walk in by themselves, will be handed over in their buggies and parents will be asked to step back to allow the teacher to take the child safely and then the parent can take the buggy home or place it in the buggy shed if required.

**Shofar Daycare Nursery** Sternberg Centre, East End Road, N3 **Call us: 020 8346 3453**

admin@shofardaycarenursery.org.uk [www.shofardaycarenursery.org.uk](http://www.shofardaycarenursery.org.uk)

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- We will not be able to take a child from a parent's arms due to the need to protect the parent and our staff. Please encourage walking children to walk over to the member of staff collecting them. If there are difficulties, we respectfully ask you to manage this by bringing them in a buggy.
- To protect others, we suggest parents wanting to use the buggy shed use disposable gloves and dispose of these carefully in the red bin provided. We suggest parents sanitise their hands after using this area.
- Children travelling on public transport or in cars with other families aside from their own family will need to change into clean clothes as soon as they enter the nursery each morning. For children that need to change clothes, we will require at least one set of **named** clothes per day that their child attends per week (more if required for toileting accidents). These clothes should be brought in, stored in a large ziplock/ wipeable bag, at the beginning of each week. Please also ensure that we have a named sunhat that remains at Shofar.
- Children require a suitable waterproof coat, which should remain at Shofar.
- Children must have a pair of indoor shoes that will remain at Shofar.
- Parents who supply nappies to Shofar should please supply these in an unopened packet with child's name written on it.
- Comforters from home should be given to teachers on the first day the child attends, and then will remain at Shofar.
- We do not want to have any toys/ books from home entering the building.
- All children need their own named water bottles.
- Parents should try to avoid travelling on public transport to and from nursery and avoid sharing cars with other families.
- If a child becomes unwell whilst at nursery, parents will be called and must collect their child ASAP or within an hour at longest. **Please make sure that we have an emergency contact for collection in case we cannot get hold of you.**
- If a child is displaying symptoms of COVID-19 whilst at nursery, they will be moved to a designated area whilst awaiting collection. They will have a staff member (from their usual 'bubble' group) supporting them wearing full PPE. The cleaning of the space will commence as soon as the potentially affected person has left the premises. If they have a sibling with us, this child must also go home.
- Where it is suspected that a child has COVID-19, parents must book a test by calling 111. The whole 'bubble' group may be asked to remain at home until the result is known, if the Headteacher / Deputy is concerned in any way about the wellness of more than one child in the whole group. If we believe that there is only one child displaying any symptoms,

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then we will keep the bubble open as per government guidance until the test result is known. If the test result is negative, the child and the rest of their 'bubble' if applicable can return to nursery. If the test result is positive, the whole 'bubble' will have to remain at home for a minimum of 14 days – longer if they develop symptoms in this time.

- If a member of a child's household has any symptoms of COVID-19, or a positive test result, the child and family will have to stay at home for 14 days or longer if they develop symptoms.

## **Children**

- Children will be split into age-appropriate 'bubble groups'. They will remain in these groups at all times whilst at nursery. These groups will be assigned as a best fit by us to ensure corresponding days with their allocated teacher/ teachers (this will not necessarily be their current keyworker). Where possible we will consider friendship groups.
- Within each 'bubble' group, we will not be enforcing social distancing. Teachers within the 'bubble' will be able to cuddle/ provide comfort to children where necessary, although we will keep close physical contact to a minimum for safety.
- Our priority is to ensure that children remain secure. We will be providing activities that promote their emotional well-being.
- We will encourage children to avoid touching their face, eyes, nose and mouth. We will run circle times to implement good practice about hygiene – where age appropriate.
- Wherever possible the children will be outside. We will try to rotate and stagger groups when it is necessary to be inside, so that 'bubble' groups do not cross one another.
- Children will not be self-serving at snack times and meal times.
- We will stagger and rotate toileting and nappy changing times where possible. One toilet will always remain available in case of emergencies. Toilets will be cleaned and disinfected after each use.
- Sleep areas will be split into 'bubble' groups.
- Frequent handwashing for children (and staff) will be undertaken, when the child first arrives, throughout the day and especially before meal times and after toileting, sneezing or coughing. Handwashing will be supervised by staff. We recommend that children wash their hands once they return home also.
- Toys and equipment will be split between 'bubble' groups (stored in separate boxes) and will be thoroughly disinfected each day. Any toys and equipment that cannot be easily disinfected will be removed.
- Each 'bubble' group will have their own set or cutlery and crockery (serving of meat is temporarily suspended so that we only need one set).

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## Cleaning

- We will be increasing the cleaning and disinfection of the nursery throughout the day (particularly regularly touched surfaces; door handles, light switches, taps and sinks, tables and chairs.) All toilets will be cleaned before and after use.
- Regular professional cleaning will be happening after nursery each day, and there will be an additional deep clean every Friday and a sanitation spray every 3 weeks, or more frequently, if we suspect a COVID-19 outbreak.
- Windows will be open throughout the nursery to ensure good ventilation in all rooms.
- Where possible, soft furnishings and surfaces across the nursery have been removed as these are difficult to disinfect.
- Children's bedding will be washed daily following each child's use.
- All entrance halls have antibacterial hand gel for anyone that enters and exits the building.
- Each 'bubble' group's sets or cutlery and crockery will be cleaned thoroughly after each use, and returned to the group's designated box.

## Staff

- Staff members must wear masks at drop off and collection times.
- Staff members must wear masks whenever they are outside of their bubble areas, unless they are in their designated lunchroom.
- Staff members are to utilise the testing facility if required as a matter of urgency once ill.
- We have asked all our staff to travel to nursery by car, foot or bike where possible and to avoid public transport, following the current government guidance.
- Staff members who have no choice but to use public transport, must change clothes when they arrive at nursery.
- Staff will have indoor shoes.
- All staff will wash hands thoroughly for the minimum of 20 seconds when they first arrive in the morning and we recommend that they wash hands again once they get home.
- Hand washing for the minimum of 20 seconds continues to be the recommendation whenever a staff member has entered or left a room or following any contact with surfaces. We continue to promote 'catch it, kill it, bin it' following the use of a tissue and the bins will be emptied more frequently.
- We are recommending that in relation to adult interaction, wherever possible our team members comply with the 1+ metre rule.

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- We have increased the amount of Personal Protective Equipment (PPE) that we have on site. We have disposable masks, aprons and visors for use if anyone becomes symptomatic.
- When carrying out care routines, such as nappy changing and bottle feeding, our Staff will ensure stringent hygiene procedures, including the use of PPE.
- If a staff member is displaying symptoms of COVID-19 whilst at nursery, they will leave the nursery and arrange to be tested ASAP. The spaces where they have been working, and any equipment they have come into contact with will be cleaned. In certain circumstances, including where more than one other person in the bubble is also displaying symptoms, their 'bubble' group may be sent home until the result from testing is known. This decision will be at the discretion of the Headteacher or Deputy. However, if they feel that there is only one isolated case, they may decide to keep the bubble open. If the test result is negative, the teacher and the rest of their 'bubble' if applicable can return to nursery. If the test result is positive, the whole 'bubble' will have to remain at home for a minimum of 14 days – longer if they develop symptoms in this time. We will not be allowing children with positive test results back after 10 days.
- If a member of a staff's household has any symptoms of COVID-19, or a positive test result, the staff member will have to stay at home for 14 days. Another staff member will be allocated to their bubble.
- Any staff categorised as extremely clinically vulnerable will remain at home.

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