



# St Bartholomew's Nursery Class

## Infection Control

St Bartholomew's Nursery Class is committed to ensuring that we provide the safest possible environment for all users during the ongoing COVID-19 Coronavirus pandemic. We are aware that there are important actions that staff, children and parents/carers can take to help prevent the spread of the virus.

Viruses and infections can be passed easily from person to person by breathing in air containing the virus, which is passed when the person infected talks, coughs, sneezes. It can spread through hand/face contact, after touching a person or surfaces.

### Objectives

- To prevent viruses/infections spreading
- To maintain high hygiene standards

### **Staff familiar with COVID19 advice**

Staff aware of where to access advice available:

- Health Protection Scotland - <https://www.hps.scot.nhs.uk/>
- Scottish Government website – [www.gov.scot](http://www.gov.scot)
- Care inspectorate Hub - <https://hub.careinspectorate.com/>
- North Lanarkshire – up to date guidance

### **Guidance for reopening nursery:**

- Access to web sites online to keep updated

<https://www.gov.scot/publications/excellent-equity-during-covid-19-pandemic-strategic-framework-reopening-schools-early-learning-childcare-provision-scotland/>

<https://www.gov.scot/publications/coronavirus-covid-19-physical-distancing-in-education-and-childcare-settings/>

### **Transmission of Coronavirus**

#### **Direct transmission**

**(e.g., when in close contact with those sneezing and coughing)**

Based on the national evidence, the definition of a close contact is a person who has had the following contact with a confirmed case from 2 days before the first day of symptoms to 10 days after:

- lives in the same household;
- has been within 1 metre of the case and had face-to-face contact including:
- being coughed on, or
- having a face-to-face conversation;
- has had skin-to-skin contact; or
- has been within 2 metres for more than 15 minutes; or has shared a small, enclosed space.

## **Indirect transmission**

### **(e.g., touching contaminated surfaces)**

St Bartholomew's Nursery Class will employ a range of approaches and actions, which can be seen as a hierarchy of controls that, when fully implemented, create a safer system where the risk of transmission of infection is substantially reduced.

## **Risk Assessments**

Risk assessments are in place to ensure that health and safety legislation and guidance is fully adhered to. Risk assessments are reviewed regularly as circumstances change. Individual risk assessments are available where required.

## **Protective Bubbles**

Children organised into social bubbles with a key worker for each small group of children throughout the session. Children within a bubble will not be expected to socially distance, however distancing (within the) session will be maximized at snack times, outside and wherever possible based on physical capacity and activities provided. Social distancing between the adults working within the session will be maintained. Brief transitory contact such as passing in the toilets or foyer is deemed low risk.

Welcoming the children to their session on their arrival will be supported by staff within their bubble who will lead them an area to remove jackets and change shoes. Children then wash their hands with the support of the adults before entering the playroom to their designated area.

Adults should always remain in the same group where possible during the session.

Routines/transitions: Staggered snack times and the movement of children around the sessions to reduce large groups of children gathering.

A record should be retained of the people (children and adults) in each group on each day to facilitate contact tracing in the event of an episode of infection.

## **Drop off and Collection**

Parents and carers will be discouraged from gathering outside St Bartholomew's Nursery Class. The onus will be on parents/carers to ensure social distancing measures are adhered to at drop off/collection times. A queuing system will be in place when you are dropping off/collecting your child. Two metre spacings will be marked outside the entrance door, parents must adhere to the signage. All parents/carers and staff are asked to wear face

covering and or visors at drop off and pick-up time. Unless you are exempt, we would appreciate anyone dropping off or collecting to adhere to this.

Parents are asked not to enter the building. Instead, a member of staff will meet you at the door and bring your child into the setting. Please understand that dropping off your child may take slightly longer than normal. We are operating a staggered start and end times procedures. Additional support is given to families with children in both rooms.

Parents/carers should be adhering to social distancing guidelines when leaving the school grounds. At collection time, a queuing system will also operate. Parents/carers should queue as per the 2-metre spacing signage. A member of staff will bring your child to the door when you reach that point in the queue. Social distancing is necessary, as it reduces the potential for transmission. We need to ensure there is a good balance between keeping the children well cared for as well as safe. We will talk to the children at an appropriate level about social distancing and handwashing.

Procedure to support children if they do not settle- each child is different, if parent needs to stay with the child to help settle- use the outdoor space for this. Parent enters and moves along the corridor to the fire exit door to the outside area – parent able to stay with the child to support settling for 30mins if appropriate.

### **External Circulation**

Nursery entrance in Zone 4. We have a “one way” system of travel from the gate to the nursery door and back to the gate. Please follow the signs/ arrows marked.

Parents MUST come through the Zone 4 gate and not enter the school grounds by any other gate.

### **Ventilation**

Windows will be open to encourage natural ventilation within the playrooms.

### **Cleaning**

Cleaning and disinfecting regularly touched objects and surfaces is in place and undertaken frequently and using Tucan spray cleaning products. Personal protective equipment (PPE) such as aprons and gloves are used as necessary. Clear procedures are in place for cleaning equipment and environment. Immediate cleaning of spillages of blood and other bodily fluids and using correct PPE is in place. Clear procedures on safe disposal of waste is in place.

Staff are aware of procedures for resources. Soft furnishings removed, books rotated following guidance. Cleaning rota is in place, areas and times and who is responsible identified on rota. Rotas displayed in nursery. Bins have appropriate top. Toilet cleaning and bin emptying responsibility of Janitor/cleaners. Cleaning bottle and clothes used within the nursery. Cleaning bottles refilled by cleaning staff – dated on back when refilled by cleaner.

## **Handwashing**

Good basic hygiene practices such as regular handwashing (practitioners and children). Staff members will support children to ensure they use soap and water or sanitiser and have thoroughly cleaned their hands. Hands will be dried using disposable paper towels. Each bubble has a time for using a sink to wash hands.

Staff should be made aware of any allergies with hand sanitisers.

Staff, parents/carers, and children should avoid touching their mouth, eyes, and nose. Staff will ensure children are encouraged not to touch their face.

They should cover the mouth and nose with a disposable tissue when they cough or sneeze. Tissues will be readily available throughout the setting and used tissues will be placed in the appropriate bin and hands cleaned immediately with soap and water or hand sanitiser. If a tissue is not available for any reason, people should sneeze into the crook of their elbow. Again, staff will demonstrate this regularly to children, and regularly remind them of the importance of personal respiratory hygiene.

Wet hands on surfaces transfer microorganisms more easily than dry hands!!

Staff will prompt the children to wash their hands for 20 seconds:

- when they arrive at nursery.
- after outside breaks.
- before meals and snack times.
- after using the toilet.
- after handling any body fluids, waste, or soiled items.
- before and after handling foodstuffs or eating.
- before and after giving medicines.
- after messy play, indoors or outdoors.
- after wiping their nose or mouth or tending to a cut or sore.
- at the end of the day before they go home.
- regular intervals throughout the day

## **Snack Time**

Break will be provided to children at a table. Children will wash their hands at the sink identified for their bubble. Tables will be organised for each bubble in the same specified space each day (unless snack is taken outside). Food hygiene is in place. Pedal bins and food waste bins are provided. Staff will wear an apron when preparing and serving snacks. Dish washer is used to clean all cutlery and dishes used. Washing/cleaning of areas procedures in place.

## **Lunchtime (Loving Lunches)**

### **Catering Staff**

Catering staff bring lunches and serve food onto plates for each child. They sweep up and wash the tables in the corridor after lunch. They are responsible for taking the dishes back to the kitchen for cleaning. Clean dishes are brought down daily.

## **Key Worker**

Each key worker is responsible for their group. They support the children to wash their hand before and after lunch. They serve the children their food and sit with their group encouraging social experience and promoting positive behaviour.

## **Support Staff & EEL**

These staff are responsible for setting up and putting away tables and chairs. They support the giving out of lunches and the clearing away afterwards.

Tables and the floor within the play room are cleaned by staff within each area/bubble. All staff wear appropriate PPE, this includes aprons and gloves. Face coverings are worn where appropriate.

\*Refer to St Bartholomew's Nursery Class Lunchtime Routine Document.

## **Toileting**

We will follow appropriate guidance on the use of appropriate PPE where necessary, e.g. to assist a child with a toileting accident/intimate care dealing with a sick child. Staff will support and encourage independence in toileting routines and good hand hygiene. Toilets are cleaned daily by cleaners.

## **Nappy and Changing Facilities**

Each room has its own changing facility.

Each child has their own box with their own nappies in it, it has their name on the front of it. Before changing nappy please make sure the changing area is clean and you have nappy sack, wipes and clean nappy to hand. Staff should wear apron, gloves and a mask while changing a child. Once the dirty nappy is off and the child is clean put dirty nappy and wipes in nappy sack and straight in to the nappy bin take off gloves and put them in PPE bin before touching and putting on clean nappy. If the child has cream to put on put on a clean pair of gloves before doing this and dispose of the in PPE bin. Once clean nappy is on child, both the child and staff member should wash their hands. All PPE should be deposited in PPE bin. Clean the changing area after every child. Children should never be left alone on changing area, staff should have at least one hand on the child at all times during changing.

**NB.** If parent requested cream then it has to be prescribed by a doctor and relevant paperwork has to be completed.

## **Changing a wet/soiled child**

Before changing a child staff should have on apron, gloves and mask and have the child's change of clothes ready, and bag from any dirty or wet clothes. Staff should take off wet/dirty clothes and clean the child. Before putting on clean clothes staff member should

take of gloves and dispose of them in PPE bin. Once child has on clean clothes child and staff member should wash their hands. Staff member should then clean area.

## **Indoor Play Experiences**

Maintaining the children making choices and leading their own learning, staff have re structured the play room into designated areas for each bubble of children and staff. Learning experienced backdrop plans are in place and staff select appropriate resources for each area. Although these resources are limited they have been carefully chosen to support learning. Cleaning of area and resources is in place. Resources are regularly changed, cleaned and left for appropriate period of time before being returned to storage or play room. Routines and structures are in place.

## **Outdoor Play Experiences**

St Bartholomew's Nursery Class will be maximizing the potential for outdoor learning and play opportunities. Evidence suggests that outdoor environments can limit transmission, as well as more easily allowing for appropriate social distancing between children and staff.

Children will spend as much time as possible outdoors. Each child and adult have their own outdoor clothing and these are cleaned regularly by Staff. The outdoor area is organised so that each bubble has its own designated area and staff resource each area appropriately for each group of children. Cleaning rota includes the cleaning of outdoor resources and touch points.

## **Safeguarding**

All planned activities should be risk assessed, considering current circumstances, and assessing how practice may need to be adapted. It is important for children to feel secure and receive warmth and physical contact that is appropriate to their needs, in particular when they receive personal care, need comforting or reassurance.

## **Attendance**

Normal practice of completing daily registers will be maintained by staff, children and visitors in each session to facilitate contact tracing in the event of an episode of infection. Registers are held on an iPad and emailed to the office for online completion. Track and trace folder records all visitor details.

## **Outside Agencies, Visitors and Meetings**

St Bartholomew's Nursery Class have limited visits from outside agencies and visitors during the pandemic. Meetings are encouraged to take place virtually through teams or WebEx. If there is a need to attend in person an appropriate appointment time will be made. Visitors are asked to adhere closely to the given time. They are asked to complete a details questionnaire and contact details. All visitors are asked to wear a mask and clean/ sanitise their hands. Visitors are encouraged not to touch surfaces where possible. They are asked to attend on their own if possible and to adhere to the 2 metre social distancing rules.

## **Children and staff who are vulnerable in relation to COVID-19**

Staff and parents should continue to seek the latest information in relation to those considered to be vulnerable or clinically extremely vulnerable available at;

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-guidance-clinically-extremely-vulnerable-and-vulnerable-people>

Definitions of the vulnerable and clinically extremely vulnerable categories are available at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-definitions-clinically-extremely-vulnerable-and-vulnerable>.

Where clinically vulnerable individuals are attending, dynamic risk assessments should be carried out in partnership with parents and arrangements should be made to enable appropriate physical distancing wherever possible.

Staff who are vulnerable should have an individual risk assessment carried out.

All risk assessments will be updated regularly linked to guidance.

## **Staff**

All staff are responsible for making themselves aware of and following all the guidance and procedure put in place within the workplace. Staff need to continue to keep updated with any changes in guidance and procedures. Generic Risk Assessment should be adhered to at all times. Personal items should be kept to a minimum and cleaned regularly. Equipment which is shared e.g. phones and laptops should be sanitised before and after use. Shared space e.g. lunch area should be cleaned before and after use.

## **Students**

Where students are in place within the nursery they will attend for a block of time. Students are responsible for making themselves aware of and following all the guidance and procedure put in place within the workplace. They need to continue to keep updated with any changes in guidance and procedures. Generic Risk Assessment should be adhered to at all times. Personal items should be kept to a minimum and cleaned regularly. Equipment which is shared e.g. phones and laptops should be sanitised before and after use. Shared space e.g. lunch area should be cleaned before and after use.

## **Communication**

St Bartholomew's Nursery will provide regular, timely and clear communication with parents. Clear two-way communication with parents regarding the measures being taken will ensure the safety of the children and everyone's wellbeing. All contact details information for each family is up to date. Group call is used to send out important communications with parents and staff use phone calls regularly. Twitter and the nursery blog are used as online communications.

Parents and carers can communicate with key workers when they drop off and pick up their child, this face to face communication takes place outside. Staff are careful to ensure confidentiality.

St Bartholomew's Nursery have set up glow log in details and teams have been used to set up a communication platform for both rooms. Parents were contacted by phone and

supported to set up teams at home for their children. Teams are used to share learning with parents and parents have engaged with the use of teams. Learning journals have been set up to share each child's learning with home and will go live in term 3.

## **Settling In**

The Transition/settling in policy has been reviewed in light of the pandemic and changes have been made where necessary.

### **June 2020**

- Pre-school children ready to start school in August 2020 – pupil reports sent out to parents
- Key worker delivered learning folder and gift to child's home – socially distant
- Information for children going to school – phone calls to new school & email of information where possible, if not possible key worker delivered information completing GDPR forms.
- Children going into Primary 1 St Bartholomew's – Key worker meets with class teacher for transition (socially distant)
- Pre-school visit – key worker – (friendly face) – is present as the child and parent come for visit into primary 1.

### **August 2020**

- Returner children – information on returning sent out to parents – email and letter
- Phone call to parents before return date
- Video of environment on twitter for children and families
- Information on twitter and blog
- Staggered entry and exit times to help children return safely
- Met at the door by a friendly face
- Settling process tailored for each child to meet the needs of child and family
- Children transition from sunshine room to rainbow room – information passed on and socially distant meeting to pass on information
- Children moving to other establishments – information passed on as above
- New children coming into Sunshine Room – 1 to 1 meeting on first day with parent (socially distant and all procedure in place) – lead completed paperwork and started to build relationship with parent/family
- Settling process for new children tailored for each child to meet the needs of child and family



## **PPE Equipment**

PPE is readily available within all areas of the nursery. PPE can be used by staff at any time. It has to be used when changing children, serving lunch or snack and when cleaning within the nursery. Boxes are located in each area and are regularly stocked. Joanne McKibbin is responsible for ordering the supplies and putting the stock away in the PPE cupboard. Joanne is responsible for replenishing the boxes linked to the Sunshine Room. Lynn Kelly is responsible for replenishing the boxes linked to the Rainbow Room. Staff have access to the employee PPE guide which is also displayed in the nursery. A bin has been identified for the disposal of the PPE.

## **Symptoms Procedures**

Children should not attend if they have symptoms or are self-isolating due to symptoms in their household.

Up-to-date email addresses and home, work, and mobile phone numbers of parents and guardians of children are at hand so we can reach parents/carers at all times.

Children should stay at home if they are sick, have been in contact with someone who has tested positive for Covid-19, or if someone in the household has symptoms (loss of taste or smell, cough, fever of 37.8 or higher, shortness of breath);

We ask parents/carers to contact the nursery if they, their child or any other family member with whom they live or have had contact has tested positive for COVID-19.

Children, parents, carers or any visitors are not to visit the setting if they are displaying any symptoms of coronavirus (COVID-19).

If a child starts showing symptoms of Covid-19 while at nursery, they should be collected as soon as possible by a parent/carer.

Children will await collection with adult supervision (adult MUST wear full PPE) in a separate designated room. Appropriate adult supervision guidelines will be adhered to and adult will try to maintain a 2-meter distance however it may not be possible to maintain this.

A window will be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet opposite, the toilets will be cleaned and disinfected before being used by anyone else. The isolation room will be closed until it has been thoroughly cleaned by cleaning staff.

## **Reporting Procedures**

St Bartholomew's nursery Class will follow the up to date documentation from North Lanarkshire council – Guidance and Procedures for Confirmed Positive Cases in NL schools and nurseries.

This will include contacting North Lanarkshire council, the process to notify Public Health and Care Inspectorate. We will follow the up to date guidance on identification of close contacts and isolation period. The office staff will be responsible for the initial welfare call and the nursery staff will follow up with each family/staff member after that.

## **Deep Clean**

St Bartholomew's Nursery will follow the up to date guidance in reporting the need for a deep clean within the nursery. This is the responsibility of the management of the nursery.

The areas will not be used by the nursery until a deep clean has been carried out. Resources will be removed and put into isolation after the clean as an additional precaution.

## **Lateral Flow Testing**

Staff within St Bartholomew's nursery have the opportunity to opt to carry out twice weekly lateral flow testing during their working week. This is on a voluntary basis. If they carry out the testing it is on the understanding that they register the results to the NHS.

## **Training of staff**

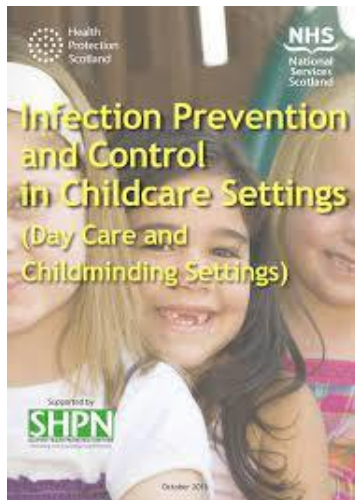
All staff within the nursery have completed the COVID – 19 courses linked to Turas NHS Learn.

Courses covered: COVID-19; helping you in your role: protecting your workplace (unit C) and COVID-19; helping you in your role: Self -protection (unit A)

Signed: *Martina Macintyre*

Reviewed: March 2021

## Reference documentation:



NLC PPE Guidance

Updated NL Guidance for opening schools

Guidance and Procedures for Confirmed Positive Cases in NL schools and nurseries.

Up to date Risk Assessments

**Additional Nursery Documents:**



## **St Bartholomew's Nursery Class Lunchtime Routine**

Due to the pandemic children no longer have the opportunity to independently serve themselves meals since August 2020. Protocols continue to remain in place for children with food allergies and all staff should be made aware of these allergies.

### **Aim**

- All staff aware of their role and responsibilities during loving lunches.
- For loving lunches to continue to remain a happy and social experience for all children and staff.

### **All staff are responsible for their own PPE.**

**Catering staff:** Bring lunch down from kitchen. Serve main course onto children's plates. They will wash tables and sweep up after lunch is over in the corridor only as they cannot cross bubbles. They will take dishes (plates, cups and cutlery) back up to the kitchen where they will be washed and kept in the kitchen. Clean dishes (plates, cups and cutlery) are brought down daily.

**Keyworkers:** Each keyworker will gather their group of children together so that support staff and EEL set up tables and chairs for lunches. Children monitored by staff to wash their hands before and after lunch with soap and water for 20 seconds with the Green Group washing their groups hands in the snack area. The Blue Group and Yellow Group will take turns to wash their children's hand in the children's bathroom. Staff are responsible for promoting good hand-hygiene where they support children to wash their hands carefully. Keyworkers offer and give out vegetables to children. They sit with their group to ensure that lunchtime is a social experience and that they also continue to promote positive behaviour. After lunch is finished the keyworker is responsible for taking their group to wash their hands as before following the same hand hygiene procedure as before.

**Support staff and EEL:** Support staff and EEL are responsible for setting up the tables and chairs for lunches. They carry through 4 tables from the buggy park and set up two tables on the vinyl and two tables out with the carpeted area. As per NLC guidance **all staff** wear masks as they are passing each other in the corridor whenever setting up and giving out lunches. Support staff and EEL are responsible for giving out lunches to children along with cutlery and a drink – choice of milk or water. They also carry round lunches to the Sunshine Room and leave them outside on the tables for staff to take in and dish out to children. Support staff and EEL are responsible for clearing away all dishes (plates, cutlery and cups). These are placed onto the trolley for catering staff to take back up to kitchen. Support staff and EEL are responsible for cleaning tables in the playroom and also for ensuring that they

collect dishes from the Sunshine Room which are placed on the Catering staff trolley for washing.



## ST BARTHOLOMEW'S PRIMARY SCHOOL

### **Nappy Changing**

Each child has their own box with their own nappies in it, it has their name on the front of it.

Before changing nappy please make sure the changing area is clean and you have nappy sack, wipes and clean nappy to hand.

Staff should wear apron, gloves and a mask while changing a child.

Once the dirty nappy is off and the child is clean put dirty nappy and wipes in nappy sack and straight in to the nappy bin take off gloves and put them in PPE bin before touching and putting on clean nappy. If the child has cream to put on put on a clean pair of gloves before doing this and dispose of the in PPE bin. Once clean nappy is on child, both the child and staff member should wash their hands.

All PPE should be disposed of in PPE bin.

Clean the changing area after every child.

Children should never be left alone on changing area, staff should have at least one hand on the child at all times during changing.

**NB.** If parent requested cream then it has to be prescribed by a doctor and relevant paperwork has to be completed.



## ST BARTHOLOMEW'S PRIMARY SCHOOL

### **Changing a wet/soiled child**

Before changing a child staff should have put apron, gloves and mask on and have the child's change of clothes ready, and bag from any dirty or wet clothes.

Staff should take of wet/dirty clothes and clean the child. Before putting on clean clothes staff member should take of gloves and dispose of them in PPE bin.

Once child has on clean clothes child and staff member should wash their hands.

Staff member should then clean area.

**Transition Review** Due to COVID-19 the transition arrangements within the Nursery have been reviewed and updated. They are as follows:

#### **June 2020**

- Pre-school children ready to start school in August 2020 – pupil reports sent out to parents
- Key worker delivered learning folder and gift to child's home – socially distant
- Information for children going to school – phone calls to new school & email of information where possible, if not possible key worker delivered information completing GDPR forms.
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