



Manor Twiglets Nursery Ltd

Cleaning & Hygiene Procedures to Prevent Covid-19

Jill Bray (Childcare Manager) is responsible for the overall Health and Safety of Manor Twiglets Nursery and she is competent to carry out these responsibilities. Jill Bray has carried out Level 2 Health and Safety training on 21/10/2019. Jill Bray is also the Health and Safety Officer and is overall responsible for risk assessing the nursery with the guidance and support of the deputy Laura Ceylan.

All practitioners that were working at this time have completed the Level 2 Health and Safety certificate on 21/10/2019 and are all competent in being able to risk assess and keep all children safe. Before the 1st June 2020 all practitioners that work at Manor Twiglets Nursery will have completed the following courses, these are titled:

1. COSHH awareness for employees (Citation)
2. Social Distancing Covid-19 (Citation)
3. Hand Hygiene (Citation)
4. RIDDOR (Citation)
5. Infection prevention and control in the Early Years setting (Educare)
6. Preventing Covid-19 (Virtual College)

Manor Twiglets Nursery follows the Statutory Guidance for the Early Years Foundation Stage 2017 for all Health and safety standards in relation to the Early Years sector.

Cleaning and hygiene at Manor Twiglets Nursery is an important part of the daily routine of practitioners and children before, during and after each session that the children attend.

There are important actions that the children and the parents/carers of Manor Twiglets Nursery can take during the Coronavirus pandemic (Covid-19) to help prevent the spread of the virus.

Manor Twiglets Nursery will do their best to prevent the spread of Coronavirus (Covid-19) This involves preventing and dealing with direct transmission of the virus (being in close contact with those sneezing and coughing) and indirect transmission of the virus (via touching contaminated surfaces). We will implement a range of approaches and actions that will prevent this.

These are seen as a hierarchy of controls that, when implemented, create a safer system, where the risk of transmission of infection is substantially reduced.

These include:

1. Ensuring that sufficient handwashing facilities are available. At Manor Twiglets Nursery we have 2 areas for handwashing, one area has 4 sinks and the other has a trough sink. Where handwashing facilities are not available we will provide hand sanitiser and these will be stationed with each group and in 4 areas around the nursery.
2. The Surfaces that the children and practitioners touch will be cleaned, for example all the toys, books, resources, tables, chairs etc. The resource boxes will be thoroughly cleaned before and after each use. The doors, door handles, sinks, toilets, light switches will be cleaned much more regularly than normal. After every session, the area will once again be cleaned in readiness for the next group of children in attendance at the setting.
3. We will ensure that all staff and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly.

4. Children will clean their hands, on arrival at the setting, before and after eating, going to the toilet and after sneezing or coughing.
5. Children will be encouraged not to touch their mouth, eyes and nose and if they do, they will be requested to wash their hands.
6. Children will be encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (“catch it, bin it, kill it”), then wash their hands immediately.
7. Help will be available for children who have trouble cleaning their hands independently.
8. Manor Twiglets Nursery Ltd will consider how to encourage the children to learn and practise these habits through games, songs and repetition.
9. Staff will ensure that bins for tissues are emptied throughout the day, double bagging the tissues and discarding them in the sanganic nappy wrapper facility. The bins at Manor Twiglets will be foot pedalled, so that children and adults do not need to touch them with their hands.
10. Staff will ensure that where possible, all spaces will be well ventilated using natural ventilation (opening windows).
11. Staff will try, where safe to do so (bearing in mind fire safety and safeguarding), keep doors open, to limit use of door handles and aid ventilation in the setting.
12. Parents/carers will be encouraged to wash their child’s clothes following a session at Manor Twiglets Nursery Ltd.

If a child develops Coronavirus (Covid-19) symptoms, whilst being at Manor Twiglets Nursery Ltd, they will be sent home immediately and advised to follow the “staying at home guidance” <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

At Manor Twiglets Nursery Ltd, the following procedures will be adhered to if a child develops Coronavirus (Covid-19) symptoms:

1. The child awaiting collection by their parent/carer will be separated from the other children, if possible, to a room where they can be isolated behind a closed door, with a staff member who will be required to wear PPE (gloves, apron and a mask, if it is not possible to keep 2 m away, for example a child a very young child or a child with complex needs). The window will be opened for ventilation. If it is not possible to isolate the child, they will be moved to an area which is at least 2 metres away from other children and staff.
2. If the child needs to go to the bathroom whilst waiting to be collected by their parent/carer, they will use a separate toilet area, if possible. The toilet will be cleaned and disinfected thoroughly using appropriate cleaning products as suggested by the Public Health, England before being used by anyone else.
3. In an emergency, we will call 999 if the child is seriously ill or injured or their life is at risk.

4. The member of staff who has helped a child who was taken unwell with Coronavirus (Covid-19) symptoms, does not need to go home unless they develop symptoms themselves. They will be encouraged to wash their hands thoroughly for 20 seconds after any contact with the child showing Coronavirus (Covid-19) symptoms.
5. The area will be cleaned thoroughly after the child has left the setting, to reduce the risk of passing the infection on to other children and staff.

If the child develops symptoms compatible with Coronavirus (Covid-19), they will be advised to self-isolate for 7 days. Family members in their household will be advised to self-isolate for 14 days. All children and staff who are attending Manor Twiglets Nursery Ltd will have access to a test if they display symptoms of Coronavirus (Covid-19) and are encouraged to get tested in this scenario. This can be done by calling 111 and asking for a Covid-19 test.

If the child tests negative, they can return to Manor Twiglets Nursery Ltd and family members from their household can end their self-isolation.

Where a child or staff member tests positive, the rest of the children or staff member in the group will be sent home and advised to self-isolate for 14 days. Other household members of that wider group will not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

Personal Protective Equipment (PPE)

At Manor Twiglets Nursery Ltd, the minimum PPE will be worn for cleaning an area where a child with possible or confirmed Coronavirus (Covid-19). This will include disposable gloves and an disposable apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If the risk assessment of Manor Twiglets Nursery indicates that a higher level of Coronavirus (Covid-19) may be present or there is visible contamination with body fluids, then the need for additional PPE to protect the staff member's eyes, mouth and nose will be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Manor Twiglets staff will be trained in the correct use of a surgical mask, to protect them against other children's/adults potentially infectious respiratory droplets when within 2 metres. The mask use and supply of masks would need to be equivalent to that used in healthcare environments. Masks are not currently recommended to be worn in the Nursery environment, unless a child is showing symptoms of Covid-19 and the staff member cannot be 2m away.

Cleaning and Disinfecting – when a symptomatic individual has been in

Manor Twiglets staff will clean all areas where a symptomatic individual has passed through and spent minimal time in, for example corridors, but which are not visibly contaminated with bodily fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic child/adult has come in contact with, must be cleaned and disinfected, these include:

- objects which are visibly contaminated with bodily fluids.
- all potentially contaminated high-contact areas and items such as bathrooms, door handles, telephones, computers, toys and equipment etc.

Manor Twiglets Nursery staff will use disposable cloths, paper roll and use disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings with either the following Public Health recommended solutions, remembering and referring to COSHH regulations:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- a household detergent followed by disinfection (1000 ppm av.cl.). Manufacturer's instructions must be followed for dilution, application and contact times for all detergents and disinfectants
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.

Manor Twiglets staff will avoid creating splashes and spray when cleaning, all children should be away from the area when using these chemicals.

Manor Twiglets staff will ensure that all cloths and mop heads used to clean up areas that may have been contaminated must be disposed of and should be put into waste bags as outlined below.

Manor Twiglets staff will be aware that when items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used to eradicate the virus.

Manor Twiglets staff will be aware that any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Regular Cleaning of areas and Resources used during a Session

There will be a total of 10 resource boxes that will be filled up with toys and equipment for the children to play with and use during their sessions at the nursery. For example farm animals, threading, duplo/lego, numicon, puzzles, games, loose parts, block play etc. The items in these boxes will be able to be washed and/or sterilised easily. The items in these boxes will need to be washed before and after each use. All items will need to be sterilised after the session and follow the instructions on the sterilising tablets/solution packet. This will be done by each staff member that has had the box for their group session. A separate Sterilising toys and equipment policy should be read for guidance.

Each area in which the children are based in and have had access to, will be cleaned thoroughly before and after each use of the area. Using products that are effective in cleaning enveloped viruses.

Outside toys such as bikes, balls, bats, hoops and cars will be cleaned after each child has used it. This should be done by using the products effective in cleaning the enveloped viruses.

Cleaning of cooking equipment used for snacks and lunch

Manor Twiglets Nursery staff will continue to wash and clean all crockery used by the children and the adults in the setting following our food hygiene policy. The items will be washed using anti-bacterial washing up liquid in warm/hot water. Then all items will be placed in the steriliser for the duration of time specified on the sterilising solution packet.

Cups that are used throughout the sessions will be cleaned in between each use. Children should not share their cups or drinks bottles. Practitioners should encourage the children to drink lots of fluid (Milk or water) at various points in the day, with the cup and then once it has been finished, take to the kitchen for it to be washed. This is to ensure the spread of any viruses are limited.

Laundry

Manor Twiglets staff will wash items in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Manor Twiglets staff are advised not to shake dirty laundry, minimising the possibility of dispersing the virus through the air.

Manor Twiglets staff will clean and disinfect anything used for transporting laundry with our usual products, in line with the cleaning guidance above. It is suggested that the dirty laundry is transported in a disposable bag and then thrown away afterwards.

Manor Twiglets Staff will bag up and seal any dirty laundry ready for transport to a washing facility. PPE (gloves and Aprons) will be used while doing this. PPE should then be disposed of appropriately.

Waste

Manor Twiglets staff will dispose of all waste from the possible cases of Covid-19 and the waste from cleaning the areas where there has been possible cases using it (this includes gloves, aprons, disposable cloths, paper roll and tissues) following the procedures below:

1. All waste will be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It will then be put in a suitable and secure place and marked clearly for storage until the individual's test results are known.

Waste should be stored safely and kept away from children in the setting. Staff will not put the waste in the black refuse bins until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, the waste can be put in with the normal refuse bins.
- if the individual tests positive, then the waste will be stored for at least 72 hours and then put in the normal refuse bin.

If Manor Twiglets are unable to store the waste for at least 72 hours, arrangements will be made to collect contaminated Category B Infectious Waste by the Local Waste Collection Authority.

This policy should be read in conjunction with policies on:

- Managing children with allergies, or who are sick or are infectious
- Food Hygiene Policy
- Sterilising Toys and Equipment
- Corona Virus Policy
- Handwashing Policy

Legislations:

Statutory Framework for the Early Years Foundation Stage April 2017 (pg 2)
<https://www.foundationyears.org.uk/files/2012/03/Development-Matters>

Covid-19: Cleaning in non-healthcare settings
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Coronavirus (Covid-19): Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Actions for educational and childcare settings to prepare for wider opening from 1st June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Actions for Early years and childcare providers during the Coronavirus outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

This Policy was implemented on 21st May 2020

Date of review: As and when new Legislations and updates become available

Signed on Behalf of the Directors:

Name of signatory: Mrs FJ Bray

Role of Signatory: Childcare Manager