

		Level 1 Normal Operational Practices	Level 2 Additional Operational Practices	Level 3 Additional Operational Practices	Level 4 Additional Operational Practices
		0-2 Covid-19 cases reported within the last 10 working days	Escalate to Level 2 when: 3-5 Covid-19 cases reported within the last 10 working days	Escalate to Level 3 when: 6+ Covid-19 cases reported within the last 10 working days	Escalate to Level 4 when: Local outbreaks of Covid-19 cases are reported
CHILDREN	Attendance	Only children who are symptom free or have completed the required isolation period should attend the setting	Happy Days will risk assess for returning children.	Nursery sessions will finish 15 minutes early, in the afternoon, to allow for extra cleaning before the After Schools Club starts	
		Any child who has either tested positive for Covid-19 or has shown symptoms will be required to show evidence of a negative test result prior to returning to Happy Days			
	Arrival / departure	Children will be handed over to a member of staff upon arrival and will use anti bacterial gel on their hands before entering the building.		Children's temperature will be taken upon entering the building. If temperature reads 38 degrees	
		At the end of the day parents of After School Club children will wait outside for their child to be brought to them.			
		At the end of the day parents collecting Nursery children will be invited in to the building to collect their child and will leave via the one way system in place.	Parents are asked to stand socially distanced, outside the building, and their children will be brought out to them		
	Physical distancing / grouping	Nursery children are organised into Stars & Sunbeams and Twinkles.			
		After School children are split into Year Groups but are able to mix during the session.		After School children are split into Year Groups bubbles and there will be no mixing during the session.	Specific year groups may be sent home to self isolate, in line with local authority guidance. Any children sent home in these circumstances should not return with parents to collect siblings
			The use of communal internal spaces will be restricted as much as possible.	The use of communal internal spaces will be restricted	
			Activities planned will encourage social distancing wherever possible.	Activities planned will encourage social distancing wherever possible and more activities will be encouraged outside	
	Wellbeing and education	Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe, including regular handwashing and sneezing into a tissue or arm.			
		Whilst we will not be drawing attention to the pandemic, children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time			
STAFF	Attendance	Staff should only attend Happy Days if they are symptom free, have completed the required isolation period or achieved a negative test result.	Happy Days will risk assess for returning staff.	Staff will be restricted to working at one setting	
	Arrival / departure	A one way system will be in place for Nursery parents collecting at the end of the Nursery session.	All staff to wash hands at the hand washing stations positioned outside of the building, before entering the building.		
		Staff to wear face masks at their discretion	The member of who unlocks the building, in the morning, must ensure that they clean, using an anti bacterial wipe, any surface that they touch prior to washing their hands.		
	Physical distancing / grouping		Wherever possible staff will remain with the group of children they are allocated.	Staff will wear PPE, including visor, if they are in close contact with children	
			Social distancing must be maintained at all times. Staff lunch break will be staggered to try to accommodate this.		
			Staff members will avoid physical contact with each other including handshakes, hugs etc		
	Training	All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating	All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating	All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating	All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating

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PARENTS	Physical distancing / grouping	Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.			
				Only 1 parent per family should drop off and pick up their child/ren	
		Parents will use their discretion to wear face masks when collecting from inside the Happy Days building	Parents of existing Nursery children will not be allowed to enter the Happy Days building unless for extenuating circumstances that have already been agreed prior to arrival.		
		Hand sanitizer will be provided for use before entering the building.	Parents will be asked to wait, socially distanced, outside of the building at the end of the day until their child is brought out to them.		
		Parents are asked to follow the one-way system when arriving.			
	Communication	Parents will receive clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.	Parents will receive clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.	Parents will receive clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.	Parents will receive clear communication regarding the role they play in the safe operating procedures and all measures being taken to ensure the safety of their children and themselves.
VISITORS	Visits	Visitors are asked to sign a covid-19 agreement upon arrival and use hand sanitizer	Visitors will asked to wash their hands before entering the building and to wear face coverings at all times inside the building.	Visitors will not be permitted into the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these will be made outside of the usual nursery operating hours where possible.	
TRAVEL	Travel associated with setting operarions		Wherever possible staff should travel to nursery alone	There will be no travel between settings	

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HYGIENE, HEALTH & SAFETY	Handwashing		All children and staff must wash their hands upon arrival at the nursery.			
			Children and staff will be encouraged to wash their hands frequently.			
	Cleaning	External cleaning company currently cleans and sanitises at the end of each day	Additional cleaning by staff will be implemented that includes furniture, surfaces and children's toys, equipment, toilets and touch points	Toys are for the use of specific groups of children and will be quarantined for 72hrs before weing used by other year groups.		
				Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly.		
	Waste Disposal	All waste is disposed of in a hygienic and safe manner.				
		Tissues will be disposed of immediately.				
	Laundry		All items within the setting requiring laundering must be washed at 60 degrees.			
				Staff will be asked to wear clean uniform each day.		
	Risk Assessment		All activity will be risk assessed and due consideration given to any adaptations to usual practice.			
				All experiences involving materials which are not easily washable, such as malleable materials will be suspended.		
			The sharing of food and utensils will be suspended.			
	PPE	PPE (aprons & gloves) should continue to be worn as normal for nappy changing, intimate care, administration of first aid and if a child is showing symptoms of Covid-19 and are being isolated with a member of staff	Staff will additionally wear face coverings for consoling children and intimate care			
PREMISES	Building	Appropriate Health and Safety checks have been conducted prior to reopening including legionnaires checks				
			Windows will be kept open where possible to ensure ventilation			
	Resources		Children will not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be cleaned upon arrival.	Children will not be permitted to bring items from home into the setting under any circumstances.		
			All resources required for play and learning experiences of children will be regularly washed and/or sterilised.	Resources are for the use of specific groups of children and will be quarantined for 72hrs before weing used by other year groups.		
				Equipment used by staff such as stationary, should be allocated to individual staff members where possible and cleaned regularly.		