



Schools and Early Years Providers open to all children with enhanced safety measures

Stage 2

Early Years Providers STAGE 2 REQUIREMENTS

Version and date	Update	Page
V1.1 – 2 March 2021	<ul style="list-style-type: none"> Public Health have advised that a child cannot attend more than TWO different childcare settings. This is in order to support working parents and the risk is considered low due to the bubbles and enhanced measures in place. This is a change to previous requirements where a child could only attend one provider. This is a significant change to requirements as childminders will now be able to pick up and collect at ONE other provider e.g. one school pick up and drop off. Confirmation that Providers must complete a personalized Risk Assessment and not the example included in the appendices Updates to FAQs to answer more questions 	<p>P41, P46</p> <p>P1</p> <p>P39 onwards</p>
V1.2 – 5 March 2021	<ul style="list-style-type: none"> Confirmation that Le Rondin School & Centre is closed to everyone except school staff and pupils. Providers should contact the SEYT via email if they need to Confirmation that providers should keep a record of all adults and children with signing in and out times to pass on to the contact tracing team if necessary Confirmation that Business support will be looking to support businesses in Stage 2 where businesses continue to be materially impacted Confirmation all training has been cancelled and will be rescheduled in due course Confirmation the staff testing programme is voluntary 	<p>P2</p> <p>P8</p> <p>P12</p> <p>P12</p> <p>P11</p>

Providers cannot reopen until a Benefit Risk Assessment Check List (Appendix 1 & 2) and COVID Risk Assessment (Appendix 4 & 5) has been agreed with the SEYT to ensure it is safe and they can demonstrate they can ensure the children and staff can operate safely meeting the PH guidelines in liaison with the SEYT Team. The Risk Assessment must be completed by you and not left blank. Providers cannot submit the example risk assessment, please ensure the risk assessment provided fits in with your own provision and processes. The second column should be personalised to your own provision, there may be minimal changes to the example provided. The third column must include the RAG rating – Red, Amber, Green and make sure the level of risk you believe each potential risk to have is completed. This column cannot be left blank, it will be returned to you to complete if you send it through incomplete. Please ensure you put your name or Settings name on the top of each documents.

Those Providers who have remained open will provide a Benefit Risk Assessment Check List and COVID risk assessment for Stage 2 planning to welcome all their children back in liaison with the SEYT Team.

Early Years Officers will complete a site visit of all Preschools & Day Nurseries to ensure compliance. Childminders will liaise with Early Years Inspectors to ensure compliance.

Please note Le Rondin School & Centre is closed to everyone except the school staff and children. The offices, meeting and training rooms are closed. Please do not come to Le Rondin you will not be able to enter the building, the SEYT are continuing to work from home where possible. If you need a member of the team please contact them via email.

Public Health Advice on COVID-19 for staff, families & others

Stay home if you are unwell

- Ensure staff and students with any flu-like symptoms do not attend your provision, by making this information clear and available to all. The symptoms to be aware of are included below. For clarity, whenever symptoms are referred to in this document, it is this list which should be referenced:
 - Fever (high temperature, rigors, chills, can't get warm)
 - Dry cough (continuous new cough)
 - Difficulty breathing, shortness of breath, chest tightness
 - Sore throat
 - New muscle aches and pains for no obvious reason
 - Tiredness, new and severe fatigue (recent onset)
 - Headache (sinus pain, pain around eyes)
 - Conjunctivitis (itchy, watery, painful or pink eye(s))
 - Loss of taste or smell
 - Diarrhoea
 - Vomiting
 - Children and over 80s – loose stool, mild fever, not themselves with a cough presenting later

- A rash on skin or discolouration of fingers or toes (seek urgent medical advice)
- Chest pain or pressure, shortness of breath, chest tightness (phone emergency services 999)
- Loss of speech or movement (phone emergency services 999)
- Symptomatic individuals should isolate on their own until they have received the results of their COVID-19 test. Young children will require a parent or carer to isolate with them. The rest of the household can carry on their activities as normal, assuming they have no contact with the symptomatic individual or parent/carers isolating with the child.
- Anyone developing symptoms at your provision should be sent home immediately. Asymptomatic siblings of a symptomatic child do not need to be sent home.

Symptoms

Symptoms	Isolate the child and contact parents/carers to collect child as soon as possible	Parents/carers to contact the Helpline	Seek urgent medical advice, call 999
Fever > 38°C (high temperature, rigors, chills, can't get warm)	✓	✓	
Dry cough (continuous new cough)	✓	✓	
Difficulty breathing, shortness of breath, chest tightness	✓	✓	
Loss of taste or smell	✓	✓	
Runny nose	*	*	
Sore throat	✓	✓	
New muscle aches and pains for no obvious reason	✓	✓	
Tiredness, new and severe fatigue (recent onset)	✓	✓	
Unusual headache (sinus pain, pain around eyes)	✓	✓	
Diarrhoea	✓	✓	
Vomiting	✓	✓	
Conjunctivitis (itchy, watery, painful or pink eye(s))	✓	✓	
Children and over 80s – loose stool, mild fever, not themselves with a cough presenting later	✓	✓	
A rash on skin or discolouration of fingers or toes (seek urgent medical advice *only if this is present alongside other symptoms)	✓	✓	✓*
Chest pain or pressure, shortness of breath, chest tightness (phone emergency services 999)	✓	X	✓
Loss of speech or movement (phone emergency services 999)	✓	X	✓

*Children, irrespective of their age, presenting with a runny nose and no other symptoms, please phone parents/carers as soon as possible and assess:

- Contact with a diagnosed case of COVID-19 in the past 14 days
- Household members presenting any of the symptoms listed above

- History of travel – individual or any household member – in the past 14 days
(Acknowledging this is unlikely during a period of lockdown)

*If a positive answer is given to any for the 3 questions, child must be sent home and parent/carer requested to contact the helpline.

- A child or staff member who is symptomatic but has had a negative test should not return to your provision until all symptoms have cleared. This is to stop the spread of other bacteria and infection. More information about symptoms is available at the following link <https://COVID19.gov.gg/guidance/symptoms>
- During the January 2021 lockdown, Public Health have emphasised that everyone is treated individually and, therefore, people may receive differing advice in respect of self-isolation requirements, based on their very specific circumstances. For this reason it is important that staff teams refrain from speculating and adapting individualised Public Health advice. Please ensure that your staff appreciate the need for us all to follow the specific advice given to each person closely.
- To support our understanding, Public Health have clarified the key points below:
 - Anyone who starts to experience any symptoms no matter how mild, must self-isolate immediately and call the clinical hotline on 01481 756938 or 01481 756969 so a test can be arranged. You must self-isolate until these symptoms are gone and can stop isolating once you have been tested for COVID-19 and the result of that test was negative.
 - Contacts of a confirmed case must self—isolate for 14 days, irrespective of receiving a negative test result.
 - If a member of staff is isolating with their family, the contact will be tested on day 13 and the whole family can leave self-isolation when the contact receives the result of a negative swab.
 - Individuals who have been swabbed as part of a wider cohort can leave isolation upon receipt of a negative swab.
 - If an individual receives a negative swab from a wider cohort test but is confident they are a close contact of a case, i.e. they work with the case and have worked in very close proximity (under 2 metres) to them since they became symptomatic, they should stay in isolation and the Public Health Contact Tracing Team will be in touch with them as soon as possible. (Please note that this only applies to adults as children will find it difficult to determine if they are a close contact).
- Enable good hygienic practices with the promotion of, for example, frequent hand washing and respiratory hygiene (catch it, bin it, kill it);

Crucially, settings should ensure staff and children with symptoms do not attend your provision, by making this information clear and available to all. Providers should help to reinforce this message in their communications to make sure parents understand this.

- Shielded and clinically vulnerable people are those considered to be at a higher risk of severe illness from coronavirus. During this stage they should not attend any educational settings.
- Staff with serious underlying health conditions should rigorously follow guidance for the clinically vulnerable. Staff with other conditions that mean they are at increased risk of serious illness should work from home. It is important that leaders continue to support

staff to understand how best to manage their health conditions in periods of adjustment due to an outbreak of coronavirus.

- If anyone becomes unwell with any symptoms they should not attend the setting. If they develop any of these symptoms whilst at the setting, they must be sent home and advised to phone the Coronavirus helpline on 01481 756938 & 01481 756969, for advice & guidance and to follow the COVID-19 Guidance available at <https://COVID19.gov.gg/support/protect>
- If a child is awaiting collection, they should be moved away from all other children with a practitioner for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. And inform the parents that an expedient collection is required.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
If they need clinical advice, they (or the practitioner, parent or guardian) should go online to <https://COVID19.gov.gg/guidance> If you have **any clinical questions** regarding the coronavirus please call 01481 756938 or 01481 756969 24hours a day). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy or a hospital.
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. If they feel their clothes have been contaminated by someone coughing or sneezing on them they should change these and wash the contaminated clothing on a cycle of at least 60 °C, and tumble dry if possible.
- In most cases, closure of the educational setting will not be needed but this will be a local decision based on various factors such as establishment size and risk of further spread, Public Health will be able to advise on these cases.

What to do if we have a confirmed case of COVID-19 in our Provision

- PH and the SEYT will coordinate with you to ensure you can follow the guidelines found in the following document:
 - **Guidance 'Decontamination of non-clinical areas'**
For further information on all aspects of the Coronavirus go to www.gov.gg/coronavirus

Managing the Risks of Exposure to COVID-19

Physical distancing

One of the most effective ways to minimise the spread of the COVID-19 virus is to limit physical proximity between people to at least 1 metres as often as possible and for as long as possible between adults. It is acknowledged that physical distancing is not possible between children and children and between the key person and children:

- Encourage staff to physically distance themselves through increased visual prompts and information

- Encourage the use of the outdoor learning space as much as possible
- Ensure good ventilation, open windows and try and get air flowing through the environments
- Cancel visits, visitors and non-essential training, and
- Discourage use of public transport by staff if possible, or if not feasible, recommending that staff:
 - ✓ travel at off peak times
 - ✓ wash hands with soap and water for at least 20 seconds, or sanitise hands with alcohol-based hand sanitiser, before and after travelling on public transport, and
 - ✓ maintain physical distancing measures during any trip.

Put processes in place to regularly monitor and review the implementation of Physical Distancing measures to ensure they remain effective.

If physical distancing measures introduce new health and safety risks (e.g. because they impact communication), you need to manage those risks too. The States of Guernsey website has links to a range visual prompts from their [Digital Toolkit](#) to help remind staff and others of the risks of COVID-19 and the measures that are necessary to stop its spread.

Bubbles – reducing the risk of cross infection

In Stage 2 Childminders will operate as one bubble

In Stage 2 Preschools and Day nurseries will need to consider the following:

- You are required to operate bubbles of which there can be only a maximum of 15 children from that bubble in attendance at any one time. You may need to arrange your bubbles to contain more children but only 15 of those children can be in the bubble at one time. This gives you flexibility to consider those children who only attend on certain days/sessions. These bubbles need to remain the same and not mix.
- Bubbles should not come together or share resources unless they have been cleaned (see Appendix 6 for details)
- Staff should only work within one bubble. If you require to have a ‘floating’ member of staff to work across up to 2 bubbles then extra caution is advised and must be included in your risk assessment.

Shared Staff facilities

- Limit the time in a staffroom to 15 minutes and ensure staff physically distance and face coverings should be worn except when eating or drinking
- Staff should only use their own utensils and wash these themselves, preferably with a dishwasher.
- The room should be well-ventilated.
- Time in the staff room should be kept to a minimum

Health checks

You must monitor the health of your staff for key symptoms of COVID-19, such as fever.

Direct all staff (whether they are at the workplace or not) to report to you if:

- They are experiencing any symptoms
- They have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested), or
- They have undertaken, or are planning to undertake, any travel.
- Stop staff working if they are displaying symptoms.
- Stop staff who have contracted COVID-19 from returning to the workplace until they have been retested and they have received a negative result.
- If you do start to experience any symptoms, no matter how mild, please contact the Clinical Helpline by calling 01481 756938 or 01481 756969

Providers should rigorously enforce a policy of

- Anyone with respiratory symptoms, no matter how mild, should not attend. This applies to staff and children
- Frequent hand washing in between activities, on arrival and exit of the premises, before and after meals and after using the toilet
- Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products
- Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues and dispose of them immediately and wash their hands straight away.

Environmental cleaning

- Where premises have been temporarily closed during the lockdown period appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks. Please see Enhanced cleaning guidance in Appendix 3.

The amount of time the COVID-19 virus survives on inanimate objects and surfaces will vary. Environmental cleaning is one way to remove the virus that causes COVID-19. Employers should ensure:

- Frequently touched surfaces and objects, such as doors, windows, tables, benchtops, nappy change areas and toys are cleaned regularly using appropriate detergent solutions. Once cleaned, they should ideally be disinfected regularly using appropriate disinfectant solutions.
- Personal items such as phones and glasses and work station equipment such as keyboards are cleaned and ideally disinfected frequently (e.g. using alcohol wipes), and
- Amenities including kitchens, communal areas, change rooms, toilets, showers and drink fountains, should be cleaned using the enhanced cleaning guidance and the frequency of this cleaning should increase.

Staff should be provided with cleaning agents and trained to clean down and disinfect equipment immediately after use. Staff should each be provided with their own equipment if possible.

- The workplace should provide closed bins for staff to hygienically dispose of waste and rubbish, such as used tissues, immediately after use. Hand washing facilities or alcohol-based hand sanitiser should be available for staff to use after they dispose of their waste.
- To minimise the risk of exposure to the COVID-19 virus the person cleaning should wear an apron and gloves and wash their hands or use alcohol-based hand sanitiser before and after wearing gloves. Gloves and hand sanitiser should be made available throughout the workplace. Workplaces should consider reducing the number of touch points for staff.
- Put processes in place to regularly monitor and review the implementation of environmental cleaning measures to ensure they remain effective.
- Items such as towels, flannels and bedding must not be shared by children and washed daily in a hot wash (on a cycle of at least 60 °C, and tumble dry if possible).

Workforce Hygiene

Staff must practice good hygiene. Staff must wash their hands with soap and running water for at least 20 seconds. Hand washing should be done when they arrive and before they leave the premises, before and after eating and after going to the toilet. Other hygiene measures should include:

- Covering coughs and sneezes with an elbow or a tissue
- Immediately disposing of tissues in a bin with a lid
- Using alcohol-based hand sanitisers with at least 60% ethanol or 70% isopropanol as the active ingredient
- Cleaning and disinfecting surfaces and shared equipment after use
- Staying more than 1 metres away from others, and
- Reporting and staying home if experiencing any symptoms.

In addition, to prevent the spread of COVID-19, staff should also:

- Avoid touching their face
- Avoid handshakes or any other close physical contact, where this is possible
- Refrain from spitting at all times

Adequate and accessible facilities

You must ensure there are adequate and accessible facilities to support the implementation of measures to achieve physical distancing and good hygiene.

Washroom facilities for staff must be properly stocked for good hygiene and have adequate supplies of soap, water and toilet paper. These must be kept clean and in good working order. Supplies of alcohol-based hand sanitiser should be provided around the provision, where possible.

Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual operational hours where possible.

Deliveries and contractors attending the workplace

Non-essential visits to the workplace should be cancelled or postponed.

Deliveries and other contractors who need to attend the workplace should be given clear instructions of your requirements while they are on site. Visits should be scheduled for times

when the setting is closed to children wherever possible, where this is not possible children should be moved from the area where work will be undertaken prior to arrival of the contractor and the area should be cleaned prior to readmitting the children to it.

Minimise the number of staff attending to deliveries and contractors as much as possible. Ensure staff wash their hands for 20 seconds with soap and water after physically handling deliveries.

Direct visiting truck drivers to remain in vehicles and use contactless methods such as mobile phones to communicate with your staff wherever possible.

Use, and ask deliveries and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.

Personal protective equipment (PPE) including face coverings

During the most recent period of lockdown, the wearing of face coverings in some public places became mandatory, with some exceptions. Advice provided by Public Health on the use of face coverings in Education Provision in the Bailiwick, is available [here - Face Coverings](#)

Contact Records

Please ensure you keep a record of all adults and children who are on your premises with dates and times periods e.g. your sign in/out registers. In the event of a positive case you may be required to pass this information onto the Track and Trace Team. Childminders please ensure you record your movements e.g. any visits to the beach and any school/preschool pickups and drop offs. You do not need to share this with the SEYT but the Track and Trace Team may require this information in the event of a positive case connected to your provision.

In summary, face coverings are recommended for some settings but not mandatory in all education establishments in the Bailiwick. In primary schools and Early Years settings it is not mandatory for face coverings to be worn, but it is strongly recommended in situations indoors where social distancing between **adults** in settings is not possible.

- Staff in education settings will not require PPE, even if they are not always able to maintain a distance of 1 metres or more from others. PPE is only needed in a very small number of cases including:
- Children and young people whose care routinely already involves the use of PPE due to their intimate care needs. These learners should continue to receive their care in the same way
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. If contact with the child or young person is necessary, then disposable gloves and a face covering should be worn by the supervising adult and a supply will be made available for storage with medical supplies.

Consideration and risk benefit analysis should be made with the activities and resources you use with the children See FAQ in Appendix 7 & 8:

- When coming together for meals and snack, stagger this where possible and ensure no sharing of food, cutlery, crockery or self-service of food should take place.
- Hard toys are preferred, as these can be wiped clean after play.
- The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.
- Soft toys, dressing up costumes, water play troughs or receptacles, and sandpits should be avoided.
- Modelling and play dough should only be used if you can store this for each child separately and this is not shared between other children.
- Resources should be cleaned and wiped regularly.
- Water can be used outside to water plants as long as receptacles are not shared
- Singing should not be done in groups as this activity increases the production of droplets
- For our babies and younger children physical contact is necessary and essential for positive brain development. Please ensure you follow the hygiene rules and ensure you minimise any risk with regular hand washing and ensuring personal hygiene is maintained daily
- Parents should not enter your premises unless in an emergency and drop offs and pickups should be at the door with minimal contact
- Do not allow entry to a child or member of staff if they are displaying any symptoms or are feeling unwell
- Children should be supported in age and developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue
- Ensure you have a snuffle station well stocked and easily available at all times
- Children should be supported to understand the changes and challenges they may be encountering as a result of COVID19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly

Communicating with Staff

You must consult with your staff on health and safety matters relating to COVID-19. This means you must consult when:

- Assessing the risk COVID-19 presents to the health and safety of staff
- Deciding on the control measures to put in place to eliminate or minimise the risk of exposure to COVID-19
- Deciding on the adequacy of facilities for the welfare of staff (e.g. hand washing facilities), and
- Proposing other changes to the workplace as a result of COVID-19 which may affect health and safety.

You must allow staff to express their views and raise work health and safety issues that may arise directly or indirectly because of COVID-19. You must take the views of staff into account when making decisions and advise staff of your decision. Staff are most likely to know about the risks of their work. Involving them will help build commitment to this process and any changes.

Consultation does not require consensus or agreement but you must allow your staff to be part of the decision making process for COVID-19 related matters.

Staff must know:

- When to stay away from the workplace
- What action to take if they become unwell
- What symptoms to be concerned about.

You should remind staff they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

You should provide staff with a point of contact to discuss their concerns, and access to support services.

Staff Testing

Testing for staff is part of the on-going workforce screening for Public Health to monitor any asymptomatic transmission and add to the mitigations we are putting in place to keep us all safe. Public Health strongly advise that we support the workforce screening and the SEYT support this advice, but it is voluntary. Therefore if you or your staff choose not to be tested the decision to open or allow a member of staff to work would be yours to take as you are a private business.

You are **not required** to inform parents if you or a member of your team choose not to be tested for Public Health's workforce screening programme.

If you require further support or advice to support staff back into work please contact the SEYT.

Requirements for Parents

Parents must ensure the following when using Early Years Providers:

Keep safe

- Stay home if you or your child are sick. Children who arrive at an Early Years Provider with any COVID 19 symptoms will be sent home.
- If your child has been advised to isolate then they should be kept at home.
- Do not use public transport if you or your child are sick.
- Ensure any parent informs the Provider if they have travelled off island. 14 day self-isolation will be required before returning to work or attending the provision.

Share responsibility

If your child will be attending an EY provider, your EY Provider needs to plan. They will be in contact to

- Confirm when they will be open.
- Confirm your child's attendance.
- Confirm pick-up and drop-off times and how this will take place.

Check whether your child needs to bring along a lunchbox, snacks and/or a change of clothes.

If your child is attending their EY Provision

Good hygiene matters, if appropriate;

- Remind your child that they are expected to follow good hygiene practices - wash and dry hands regularly, cough into their elbow, don't touch their face, and use hand sanitiser.
- Let your child know that they will see more cleaning.
- Talk to your child about why it is important that they do not share any food or drinks with others.
- Children should 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 appropriately cleaned upon arrival.

Dropping off and Picking Up:

- Explain to your child why it's important that they must arrive and leave the grounds at their allotted time.
- Let the children know that parents are not allowed into the provision and they will say good bye to them outside the door where they will be met by a member of staff they know.
- At pick up time talk to your child about trying to remember all their things – staff will support this! – and they will be waiting outside to collect them

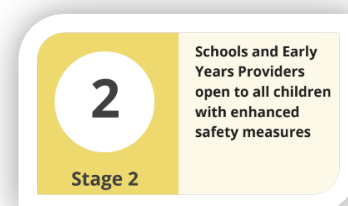
Additional Advice to Leaders & Managers

- Keep your knowledge of the COVID-19 situation up-to-date. Follow advice from the States Early Years Team and check daily for any updates at <https://COVID19.gov.gg/>
- Ensure you understand your business and its hazards and risks. Risk assessments are a useful tool to help identify hazards and risks, as well as providing strategies to help manage them. Where you have risk assessments in place, they may need to be reviewed to ensure they are up to date.
- Make sure your workplace is properly resourced to manage risks during the COVID-19 outbreak, and check that the resources are being used. Use your risk assessment to support this (Appendix 4 & 5)
- Review your policies, procedures and reporting process to ensure they remain current for any incidents, hazards and other issues that arise during this time. Update these materials if necessary.
- Ensure these are communicated clearly and processes are being followed.
- Consult with staff and ensure there is a means for them to raise any concerns about the steps you are taking to manage the risks.
- Business support will be looking to support businesses in Stage 2 where businesses continue to be materially impacted. They will be looking at each case on an individual basis.
- All training has been cancelled and SEYT are working on a revised timetable for the rest of the academic year, which will be shared once we have moved out of the recovery stages.

Support Services

Additional [help & support](#) from a range of services and charities is available for everyone to access as they need.

APPENDIX 1 – Benefit-Risk Assessment checklist for Stage 2 CHILDMINDERS



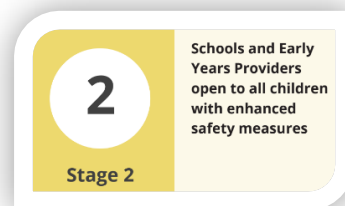
Detailed below is a summary of key requirements for opening and operating in Stage 2. Please contact the States Early Years Team with any questions or requests for support.

Preparing to open	Yes	No	ACTIONS	DATE
You have completed your updated risk assessment for Stage 2				
You read and understood the guidance for EY Providers				
Clear communications with parents/carers <ul style="list-style-type: none"> • Parents understand that children must not attend your provision if they are unwell • Parents should understand your drop off/pickup procedure at the door • Updated information including emergency contact details have been checked and updated • Ensure you have a procedure for contacting parents immediately, if you, the childminder are unwell with COVID-19 symptoms during a session and the children need to be collected immediately. 				
Ensure outdoor areas are safe and risk assessments up to date				
Ensure you have planned for using your outdoor area.				
Ensure rooms have been laid out to support public health guidelines				
Risk register updated to capture any risks associated with revised procedures				
How will children be toileted/changed/hands washed?				
You have a clear plan for what you will do if children or any other visitors arrive unexpectedly.				

Entry to your home during CM	Yes	No	ACTIONS	DATE
Ensure only you and Children are in the registered space unless responding to an emergency or as part of your regulatory requirements for registration (not including own family)				
Parents maintain 1m physical distance during pick up/drop off. Allocated drop-offs / pickups to avoid gatherings and wear a mask				
Pick-up and drop-off points allocated				
Contact tracing registers are easily accessible and record date/time/name of those coming on site				
Handwashing	Yes	No	ACTIONS	DATE
You and children regularly wash hands - on arriving, every bathroom break and before and after meals.				
You supervise children to regularly wash hands either with soap and water or use of hand sanitiser.				
Food hygiene	Yes	No	ACTIONS	DATE
Planning ensures consideration about how to accommodate meals and breaks.				
Tables are cleaned and disinfected after use.				
Children have their own food containers and do not share food or drinks (including drink bottles).				
Food is supplied according to public health guidance, and food handlers adhere to standard hygiene practices.				
No sharing of crockery/cutlery/utensils between children or yourself.				
Toys and resources	Yes	No	ACTIONS	DATE
Remove toys that can't be easily wiped/ cleaned frequently				
Avoid toys with porous/absorbent surfaces (e.g. soft toys). Unless they can be wash at 60+ degree Celsius				
Cleaning	Yes	No	ACTIONS	DATE
High-touch surfaces (e.g. play gyms, tables, chairs, doorknobs, light switches, remotes, handles, desks,				

toilets, sinks) are regularly cleaned at least twice per day.				
Appropriate cleaning supplies are maintained and stored safely out of reach of children.				
Disinfect and clean all surfaces daily, including sleep furniture.				
Teaching and Learning	Yes	No	ACTIONS	DATE
All staff continue to meet the needs of individual children and their learning and development, wellbeing and emotional development must be a priority				
Additional Public Health Measures	Yes	No	ACTIONS	DATE
Ensure the sufficient supply of hand sanitiser, soap and appropriate cleaning products.				
Indoor and outdoor space is utilised				
Enhanced cleaning routine is in place and completed daily.				

APPENDIX 2 – Benefit-Risk Assessment checklist for Stage 2 PS/DN



Detailed below is a summary of key requirements for opening and operating in Stage 2. Please contact the States Early Years Team with any questions or requests for support.

Preparing to open	Yes	No	Actions	Date
You have completed the risk assessment for Stage 2.				
You and your staff have read and understood the Stage 2 guidance for EY Providers.				
You have understood the requirements around operating in bubbles.				
My Provision can operate as a setting bubble as we have up to 30 of the same children attending throughout the week.				
My provision must operate in bubbles of up to 15.				
You have organised the children into bubbles as necessary for the days they are attending.				
Clear communications with parents/carers <ul style="list-style-type: none"> • Parents understand that children must not attend your provision if they are unwell • Parents should understand your drop off/pickup procedure at the door • Updated information including emergency contact details have been checked and updated • Ascertain from parents if they wish for their child to return, they may not be working so unable to pay for childcare, advise that their child's offer may be different due to demand and public health restrictions at this time. 				
Ensure outdoor areas are safe and risk assessments up to date				
Ensure you have planned for using your outdoor area: can the garden be divided into areas? How staggered				

outdoor areas will be accessed? When?				
Ensure rooms have been laid out to support the principles of physical distancing and public health guidelines				
Risk register updated to capture any risks associated with revised procedures				
How will children be toileted/changed/hands washed to ensure bubbles are kept to?				
Preparing your staff	Yes	No	Actions	Date
Staff have agreed and contributed to reviewing and updating your health and safety plan to reflect public health requirements				
Planning has been completed to support the forming of staffing bubbles which meet required adult: child ratios				
You have a clear plan for what you will do if children or any other visitors arrive unexpectedly.				
Ensure your planning has considered replacement of staff who become unavailable.				
Ensure you plan for non-contact and break times as per guidance.				
Brief your staff on managing: <ul style="list-style-type: none"> Public health requirements (regular hand washing etc.) Hygiene and regular cleaning of surfaces Unwell children and staff during the day What to do if someone becomes unwell What to do in an emergency Supervision of arrivals and departures, breaks etc. 				
Entry to the site	Yes	No	Actions	Date
Ensure only Staff and Children are in the provision unless responding to an emergency or as part of your regulatory requirements for registration				
Parents maintain 1m physical distance during pick up/drop off. Allocated drop-offs / pickups to avoid gatherings and face coverings worn				

Pick-up and drop-off points allocated, with the attendance register located outside to limit exposure.				
Contact tracing registers are easily accessible and record date/time/name of those coming on site (staff and children).				
Handwashing	Yes	No	Actions	Date
Adults and children regularly wash hands - on arriving, every bathroom break and before and after meals.				
Staff supervise children to regularly wash hands either with soap and water or use of hand sanitiser.				
Food hygiene	Yes	No	Actions	Date
Planning ensures consideration about how to accommodate meals and breaks.				
Tables are cleaned and disinfected after use.				
Children have their own food containers and do not share food or drinks (including drink bottles).				
Food is supplied according to public health guidance, and food handlers adhere to standard hygiene practices.				
No sharing of crockery/cutlery/utensils between children or staff.				
Toys and resources	Yes	No	Actions	Date
Remove toys that can't be easily wiped/ cleaned frequently				
Avoid toys with porous/absorbent surfaces (e.g. soft toys).				
If rotating toys between children in different bubbles, ensure the toys are cleaned frequently and after use by each bubble.				
Cleaning	Yes	No	Actions	Date
High-touch surfaces (e.g. play gyms, tables, chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) are regularly cleaned at least twice per day.				
Appropriate cleaning supplies are maintained and stored safely out of reach of children.				
Disinfect and clean all surfaces daily,				

including sleep furniture.				
Teaching and Learning	Yes	No	Actions	Date
All staff continue to meet the needs of individual children and their learning and development, wellbeing and emotional development must be a priority				
Management provides guidance and support to staff and parents enabling safe and appropriate learning opportunities.				
Additional Public Health Measures	Yes	No	Actions	Date
Management ensures the sufficient supply of hand sanitiser, soap and appropriate cleaning products.				
Indoor and outdoor space is utilised to promote distancing.				
Staffing ensures appropriate cover for break/non-contact times across the setting.				
Any other risks considered:				

Appendix 3 – Enhanced Environmental Cleaning

COVID-19 (Coronavirus)

This is not guidance. This is mandatory.

The following should be cancelled:

- All assemblies, services and other activities not directly related to session delivery
- All parents' evenings/ visits
- All after setting events
- All off-island trips
- All off-island staff
- All staff briefing meetings
- All non-essential meetings

Providers should:

- Introduce staggered and segregated breaks and lunches
- Consider playing outdoors as much as possible, weather permitting.

Providers should rigorously enforce a policy of

- Anyone with respiratory symptoms, no matter how mild, should not attend. This applies to all staff and children and their parents
- Frequent hand washing in between activities, before and after meals and after using the toilet

Cleaning

- Enhanced cleaning policies should be brought in with immediate effect.

Enhanced cleaning

Enhanced cleaning proves to help reduce transmission during any outbreak.

- **twice daily cleaning** of areas (with particular attention to door handles, handrails, light switches, reception desks, toilet flushes and taps) and all other communal areas where surfaces can easily become contaminated.
- **Decontamination of these areas and surfaces should be done at least once daily.** This means using a chlorine solution of a 1000ppm or other disinfection products currently in use (please check with Public Health Services, Infection Control Team or Environmental Health for guidance on this matter).

Toys and equipment

Toys can easily become contaminated so it is important that a written schedule is in place for regular cleaning. The cleaning schedule should identify who, what, when and how toys should be cleaned and be monitored.

- The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.
- Soft toys, dressing up costumes, modelling and play dough, water play troughs or receptacles, and sandpits are not acceptable.

For further information on all aspects of the Coronavirus go to www.gov.gg/coronavirus

APPENDIX 4 **Example** COVID Risk Assessment for Childminders

This risk assessment template will help you identify potential risks associated with coronavirus (COVID-19). Our main aim is to make childcare settings as safe as possible for children, staff and families, so we've come up with some areas for you to look at to help you assess risk in your settings, based on guidance.

This example is designed to help early year's providers, carry out a risk assessment. You **MUST** write your own risk assessment, taking into account the needs of your particular childcare setting and the families you work with.

- Take a whole setting approach and consider the risks and the measures you plan to put in place from a child's point of view, as well as from staff and parents' points of view.
- Regularly reassess the risks in light of updates to government guidance and any changes at your setting. For example, reassess if you, a family member (for home-based settings), a staff member, a child in your care, or someone in one of their families with becomes unwell with coronavirus symptoms. Or other changes such as a child leaving or joining your setting or moving to a different developmental stage, for example crawling or walking.
- Make a note of what's working well and what people (adults or children) are struggling with. Be confident to introduce new routines and any changes needed to keep you, your family and the children and families you work with safe.

The risk for all of the hazards mentioned is becoming infected with coronavirus. Everyone that comes to your setting is at risk. Although some people are more at risk than others. Check with Public Health if you are concerned about which families are safe to return to your setting by calling the clinical helpline 01481 756938 or 01481 756969 publichealth@gov.gg Phone line available 24 hours a day. Email inbox monitored Monday to Friday 09:00-17:00.

If your setting has been closed, you must consider the other risks associated with reopening, for example ensuring that your water supply has been adequately cleaned and disinfected to minimise the risk of legionella and that your fire alarm systems are functioning correctly. And your provision must be deep cleaned before reopening.

You MUST adapt this example to reflect your own provision and children's needs

COVID-19 Risk assessment for childminding settings STAGE 2		
Name of setting:	Assessment carried out by:	Date:
Review Date:	Red – high risk Yellow – medium risk Green - little or no risk	

Focus	Who will this affect, and which areas are affected?	Measures to be taken	Risks and level of risks
Collection of Children	Drop off And collection Children Neighbours	<p>E.g.</p> <ul style="list-style-type: none"> We will be asking families to drop off and bring their children to the setting at staggered time. This is to reduce the Adult to Adult contact and allow for social distance to continue as guided by the PH. Parents are also asked to drop of children by themselves and NOT come in together – single parent drop off only. Parents will be asked to drop off and pick up children at the door. We will NOT be inviting parents into the setting. We will open the door and then stand back while the parents as the child to go into the setting. In the case of handing over small babies, where possible we will ask the parent to place the child into the house in the car seat/pushchair. If this is not possible, we will take the children from the parent and then we will wash our hands immediately. We will ask our childminded parent by Text the night before 	<p>E.g. Families disobeying the social distancing rules and guidelines and failing to stick to 'STAGGERED' Drop off and Collection time.</p> <p>Families failing to disclose the truth about the health of their children and household members.</p> <p>Children not being able to understand the significance of not touching their nose, mouth and face – and their level understanding</p> <ul style="list-style-type: none"> Hands not being washed correctly or for at least 20 seconds. Families taking NON -ESSENTIAL PUBLIC TRANSPORT

		<p>reopening if they or anyone in their family are showing any signs and symptoms of COVID19 (high temperature or a persistent cough). If this is the case, they will be asked not to attend the setting and self-isolate in accordance with guidance issued by the government.</p> <ul style="list-style-type: none"> • We will only admit children into the setting who are NOT displaying any signs or symptoms of COVID19. The child cannot return until a negative test result has been confirmed and agreed return with the childminder and parent or current isolation guidelines followed. • We will be asking parents NOT to bring in outside resources, soft toys or blankets to our childminding setting. • We will wash the hand of all children attending the setting on arrival, every two hours, before and after lunch, before and after toilet breaks, and when they are due to leave the setting. • Children will be encouraged by songs and rhymes not to touch their face, nose, or mouth and will be told why in accordance with their level of understanding. • We ask parents coming to the setting to avoid travelling on public transport where possible, to follow PH guidelines and social distancing. • We will be asking parents not to bring their children if the child meets the criteria of Clinically Extremely Vulnerable please see the guidance on https://covid19.gov.gg/ • Any child who displays any symptoms of COVID19 will be asked not to attend the childminding setting until 48hours after symptoms have ended and a negative test result. 	
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		<ul style="list-style-type: none">We will not allow settling in periods to take place in Stage 2	
Physical distancing/ grouping Children Childminders own children	<ul style="list-style-type: none">As we are a small household we will not be able to adhere to the one metre rule and asking children under 5 to do this would be impossible.We will NOT be mixing with any other groups outside of the setting.Care routines including provision of snacks should be within the space allocated Children will not share utensils or drink cups – as per normal.The use of communal spaces in the house will be restricted as much as possible. When my own children will be present in the house and they will follow the same rules as the minded children.We will use the outdoors as much as possible and ask parents to provide two sets of appropriate clothing per day (to be brought in a wipable BAG)	<ul style="list-style-type: none">The need for childcare against the need to work – how we will need to ensure ratios are maintainedChildminder or assistants mixing with other groups outside of the settingLack of spaceOwn children not adhering to the rules	
Play and Learning in the childminding setting Children Childminders own children	<ul style="list-style-type: none">We will ensure that we adhere to the social distancing rules as possible, however, this is almost impossible with children under the age of 3. We will ask parent to leave almost immediately after dropping off and NOT to gather outside the home with other parents/ people chatting. If this happens, we will remind them of the social distancing rules and ask them to disperse.We will minimise the resources available to those that can be cleaned effectively, and we will take out any soft toys,	<ul style="list-style-type: none">Social distancing is virtually impossible with early year’s children. We will ensure all other mitigations are in placeChildren bring in own toys	

		<p>plush toys and toys that will inhibit small crevasse and store bacteria.</p> <ul style="list-style-type: none"> • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. 	
Health and Wellbeing of the children in our childminded setting	Children Childminders own children	<ul style="list-style-type: none"> • It is our duty as childminders to ensure that the wellbeing of our children in our care is paramount. We will support the children by gently introducing songs and rhymes pertaining to hand washing, sneezing and coughing. We will support them in accordance with their level of understanding. • We will in line with EYFS, PSED, continue to teach children about self-care and hygiene including safe hand washing, and sneezing and coughing into a tissue. • We will have the 'Catch it, Kill it, Bin it' poster in our setting displayed at the level a child can see. • Children will be supported in every way possible and in partnership with parents. 	<ul style="list-style-type: none"> • Continue singing and rhyming songs that allow children to understand the importance of self-care and keeping safe • EYFS Self- CARE – making sure childminders and assistants follow this correctly • Awareness of children needing more reassurance • Follow current guidance on changes to EYFS
What to do if a child begins to display signs and symptoms of COVID 19 (see https://COVID19.gov.gg/)	Children Childminders own Children	<ul style="list-style-type: none"> • If we suspect that a child is beginning to display signs and symptoms of COVID 19 we will (where possible) <ul style="list-style-type: none"> ➤ Isolate the children (without scaring them) by going into another room away from the other children (if possible). ➤ If a child begins displaying any symptoms, we will contact parents immediately to come and take their child home. ➤ Whilst awaiting for a parent to pick up their child, we will take them to another room or place them at least two metres away from the other children. We will also open a window to allow for ventilation of the room. ➤ Any use of the bathroom by the 'poorly' child will be disinfected and cleaned accordingly before anyone else can use the bathroom. ➤ Hand washing procedures will also be enacted. ➤ Mask, gloves and disposable apron will be used at this time while comforting the poorly child until the parent arrives. Hand washing to take place within seconds of the 	<ul style="list-style-type: none"> • Parents must agree to prompt collection within the new contract, before child can return to the childminding setting. • Parents must agree to pick up a child on time from childcare, if they do not the child cannot come to childminding. • Parents will be asked to confirm emergency contact details before a child is admitted back into childminding.

		<p>child leaving and disinfecting procedures to be enacted.</p> <ul style="list-style-type: none"> ➤ We will clean the area thoroughly and if possible should be left unattended for at least 72 hours. However, this might not be possible so a deep clean is essential. ➤ Should the childminder or anyone else in the setting fall ill as a result and TESTS positive the setting will close with immediate effect. ➤ Any child who tests positive for COVID-19 should not return to the setting until they have been classed as recovered by Public Health. This will be a minimum of 10 days from the initial diagnosis. ➤ If there is a confirmed case within the bubble the contact tracing team will require the details of every child and adult within that setting. The Contact tracing team will determine who are close contacts and isolate these individuals. The States Early Years Team will work closely with Public health to ensure the safety of all within the setting. <p>In the event we are unsure and require professional clinical advice we will call the COVID helpline and 999 if immediate health assistance is required.</p>	
Parents/carers	Social Distancing and the two-metre rule	<ul style="list-style-type: none"> • Social distancing must be maintained with parents and adults. • Childminders and parents, will be asked to avoid physical contact with each other including handshakes, kissing, and hugging. This is not permitted. 	<ul style="list-style-type: none"> • Physical distancing cannot happen in an early year's environment and the children cannot be expected to do this. Though we can minimise contact between childminder and parents. • Childminder will not meet with other childminders in their house
	Physical distancing	<ul style="list-style-type: none"> • We ask parents who are completely symptom free to drop off and pick up their children from childminding ONLY. • Parents will be asked to come alone – i.e. only one parent dropping off at any one time. • Adult to Adult contact to be limited and social distancing 	<ul style="list-style-type: none"> • Parents will be asked to leave immediately if they DO NOT follow the guidelines on social distancing. • Breaches of the social distance MAY result in the family being asked NOT to bring their child to childminding anymore.

		adhered to at all time by childminder and parent and face covering worn.	
Communicating new rules and guidance to Parents, Children, Childminders family and Visitors	Communication Everyone	<ul style="list-style-type: none"> Parents and visitors to the childminding setting will receive clear instructions about how they can help everyone keep safe. We will send each parent an email, text or letter stating the rules and regulations re COVID 19 – parent and visitors are asked to abide by these if they wish to maintain their child’s place at the setting. 	<ul style="list-style-type: none"> ➤ The Policies and procedures will be sent out to every family before they commence childcare. We will also review and update contracts with families.
	Visits Visitors Ofsted, LA officials, Prospective Parents and Children	<ul style="list-style-type: none"> We will admit NO visitors to the house unless in an emergency or a visit in relation to our childminding registration New family show rounds will not take place in stage 2 	<ul style="list-style-type: none"> ➤ Virtual tours undertaken ➤ Unannounced visitors not to be admitted unless in emergency or part of regulation requirements ➤ Visitors will only be allowed in exceptional circumstances and by appointment only where possible
Travel	Travel associated with setting operations	<ul style="list-style-type: none"> We ask parents where possible NOT to use public Transport when travelling to the setting. If this cannot be avoided we ask them to adhere to PH guidelines pertaining to the use of Public Transport. 	<ul style="list-style-type: none"> ➤ Guidance not followed
Personal Protective Equipment	Childminder, Children and Parents	<ul style="list-style-type: none"> Wearing a face covering in the childminding setting is not required. We will continue using gloves and aprons as appropriate in the event of nappy changing, cleaning bodily fluids and so forth. Maintained, for example on public transport or in some shops as the law applies. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> ➤ If a child or baby becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face covering should be worn by the supervising adult if a distance of 1 metres cannot be maintained. ➤ If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face covering should be worn by the 	<ul style="list-style-type: none"> ➤ Face coverings (or any form of medical covering where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. ➤ Disposable gloves, apron and fluid resistant covering as well as eye protection to be available to staff to use appropriately. ➤ Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. ➤ Face coverings and eye shields only when a child becomes unwell to limit children becoming scared

		<p>supervising adult.</p> <ul style="list-style-type: none"> ➤ If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn 	<p>and feeling uncomfortable if we wear them all time/</p> <ul style="list-style-type: none"> ➤ PPE may be out of stock
Cleaning of the setting indoor and outdoor	<p>Undertake regular cleaning throughout the setting both indoors and outdoors</p> <p>Applies to Parents, Children, Visitors and childminder and assistants</p>	<ul style="list-style-type: none"> • We will clean AND disinfect frequently touched surfaces throughout the day to limit infection transmission. • We will clean and disinfect tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Will only wear one pair of disposable gloves for cleaning and dispose of them correctly. The same gloves will not be worn throughout the day! • We will ensure that we use a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. • We will ensure that all adults, children, and visitors to the setting wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. • We will vacuum and spray any carpet areas on a weekly basis. 	<ul style="list-style-type: none"> ➤ Cleaning not completed thoroughly ➤ Cleaning supplies not available ➤ Cleaning implemented before closure to be continued. ➤ Soft toys and furnishings to be removed from setting, where possible. ➤ Thorough clean at the end of every day. ➤ If there is a positive test result, then current guidance must be followed for cleaning of the setting.
Cleaning REVIEWS:	<p>Cleaning of electronics</p> <p>TV</p> <p>Mobile Phones</p> <p>Telephone</p> <p>Keyboards</p> <p>Computers</p> <p>Children electrical toys</p>	<ul style="list-style-type: none"> • It is essentially that we regularly clean our iPad, computers, TV Screens, keyboards, telephones, and remote controls. We will be doing this daily using Dettol spray and reusable wipes. 	<p>Forget to do it</p>
Toys and equipment		<ul style="list-style-type: none"> • No plush toys, soft furnishings or blankets will be allowed to be brought into the setting. We will also not be using our own resources that come under this category unless they can be washed at 60 degrees or above daily. • We will not be using playdough or sand within the setting. 	<ul style="list-style-type: none"> ➤

		<ul style="list-style-type: none"> All utensils and resources such as scissors, pens and pencils, paint brushes, sticks and ,ark making equipment's will be cleaned daily - each child will have their own and the sharing of resources at the same time will not be permitted. 	
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> All waste will be doubled bag and placed in the outside bin after use. If waste has been disposed of and then the child has tested positive for COVID 19 we will deep clean the rooms in which the child has been in and seek advice from the SEYT and PH. 	➤ storage issues with this – not enough bin space

APPENDIX 5 – Example COVID Risk Assessment Preschools & Day Nurseries

You MUST adapt this example to reflect your own provision and children's needs

Coronavirus (COVID-19) Risk assessment		
Establishment:	Assessment by:	Date:
Review Date:	Red – high risk Yellow – medium risk Green - little or no risk	Draft

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times. Parents to drop and pick up the children in designated areas. Parents are to demonstrate social distancing at all times. A member of staff will go out to welcome children and sign them in. Bags to go onto lunchbox trolley at top outside the door. Only children who are well can attend nursery. On arrival at nursery, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with nursery or current isolation guidelines followed. No toys, teddy's or blankets (or similar) to be brought in from home, unless they are suitable to be disinfected on arrival – e.g. hard plastic. Parents to help children sanitise hands before entering nursery. 	<ul style="list-style-type: none"> PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING. Families will not stick to staggered times or use good time management Families will not stick to social distancing Families will not be truthful about household health Children will want toys/teddies/blankets from home, raising risk of contamination Only 1 adult per family to drop off/collect, limit siblings that come with them where possible. Staff will not challenge families about health Hands will not be washed thoroughly Children will touch face, hands, mouth Non-essential travel and social interaction guidelines not followed by staff and families Families not telling us children have had medication Enough staff in to ensure children can adapt easier to

		<ul style="list-style-type: none"> • Encourage children to avoid touching their face, eyes, nose and mouth. • All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow public health guidelines for social interaction. • We will be asking parents not to bring their children if the child meets the criteria of Clinically Extremely Vulnerable please see the guidance on https://covid19.gov.gg/ • Any child who displays any symptoms of COVID19 will be asked not to attend the childminding setting until 48hours after symptoms have ended and/or a negative test result. • Only parents who are symptom free will be able to drop off or collect their child. • Aim to limit drop off and pick up to <u>1 adult per family</u> and stagger the timings where possible. • Consider allowing parents to enter the nursery garden for the purpose of settling their child in if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. 	routine changes
	Physical distancing/ grouping	<ul style="list-style-type: none"> • Children's sessions will be organised into groups • Care routines including provision of snacks should be within the space allocated to each "bubble" wherever possible. • The use of communal internal spaces should be restricted as much as possible. • Outdoor spaces should be used by different "bubbles" at different times of the day if numbers require it. 	<ul style="list-style-type: none"> • Parents need for childcare, to be able to return to work, will need to be juggled against ratios and "bubbles". • Staff mixing with different "bubbles" and cross contamination. • Lack of space to have multiple bubbles
	Play and Learning	<ul style="list-style-type: none"> • Implement social distancing where possible: <ol style="list-style-type: none"> 1. Small groups 2. Parents to leave the site promptly after dropping off children. • Minimise the resources available to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. 	<ul style="list-style-type: none"> • Social distancing is virtually impossible with early year's children. • Children will not understand they cannot explore the setting (free flow) or self- select toys and resources.

	Outdoor areas/garden	<ul style="list-style-type: none"> Each morning a staff member will check the garden for any potential hazards, rubbish thrown in, cat mess etc. and discard/clean as necessary After each group has finished their turn the bikes and scooters will all have their handles cleaned and will be swapped with the other group's equipment. After each group has finished their turn the climbing frame and playhouse will be wiped down with disinfectant. 	<ul style="list-style-type: none"> Staff to remember to clean each item properly and tick off on checklist
	Children's Wellbeing and education	<ul style="list-style-type: none"> Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Children should 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. 	<ul style="list-style-type: none"> Discuss germs and hand washing in small groups Staff awareness of children's needs and abilities Staff awareness of children needing more reassurance
	Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> One toilet will be allocated to each bubble with a clear label on the door for red bubble and blue bubble if numbers require it One sink will be allocated to each bubble with a clear label on the mirror for red bubble and blue bubble if numbers require it Children should be supported to do as much for themselves as possible but will be supervised by a staff member. Any spills or messes should be cleaned up immediately with disinfectant and no children let in until it's clean. Staff to wear disposable aprons and gloves to clean up. Staff to wear disposable gloves and aprons to change nappies and nappy are disinfected after each use. 	<ul style="list-style-type: none"> Children struggle to wait their turn. Children usually free flow with toilets, may forget to ask to go Not being cleaned properly Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom 2 children may need to go at the same time
	If a child starts displaying symptoms.	<ul style="list-style-type: none"> If a child begins displaying a continuous cough or a high temperature, they should be sent home and follow Public Health advice. A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 1 metres away from other people. A window should be opened for ventilation. 	<ul style="list-style-type: none"> Parents must agree to prompt collection within the new contract, before child starts back at nursery. If a parent cannot agree to prompt pick up, then the child cannot return to nursery. Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.

		<p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>If clinical advice is needed, the setting staff, parent or guardian should phone the COVID helpline: 01481 756938 or 01481 756969</p>	
Workforce	Attendance	<ul style="list-style-type: none"> • Staff should only attend the nursery if they are symptom free. • Consideration should be given to limiting the number of staff in the Pre-school at any one time to only those required to care for the expected occupancy levels on any given day. • All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per Public Health Guidelines. • Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. 	<ul style="list-style-type: none"> • Staff to be vigilant on health and stay away if unwell. • Current government guidance to be followed. • Practitioners to receive a copy of policy and risk assessment documents before return. A copy will be retained at preschool signed by all staff to say that they have received and read a copy.
Food Preparation, snack and lunches		<ul style="list-style-type: none"> • All mealtimes to be within own bubbles if numbers require • All tables to be disinfected before and after mealtimes. • Staff and Children MUST wash hands before prep or eating, • Staff and children MUST wash hands after eating. • Adults to handle food as little as possible. • Children and adults to be responsible for their own food rubbish. • No nursery plates and spoons to be used • Parents asked to provide a plate, spoon etc. for their child • Parents asked to bring child's snack to put in their tray. • All children to bring a water bottle and take home to clean every day. 	<ul style="list-style-type: none"> • Regular hand washing before prep and eating. • Regular hand washing after eating. • Children and staff to put their own rubbish in the bin. • If children are very messy, staff need to use appropriate PPE to clean. • Limited space for eating. Children at various stages of being self-sufficient. Several children struggle with basic table manners
Workforce and	Physical distancing/grouping	<ul style="list-style-type: none"> • Wherever possible, staff should remain with the small group of children, the "bubble" of children who they are allocated to and 	<ul style="list-style-type: none"> • Physical distancing is impossible in early years, even though staff can be vigilant and minimise it.

Parents		<p>not come into contact with other groups if numbers require it</p> <ul style="list-style-type: none"> • A floater staff member may be able to help different bubbles but is required to be extra vigilant with hand washing and hygiene. • If a staff member cannot work they must phone the manager at 7am so they can arrange cover or make alternative arrangements. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing. 	<ul style="list-style-type: none"> • Staff to engage with virtual conferencing via group video calls. This can be done via app on phone/tablet or laptop •
	Physical distancing	<ul style="list-style-type: none"> • Only parents who are symptom free will be able to drop off or collect their child. • Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the nursery boundaries whilst maintaining social distancing guidelines. • Consider allowing parents to enter the nursery garden for the purpose of settling in sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. 	<ul style="list-style-type: none"> • Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. • • Allowing parents to enter nursery can put staff and children at risk.
	Communication	<ul style="list-style-type: none"> • Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. 	<ul style="list-style-type: none"> ➤ Letter and parent agreement to be sent out before child returns. ➤ All families to return a signed agreement on first day the child returns. •
Parents, committee and Visitors	Visits	<ul style="list-style-type: none"> • Attendance to the setting should be restricted to children and staff as far as practically possible. • Where essential visits are required these should be made outside of the usual nursery hours where possible. • New family show rounds should not be permitted at this time. • If someone turns up unexpectedly staff are not to allow them entry and ask them to call the nursery number to discuss. 	<ul style="list-style-type: none"> ➤ Unannounced visitors not to be admitted ➤ Essential visitors by appointment only
	Travel associated with setting	<ul style="list-style-type: none"> • Wherever possible staff and parents should travel to the Pre-school using their own transport. 	<ul style="list-style-type: none"> ➤ Guidance not followed

	operations	<ul style="list-style-type: none"> If public transport is necessary, current guidance on the use of public transport must be followed. 	
Travel	Both Workforce and children	<ul style="list-style-type: none"> Wearing a face covering in nurseries whilst with the children is not required but must be work in communal areas such as the kitchen and staff room. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home then a surgical face covering should be worn by the supervising adult if a distance of 1 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a surgical face covering should be worn by the supervising staff member. 	<ul style="list-style-type: none"> ➤ Face coverings (or any form of medical covering where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. ➤ Disposable gloves, apron and face coverings to be available to staff to use appropriately. ➤ Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Face coverings only when a child becomes unwell. ➤ PPE may not be available to purchase or be in short supply.
PPE	Undertake regular cleaning	<ul style="list-style-type: none"> Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. 	<ul style="list-style-type: none"> ➤ Cleaning not completed thoroughly ➤ Cleaning supplies not available ➤ Soft toys and furnishings to be removed from setting, where possible.
Cleaning	Cleaning of electronics	<ul style="list-style-type: none"> Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. 	
Staff signature and date		Comments	

APPENDIX 6 – Suggested Resources, Safe Usage, Storage & Cleaning

There is a section on our webpage www.gov.gg/seyt regarding resources which may be useful to help you understand what resources can be used and how resources can be used and cleaned. For example, considering dividing up resources like small world into packs so they can be rotated. After daily use of a resource you will wash and clean it and it can then be used again. Some resources you will need to clean after each use if they have been soiled – or licked! If you cannot easily clean a resource e.g. wooden blocks, books, loose parts. You can clean them as best you can and leave them for 72 hours before they are used again. This is particularly useful with wooden toys and natural materials that you have. So splitting them up into smaller resource packs allows you to create a rota of 72 hours before use again.

There are lots of activities and resources you could provide, the following are just some examples of activities and resources you could consider offering:

Water play

No troughs and shared water play, however consider water painting with individual buckets and brushes. Washing cars and trikes, babies anything that won't be destroyed with soap and water. Use individual sponges and cloths.

Building Dens

Ensure any fabric is washed after you have used it (hot wash 60° or above and tumbled dried if possible) or wiped clean with soap and water and detergent if they are plastic. Again den packs can be made up to rotate for bubbles.

Small World

Small world is essential for children to have an opportunity to express themselves, plastic small world can be cleaned easier – top tip; put larger quantities in a net bag dunk and wash in hot soapy water then dunk and leave in Milton (check the instructions for recommended length of time to be left to soak) and air dry for the next day. Wooden, stone, natural loose part accessories can be used in a rota if they can be washed and cleaned and if they cannot be cleaned effectively left for 72 hours before being used again.

Home Corner

It may be stripped back but an opportunity to act out and express themselves through role play is essential. Perhaps you could consider cleaning stuff in the role play – Not detergents but soapy water sprays! Keep all cleaning products away from children! The opportunities to talk and discuss why we are cleaning more would be natural in this play. But also familiar home corners are comforting and real for children. For most children this is the most familiar experience over lockdown and they can share this with you by talking about it and recreating it.

Construction

A great expressive creative resource, same cleaning applies as with small world. Large wooden blocks can be wiped down and left as part of a rota for 72 hours.

Lego, Mobilo, connex etc. Can be either split into packs for bubbles or part of a rota so you can ensure it is clean.

Craft and Painting

Another essential activity for enabling expression. Paint brushes, sponges, rollers, stampers etc. can be cleaned after use by individuals. (Consider a box to put used tools in so they can be cleaned and replaced). Craft material can be provided but you will need to provide this for an individual rather than shared resources (consider small trays/ box/ tubs that you can put a selection of craft material in for a child to use, any craft not used can be put away for 72 hours before it can be added back for use). PH have advised craft work and painting etc. can be stored in a plastic envelope where possible and left for 72 hours before being allowed home. Some schools have already addressed this and explained to parents and children that they won't be taking work home at this time.

Jigsaws & Board Games

Consider creating packs for bubbles and they can be cleaned as far as possible or put away for 72 hours.

The best resource of all – YOU!

Ensure you are clean and washed regularly! J Talking, being, loving, caring, suggesting, guiding, reminding, reassuring, smiling, laughing, joking, listening and responding is all you do naturally for your children. This will be the biggest resource for your children. Meet them where they are, listen and understand their experiences and respond to meet their needs! This is what you do best so don't go changing now!

Here a few links that may be useful and could enhance your offer:

<https://creativestarning.co.uk/early-years-outdoors/10-rock-pebble-and-stone-play-ideas/>

<https://www.gruffalo.com/activities/activities/posters-of-julia-donaldson-and-axel-scheffler-reim>

<http://www.lovelybooks.co.uk/family-and-friends> - This is great list of books with suggested activities you can do as a focus around them

BOOKS

'While we can't hug'

https://www.amazon.co.uk/While-Cant-Hedgehog-Tortoise-Story/dp/0571365604/ref=sr_1_1?dchild=1&keywords=while+we+can%27t+hug&qid=1614248015&s=books&sr=1-1

A gorgeous, uplifting, inspiring picture book that makes social distancing fun

'The world made a Rainbow'

https://www.amazon.co.uk/World-Made-Rainbow-Michelle-Robinson/dp/1526629801/ref=pd_bxgy_img_2/257-2199753-9839965?encoding=UTF8&pd_rd_i=1526629801&pd_rd_r=abe15d58-944a-4695-a419-a0aa852e5a93&pd_rd_w=PwoLx&pd_rd_wg=ER20b&pf_rd_p=dcf35746-0212-418b-a148-30395d107b2d&pf_rd_r=P7EMXKCWZXC30K2Q0E5V&psc=1&refRID=P7EMXKCWZXC30K2Q0E5V

Outdoor learning – No reason not to...! Helpful hints and tips,

<https://creativestartlearning.co.uk/early-years-outdoors/little-essential-outdoor-items/>

<https://www.youtube.com/watch?v=rVp9ZBmPu8o> This is the 'Invisible String' story which is beautiful J

[While we Can't Hug YouTube](#) A lovely 4 minute animation story about physical distancing

<https://www.gov.gg/CHttpHandler.ashx?id=124890&p=0> 'Dave the Dog' a book written by a colleague in Jersey about understanding coronavirus

Other great books like: Have you filled your bucket today, The Colour Monster, Ruby's Worries, Worrysaurus, I don't like washing my hands! ,

<http://www.nicksharratt.com/> - a great poster for colouring about washing your hands, he has designed this especially for Early Years practitioners J

<https://www.eymatters.co.uk/online-conference/> Free CPD any time webinars you can listen to from Early Years Matters

<https://www.early-education.org.uk/news/guest-vlog-how-cope-change-you-didnt-ask-helen-moylett> a blog from Helen Moylett

Keep it simple, support one another, ask questions, start with less as you can always add more, be kind to yourselves and enjoy having them back! There are bound to be challenges and things that you thought would work that don't and the things you were most worried about will be just fine! Know who you can turn to for support, there are lots of people here who can and will help you and support you. Call the team anytime if you need and we can work together to find the answers and solutions.


APPENDIX 7 – Frequently Asked Questions – Childminders

<u>Childminders – STAGE 2</u>	
<u>Question</u>	<u>Response</u>
Training	
First Aid has expired during lockdown, what can I do?	All first aid certificates will be extended until training commences. Staff then have four months from date of expiry to retrain. Settings to notify SEYT of expiry and when retrained.
Safeguarding has expired during lockdown, what can I do?	Contact Linda Robert at seyt@gv.gg Any current safeguarding issues should be talked through with Linda Roberts.
Food Hygiene has expired during lockdown, what can I do?	You must complete your food hygiene certificates on line and these must remain up to date.
Do we need to complete a COVID-19 prevention course?	This is not a statutory requirement and does not replace your statutory requirements regarding enhanced cleaning. There are online course staff can complete for awareness which you may consider, check they are reputable and correct and are giving accurate information regarding the Bailiwick's requirements.
Can someone who is working in another place of work also work in a preschool/ nursery?	Yes unless they are working in a care home or in a hospital/ hospice/ persons home with the elderly and vulnerable and then no they would NOT be allowed to also work in your nursery or preschool at this stage
Do I need to wash my hair and tie it up daily?	You are required to ensure your personal hygiene is kept to a high standard of cleanliness including washing your hair regularly. You can do this daily (evening or morning) it is recommended hair is tied up when working.
Do I need to change my clothes daily?	Yes you are required to have high standards of hygiene including clean clothes daily.
PPE	
What PPE is required?	Gloves and aprons should be worn when cleaning equipment. See Enhanced Guidance for more detail. Face coverings are required in public indoor places including communal staff rooms, kitchen etc. see https://covid19.gov.gg/guidance/facecoverings for guidance. Face covering are not required when working with the children.
Are we able to access hand sanitiser and cleaning products from SEYT?	No, unfortunately these need to be provided by you as private businesses

Do we have to use hand sanitisers with children?	You must ensure all children wash their hands regularly with soap and water, including babies. Children who are able to effectively use hand sanitisers where soap and running water is not available (e.g. outdoors), should do so, this will not be appropriate for babies and for some of our older children.
What is classed as a high temperature?	37.8°C or above
What about a face shield instead of a face mask handing over?	Face shields are not face coverings so a face covering must be worn such as a mask or scarf they need to fit over the nose and mouth securely. Please see the face covering advice at https://covid19.gov.gg/guidance/facecoverings
Do masks have to be worn when doing handovers with parents?	Yes
Home/ Provision	
Who can I have in my home?	Only the children you are minding and your own children. Only the adults who are registered to be in your home whilst working: Not your extended bubble or other childminders.
What are the restrictions when we go out with the children for recreation?	Recreation with your children is allowed, you must abide by physical distancing measures with other member of the public. If you come together with another childminder you must adhere to PH's guidance and physically distance as adults. You cannot share food, drinks or resources and ensure hand hygiene is strictly followed.
Can we visit the beach or park with a group of children?	Yes. As long as enhance hygiene standards are met and you ensure children will not interact with the general public. When using public toilets, procedures need to be in place to ensure toilets are clean before and left clean after use, supervise hand washing and stop members of the public from using the toilets when children are using them to ensure physical distancing.
Are allowed to apply sun cream?	Yes, please ensure you follow your sun safety requirements. All children need to have sun cream when outside and wear a hats see https://www.skcin.org/sunSafetyAndPrevention/childrenBabiesAndToddlers.htm for information and guidance. Hats must be washed daily and sun cream should be applied individually washing hands in between each application as per usual requirements.
Do we have to pack away or can we leave resources out if no one else is going to touch it?	You can leave out resources if you can be certain no one is going to be using the space and the door is locked.
Can we use a mini bus or car to transport – subject to insurance and risk assessment/ permission etc.?	We are recommending load to 50% seated capacity only in a mini bus (over 8 seats). You must only use your car if it is essential to do so. If you are transporting in a car please keep this to a minimum and walk where possible. If you do need to use a car, it must be cleaned daily. Car seats must be cleaned daily and if the car seat is used by different children the cover removed

	and washed at least at 60°. If the car seat has sole use by a child ensure you keep it clean and remove the cover and wash it at least once a week.
Are children allowed to 'top and tail' when sleeping?	No, they need individual sleeping spaces at a minimum of 1 metre apart, this is not a situation where social distancing cannot be applied so it must be. Usual safe sleeping requirements apply e.g. regularly checked, well ventilated etc.
Do settings need to submit cleaning schedules?	No it does not need to be submitted but you must have one in place. Environmental Health will be carrying out spot checks of businesses so this needs to be clear for your setting. Please see advice on cleaning attached.
Other	
What is the first date I can open?	Childminders that have remained open during the COVID-19 lockdown phases can continue to operate as you have been whilst paperwork is completed, submitted and signed off by SEYT. Only once this is in place can childminders extend their offer to all families from 8 th March 2021 under Stage 2 requirements. Closed settings can open as soon as paperwork is completed, submitted and signed off by SEYT from 8 th March under Stage 2 requirements. You can chose to delay your reopening and use a phased approach as necessary for you and your workforce. If you have not completed, submitted and had your paper work signed off by the SEYT you are NOT permitted to operate and will be in direct breach of the requirements during this time and you registration may be suspended.
Can a child attend more than one provision/ childminder?	Yes children can attend up to two settings during stage 2, schools are counted as one provider. Childminders can pick up and collect at one other provider
What are the requirements with regards to physical distancing with our children?	It is accepted that physical distancing is not possible with children under 5 years old and other mitigations such as the enhanced cleaning and hand washing, removal of some resources and no visitors/ friends into your own home are in place to mitigate risks. For children over the age of 5 it is recommended you aim for 1 metre minimum physical distancing as they will be in schools.
Can I do a school pick up at more than one school and or preschool?	Not in Stage 2.
Can a childminder, who will have children in their care during the day, then go and do a preschool pickup followed by a school pickup?	Yes in Stage 2 children can attend two providers
What is the advice for cleaning carpets	As per your Covid-19 Risk Assessment document -Vacuum and spray any carpet areas.
Is weekly testing for children going to continue?	Not after the week of 1 March 2021
If a very small child who has only just settled before lock down brings in comforters is there any way they are allowed to do this or does it purely have to be wipe able?	Please use you discretion, if a child is going to be distressed they can keep their comforter but ensure it is kept and used by them only and recommend parents wash it regularly.

Or can we use our own discretion?	
If a baby is distressed can we hand over directly from the parent and not in a buggy or car seat?	Yes use your discretion and knowledge of the baby and family. Limit contact with parent, do this outside and wear your mask.
Resources	
Can we use crayons or chalk?	Consider a pack of resources such as scissors, glue, pencils crayons for each child. If this isn't feasible only put out some and rotate media so they are not reintroduce for a minimum of 72 hours. Chalk cannot be used unless it is disposed of after use as it cannot be cleaned.
Can we have water play?	Not as a water tray. Water can be used for washing with detergent (e.g. washing dolls, cars etc.) individual containers can be used for water painting, watering plants and investigations.
Can we use a paddling pool?	No shared water play is not permitted in Stage 2
Can I still have rugs / mats?	No. Unless you can clean them daily in a hot wash (over 60°)
Can we have gym mats rather than rugs?	Yes, as long as they can be wiped clean
Can I still have playdough?	Not for communal use. Individual pots named for each child can be kept. Or you can make individual playdough for a child to use and take home.
Can we use jigsaws and board games?	Yes but put them away for 72 hours after each use so ensure they are on a rota.
Can we use Milton?	Yes, using a net bag to clean small world, construction, cars etc. in soapy water followed by a bucket of Milton for minimum of 20 minutes then air dried. Also consider using the dishwasher where it's safe to do so.
Can we use sand trays or sandpits?	No sand pits can be used in Stage 2. Individual sand trays can be used and either disposed of or put away for a minimum of 72 hours before they are reintroduced to an individual. This applies to kinetic sand also.
Can we use trampolines?	Trampolines are not recommended for use with children under 6 years old. If you use a trampoline with 6+ year old then it will need to be cleaned after each use and ensure safety risk assessments are in place. Only one child should use the trampoline at a time to maintain social distancing. This may already be part of the usual risk assessment for use.
Can we have books out?	Yes organise your books so a selection can be used in a daily rota ensuring they are left for a minimum of 72 hours before being reintroduced again.
Can we use sensory play?	Not for a group activity, you can use individual containers/ trays which can be used by one child and then discarded.
Can we have dolls clothes out?	Yes if you can wash them daily at 60°+
Can we use buggies like this to take babies out?	No, this would not be allowed in Stage 2 but yes in Stage 3. <u>Evacuation trollies MUST be used if required in an emergency e.g. fire</u>

	
<p>Can childminders use double buggies when taking children out for their recreational time?</p>	<p>You can use double buggies OUTSIDE only and they must be cleaned after use. You should consider not going out until Stage 3 and use your garden. You also need to consider how you are going to manage physical distancing if taking the children out as there will be more than one child to observe at once.</p> <p>Please be reassured that these steps are only for Stage 2, there will be more relaxation when we move to Stage 3.</p>


APPENDIX 8 – Frequently Asked Questions – Preschools & Day Nurseries


<u>EY Providers</u>	
<u>Question</u>	<u>Response</u>
Staffing	
First Aid has expired during lockdown, what can I do?	All first aid certificates will be extended until training commences. Staff then have four months from date of expiry to retrain. Settings to notify SEYT of expiry and when retrained.
Safeguarding has expired during lockdown, what can I do?	Contact SEYT@gov.gg Any current safeguarding issues should be talked through with Linda Roberts.
Food Hygiene has expired during lockdown, what can I do?	You must complete your food hygiene certificates on line and these must remain up to date.
Do we need to complete a COVID-19 prevention course?	This is not a statutory requirement and does not replace your statutory requirements regarding enhanced cleaning. There are online course staff can complete for awareness which you may consider, check they are reputable and correct and are giving accurate information regarding the Bailiwick's requirements.
I have a new member of staff beginning. Are all the checks the same?	The checks and guidance around new staff members have not changed. All documents must be in place and seen by SEYT before they start work.
Can someone who is working in another place of work also work in a preschool/ nursery?	Yes unless they are working in a care home or in a hospital/ hospice/ persons home with the elderly and vulnerable and then no they would NOT be allowed to also work in your nursery or preschool
Do I need to wash my hair and tie it up daily?	You are required to ensure your personal hygiene is kept to a high standard of cleanliness including washing your hair regularly. You can do this daily (evening or morning) it is recommended hair is tied up when working.
Do I need to change my clothes daily?	Yes you are required to have high standards of hygiene including clean clothes daily.
Can we use public transport to get to work?	Yes if you have no alternative, you will be required to change into your work uniform when you arrive at your place of work.
Can we have more than one member of staff as a “floater”?	Yes
PPE	
What PPE is required?	Gloves and aprons should be worn when cleaning equipment. See Enhanced Guidance for more detail.

Are we able to access hand sanitiser and cleaning products from SEYT?	No, unfortunately these need to be provided by you as private businesses
Do we have to use hand sanitisers with children?	You must ensure all children wash their hands regularly with soap and water, including babies. Children who are able to effectively use hand sanitisers should do so, this will not be appropriate for babies and for some of our older children.
What is classed as a high temperature?	37.8°C or above
What about a face shield instead of a face mask handing over?	Face shields are not face coverings so a face covering must be worn such as a mask or scarf they need to fit over the nose and mouth securely. Please see the face covering advice at https://covid19.gov.gg/guidance/facecoverings
Do masks have to be worn when doing handovers with parents?	Yes
Provision	
Can we offer slightly earlier drop off or pick up to help with social distancing	Yes
Can we visit the beach or park with a group of children?	Yes. As long as enhance hygiene standards are met and you ensure children will not interact with the general public. When using public toilets, procedures need to be in place to ensure toilets are clean before and left clean after use, supervise hand washing and stop members of the public from using the toilets when children are using them to ensure physical distancing.
Are allowed to apply sun cream?	Yes, please ensure you follow your sun safety requirements. All children need to have sun cream when outside and wear a hats see https://www.skcin.org/sunSafetyAndPrevention/childrenBabiesAndToddlers.htm for information and guidance. Hats must be washed daily and sun cream should be applied individually washing hands in between each application as per usual requirements.
Can we offer settling in session with new parents as per our policy for new starters?	Not in Stage 2, this should be left until Stage 3 and may require some slight amendments.
Can we have parent meetings?	Out of hours visits would be appropriate, however the Provider must undertake a pre visit phone call to ensure all visitors are symptoms free and are not in contact with a confirmed case.
Do we have to pack away or can we leave resources out if no one else is going to touch it?	You can leave out resources if you can be certain no one is going to be using the space and the door is locked.
Can we use a mini bus or car to transport – subject to insurance and risk assessment/ permission etc.?	We are recommending load to 50% seated capacity only in a mini bus (over 8 seats). You must only use your car if it is essential to do so. If you are transporting in a car please keep

	this to a minimum and walk where possible. If you do need to use a car, it must be cleaned daily and car seats washed at least at 60°.
Are children allowed to 'top and tail' when sleeping?	No, they need individual sleeping spaces at a minimum of 1 metre apart, this is not a situation where social distancing cannot be applied so it must be. Usual safe sleeping requirements apply e.g. regularly checked, well ventilated etc.
What is the advice for cleaning carpets	As per your Covid-19 Risk Assessment document -Vacuum and spray any carpet areas.
Do settings need to submit cleaning schedules?	No it does not need to be submitted but you must have one in place. Environmental Health will be carrying out spot checks of businesses so this needs to be clear for your setting. Please see advice on cleaning attached.
Which sort of cleaning products can we use?	Oxivir plus spray is an option and currently used in settings that are open from A1 or Mercury.
Other	
I have 2 vulnerable children attending from other nurseries. Where do I stand if those nurseries choose not to open?	These children still need to remain as a priority if they are staying with you. Discussions with parents and other providers around placements need to focus on the individual child's needs.
Can a child attend more than one provision/ childminder?	Yes children can attend up to two settings during stage 2, schools are counted as one provider. Childminders can pick up and collect at one other provider
Can outside business e.g. French, Dance, Signing begin to come back in and offer sessions in our Provision?	No not in Stage 2.
I am still unsure about bubbles, 15 children per bubble? we have 20 in one room	Yes, 15 children per bubble attending at a time – you can have as many bubbles as your provisions space allows, please contact SEYT for further support.
Are we able to have multiple bubbles in the setting if space allows for it?	Yes, as long as the individual bubbles do not have more than 15 children in it attending at a time and do not mix with the other bubbles in the setting.
Is weekly testing for children going to continue?	Not after the week of 1 March 2021
If a very small child who has only just settled before lock down brings in comforters is there any way they are allowed to do this or does it purely have to be wipe able? Or can we use our own discretion?	Please use your discretion, if a child is going to be distressed they can keep their comforter but ensure it is kept and used by them only and recommend parents wash it regularly.
If a baby is distressed can we hand over directly from the parent and not in a buggy or car seat?	Yes use your discretion and knowledge of the baby and family. Limit contact with parent, do this outside and wear your mask.

Resources

Can we use crayons or chalk?	Consider a pack of resources such as scissors, glue, pencils crayons for each child. If this isn't feasible only put out some and rotate media so they are not reintroduce for a minimum of 72 hours. Chalk cannot be used unless it is disposed of after use as it cannot be cleaned.
Can we have water play?	Not as a water tray. Water can be used for washing with detergent (e.g. washing dolls, cars etc.) individual containers can be used for water painting, watering plants and investigations.
Can we use a paddling pool?	No shared water play is not permitted in Stage 2
Can I still have rugs / mats?	No. Unless you can clean them daily in a hot wash (over 60°)
Can we have gym mats rather than rugs?	Yes, as long as they can be wiped clean
Can I still have playdough?	Not for communal use. Individual pots named for each child can be kept. Or you can make individual playdough for a child to use and take home.
Can we use jigsaws and board games?	Yes but put them away for 72 hours after each use so ensure they are on a rota.
Can we use Milton?	Yes, using a net bag to clean small world, construction, cars etc. in soapy water followed by a bucket of Milton for minimum of 20 minutes then air dried. Also consider using the dishwasher where it's safe to do so.
Can we use sand trays or sandpits?	No sand pits can be used in Stage 2. Individual sand trays can be used and either disposed of or put away for a minimum of 72 hours before they are reintroduced to an individual. This applies to kinetic sand also.
Can we use trampolines?	Trampolines are not recommended for use with children under 6 years old. If you use a trampoline with 6+ year old then it will need to be cleaned after each use and ensure safety risk assessments are in place.
Can we have books out?	Yes organise your books so a selection can be used in a daily rota ensuring they are left for a minimum of 72 hours before being reintroduced again.
Can we use sensory play?	Not for a group activity, you can use individual containers/ trays which can be used by one child and then discarded.
Can we have dolls clothes out?	Yes if you can wash them daily at 60°+
Can we use buggies like this to take babies out? 	No, this would not be allowed in Stage 2 but yes in Stage 3. <u>Evacuation trollies MUST be used if required in an emergency e.g. fire</u>

	
<p>Can we use double buggies when taking children out for their recreational time?</p>	<p>You can use double buggies OUTSIDE only and they must be cleaned after use. You should consider not going out until Stage 3 and use your outside space. You also need to consider how you are going to manage physical distancing if taking the children out as there will be more than one child to observe at once.</p> <p>Please be reassured that these steps are only for Stage 2, there will be more relaxation when we move to Stage 3.</p>