



Koala Klub Summer opening - COVID-19 Site Operating Procedures

Dear Parents,

As you will be aware the government have allowed us to reopen to all children from 1st June 2020 this means we are hopefully able to offer our summer holiday program.

To facilitate this the government has published some broad guidelines on how we should operate, in order to ensure the safety of the Koala Klubs family. From these we have created some new procedures to assist Koala Klubs in implementing precautionary measures to reduce the spread of COVID-19 disease in our settling. These procedures are based on Public Health England and Department for Education guidance for childcare. The fundamental principle of these procedures is to ensure physical distancing between identified groups where practically possible and to implement good hygiene practices. Some may have already been in place but have been indicated here for your piece of mind.

What we ask of you

- Please only bring your child to Koala Klubs if they or everyone within the household have not had any coronavirus symptoms, such as a temperature of 37.8 degrees and above, a new persistent cough and/or a lack of taste or smell within the last 14 days
- In the event of your child developing coronavirus symptoms whilst attending the setting, they will need to be collected as soon as possible and isolated at home in line with the NHS guidance.
- Please ensure children attend Koala Klubs in clean clothes each day.
- We ask that only one parent or family member comes at drop off and pick up times and that they have not presented any symptoms in the last 14 days.
- Please do not bring items from home into the Koala Klubs unless essential for their wellbeing. This includes the daily diary books.
- We will be asking parents to ring buzzer on arrival and wait for the door to be opened.
- We will be asking parents to drop off children at the door rather than entering the building itself.
- We ask that you respect social distancing with staff as much as possible. We appreciate this may not be possible at times if children are unsettled but please step back from the room door once it is possible to do so.
- If you are kept waiting while dropping off or collecting their child, please respect social distancing with other parents.
- We will consider allowing parents to enter the Koala Klubs for the purpose of settling in sessions if not doing so would cause a child distress. We will first consider measures to minimise contact between the parent and other children and staff members.
- Wherever possible please travel to Koala Klubs on your own with your children and in your own transport.
- If public transport is necessary, current government guidance on the use of public transport must be followed.
- Please do not to leave travel accessories including buggies, car seats, scooters in the building.
- Upon arrival we ask all parents use the hand sanitiser provided and the children will be asked to wash their hands as soon as they arrive.

- In order to for us to complete our enhanced cleaning schedule we ask that all children are picked up before 5:30pm whenever possible.

What we will be doing

Children

- The majority of our day will be outside where possible
- Only children who are from a symptom free household or have completed the required isolation period will be allowed to attend the setting.
- We will not be taking temperatures of children on arrival but ask parents to monitor their children's temperatures. We will take temperatures as our normal procedures if we suspect symptoms.
- Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
- Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19.
- Staff will also ensure they are aware of children's attachments and their need for emotional support at this time.
- Children must have their own packed lunch and snacks – visits to the vending machines will not be permitted
- We will not be using the daily diary books for the time being.
- In the event of your child developing suspected coronavirus symptoms whilst attending the setting, they will need to be collected as soon as possible and isolated at home in line with the NHS guidance.

Staff

- Staff will only attend the Koala Klubs if they are from a symptom free household, have completed the required isolation period or achieved a negative test result.
- We be taking temperatures of staff on arrival but will if symptoms are suspected.
- Social distancing will be maintained during breaks.
- Staff members will avoid physical contact with each other including handshakes, hugs etc.
- Wherever possible staff and parents will travel to the Koala Klubs alone, using their own transport.
- If public transport is necessary, current guidance on the use of public transport must be followed.
- Children and staff members will be encouraged to wash their hands frequently throughout the day.

Proper hand-washing protocol

Hand-washing is a cornerstone of our reopening plan. When in doubt, wash thoroughly and often, using liquid soap and water. Hand sanitizer that is 70% ethanol or stronger is our second preference, followed by disposable wet napkins.

We will wash our hands:

- Upon arrival in the morning, and reentering the building throughout the day
- Whenever one's hands are visibly dirty
- After using the toilet
- After coughing or sneezing into one's hands, or into a disposable tissue
- Before eating
- We have an enhanced cleaning schedule that will be implemented that includes furniture, surfaces and children's equipment and equipment (see below for further information).
- Toilets will be cleaned after use using standard cleaning products, and sprayed with disinfectant after each use.
- All high-contact surfaces, including touch points and hand washing facilities, tables, door handles, taps and light switches will be disinfected at least three times daily.

- Equipment will be cleaned at the end of each day or beginning of next before use, and any equipment that are not easily disinfected will be put away until the end of the coronavirus pandemic.
- Cleaning takes place whenever there's a break in the action — in the middle of the day, while children are eating or napping, or at the end of the day, once the children have gone home.
- Laundry, such as bedding, will be only used by one child, and washed every day.
- Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission.
- PPE will continue to be worn as normal for nappy changing and the administration of first aid.
- We will be keeping windows open where possible to ensure ventilation
- All resources required for play and learning experiences of children will be regularly washed and/or sterilised.
- Whilst waiting for the child to be collected they will be isolated from others in a welcome area with the window opened for ventilation if appropriate.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the Koala Klubs, they will return home immediately and isolate at home in line with the NHS guidance.

We hope you appreciate that this is new to everyone and will work with us to achieve these new procedures. These steps will change where appropriate to ensure the safe and viable running of the Koala Klubs can continue. They will also change in line with government guidance as it is released.

If you have any questions please do not hesitate to ask.

Kindest Regards

Neil
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