

Risk Assessment for Meethill ELC

For infection prevention and control during COVID-19 pandemic

To keep children, staff and visitors safe at Meethill ELC during COVID-19 pandemic

Risk assessment will be reviewed and updated regularly and as per changes to guidance

Isolation Room: **Sparkle Room**

Date: 17/11/2020

Updated: 29/11/2020

Updated: 05/01/2021

Updated: 08/01/2021

Updated: 19/02/2021

Updated: 01/09/2021

Head Teacher: John Black

Acting Deputy Head Teacher: Merylyn Rucroft

Senior Practitioner: Jacqueline Turner

Hazard	Person/s affected	Risk	Risk levels before control measures are in place			Control Measures	Risk levels after controls are in place		
			L	M	H		L	M	H
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>General Control Measures</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: https://covid19.aberdeenshire.gov.uk/</p> <p>Updated 01.09.2021</p> <p>Risk assessments remain a legal requirement - they must be conducted and reviewed when circumstances change. Setting-level risk assessments are expected to consider all risks identified in respect of COVID-19.</p>	L	M	H

					<p>We have now moved into Beyond Level 0.</p> <p>Whilst a lot of restrictions have been lifted in the community, we continue to remain vigilant in the setting and follow good practice to keep all staff and children safe from infection.</p> <p>The mitigations that apply in Beyond Level 0 are highlighted in Pink throughout the risk assessment. Please be mindful that if the Level changes in the local area, changes will be reflected in the risk assessment.</p> <p>3 Supporting the workforce to be confident and safe Updated 17.02.21</p> <p>3.1 We have a collective responsibility to enable all staff to feel confident when returning to the workplace. They should have the opportunity to read and discuss the following:</p> <ul style="list-style-type: none"> • Public Health Scotland guidance, • The Strategic Framework for Reopening Schools and ELC, • The framework document COVID-19: framework for decision making - Scotland's route map through and out of the crisis • Advice for the Coronavirus (COVID 19): Advisory Sub-Group on Education and Children's Issues <p>3.2 Settings should plan to welcome back children and their families and staff, staff wellbeing must be protected. Staff will need time to re-connect, to meet, talk and 'check in' with each other.</p> <p>3.3</p>			
--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> • Managers should communicate extensively with their staff to ensure that they are clear and confident in implementing the required public health measures and processes in advance of settings reopening to all children. • There must be clearly defined training sessions for staff on the risk mitigations set out in this guidance. To prepare for the return to ELC for all children, staff must be given the opportunity to highlight the need for any further local training to help reassure and protect themselves and their colleagues. • Routine asymptomatic testing of ELC staff <p>3.4 The Scottish Government is working to make available routine asymptomatic at-home testing using lateral flow devices (LFD), twice a week to all day care of children services. This will not replace the existing procedures for testing of staff who have symptoms of COVID.</p> <p>3.5 The first phase of this testing will be available at the earliest opportunity to ELC and childcare staff based in local authority schools.</p> <p>3.6 This offer will be extended to regulated day care of children services which are non-schools based (including stand-alone local authority settings) in the weeks following the start of the programme.</p> <p>3.7 Testing will be voluntary, and nobody is required to undergo testing without consent, or excluded from a setting if they do not wish to be tested. However, we are asking that staff be encouraged to participate, to contribute to the wellbeing of everyone in their setting.</p>			
--	--	--	--	--	--	--	--	--

					<p>3.8</p> <ul style="list-style-type: none"> • If staff are working from home, and not attending a setting, they should not participate. This is because the goal of the programme is to minimise the risks of COVID-19 in the physical setting environment. • Any person who has had a positive covid result confirmed COVID diagnosis in the previous 90 days is exempt from further testing unless they develop symptoms, in which case they should stay at home and arrange a PCR test via the usual NHS inform route. <p>3.9</p> <ul style="list-style-type: none"> • Step by step guidance has been shared with schools and ELC settings attached to schools via Objective Connect. Stand-alone settings will be invited to join Objective Connect and access this guidance in the coming weeks. The guidance was developed in collaboration with NHS. Test and Protect and the UK Department for Health and Social Care to support schools and ELC settings in the delivery of the Schools Asymptomatic Testing Programme. <p>3.10</p> <ul style="list-style-type: none"> • All staff, student on placement, and children and families, should continue to be vigilant for coronavirus symptoms. • The asymptomatic testing programme using LFD testing does not replace the current testing policy for those with symptoms. If their symptomatic test is positive, the member of staff must isolate and access a confirmatory PCR (polymerase chain reaction) test as per their usual symptomatic testing channel, even if they are without symptoms. 			
--	--	--	--	--	---	--	--	--

					<ul style="list-style-type: none"> • If their symptomatic test is negative, they can remain at work unless symptoms develop but should not consider themselves free from infection and must still adhere to all mitigations. • On the occasion that a symptomatic staff member has used a LFD test and has returned a negative result, they should still self-isolate and arrange a PCR test. <p>3.11 Anyone who experiences symptoms of coronavirus must self-isolate immediately and arrange a PCR test at www.gov.uk/get-coronavirus-test. People with symptoms must not rely on a negative LFD result to continue to attend their setting.</p> <p>3.12 Ahead of the full extension of the programme to all day care of children settings, staff in standalone local authority settings and in private and third sector day care of children settings can continue to access asymptomatic testing through the employer referral portal if they are concerned about being exposed to the virus.</p> <p>Testing - Childminders</p> <p>3.13 Reflecting the lower risk in small settings with fewer opportunities for adult-to-adult transmission, childminders have not to date been included in the offer of access to asymptomatic testing. In the light of the creation of an at home testing offer for nurseries and other larger settings we are reviewing the testing offer in place.</p> <ul style="list-style-type: none"> • Ensure all staff have access to the most up to date guidance and advice on COVID-19 from Aberdeenshire Council/Government and that this is implemented. Ensure changes in 			
--	--	--	--	--	--	--	--	--

					<p>Policies/Procedures are recorded and shared. Keep a register of who has been informed.</p> <p><u>Identified Lead:</u> Jacqueline Turner EYSP</p> <ul style="list-style-type: none"> Assign coordinator to ensure effective staffing ratio & cover at short notice <p><u>Identified Lead:</u> Jacqueline Turner EYSP</p> <ul style="list-style-type: none"> Named Child Protection Officer in ELC Setting <p><u>Identified Lead:</u> John Black HT</p> <ul style="list-style-type: none"> Managers and staff must make themselves familiar with COVID-19 Advice from Health Protection Scotland and review regularly. Change to service delivery specifically due to COVID 19 must be reported to Care Inspectorate through notifications on eforms. <p><u>Identified Lead:</u> Jacqueline Turner EYSP</p> <p><u>How Coronavirus Spreads</u></p> <p>1. Directly: from close contact from an infected person (within 2m where respiratory secretions can enter the eyes, mouth, nose or air ways) This risk increases the longer someone has close contact with an infected person.</p> <p>2. Indirectly: by touching a surface, object or the hand of an infected person that has been contaminated respiratory secretions and then touching own mouth, nose or eyes. Under most circumstances the</p>		
--	--	--	--	--	---	--	--

					<p>amount of infectious virus on any contaminated surfaces is likely to have decreased significantly but 72 hours.</p> <p>It is understood that people may pass on COVID 19 in the 48 hours before they start to develop symptoms and up to 10 days after the symptoms start.</p> <p>Encourage and support all children, young people and staff and any others for whom it is necessary to enter the setting to maintain COVID-19 secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <p><u>Control Measures at Meethill:</u></p> <ul style="list-style-type: none"> • Staff, parents, visitors, contractors, delivery people and any other adult onsite must adhere to 2-metre social distancing rule indoors and outdoors. • Adults should stay 2 metres apart from all other adults within the setting. • Staff will sign in and out of the building on arrival and departure. • Hand sanitiser will be provided for staff to use or they can bring their own. • Staff rooms, bases and offices reconfigured to ensure physical distancing of 2m can be maintained. Where 2m physical distancing cannot be maintained, risk assessments will be undertaken and control measures implemented. • Only 2 members of staff allowed in the nursery kitchen at one time due to small restricted space. • Children to wash hands on arrival to setting, regularly throughout the session and other key times such as snack, after outdoor play and toileting. • Use a tissue or elbow to cough or sneeze and empty bins regularly for tissue waste. • Encourage children, young people and staff to avoid touching their faces including mouth, eyes and nose. 			
--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> Supplies of hand soap, paper towels, tissues and hand sanitisers will be provided. Children are discouraged from bringing items from home to save risk of cross contamination. <p><u>Identifying staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19</u></p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to setting until self-isolation is over, or a negative test is received. Give out clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-19 like symptoms or a positive test. All school/nursery staff/children who feel they may have been infected can request a test even if not symptomatic.</p> <p><u>Identified Lead:</u> Jacqueline Turner EYSP</p> <p>Have a location where potentially symptomatic pupils can be located until they can be collected.</p> <p>ISOLATION ROOM is located: Sparkle Room</p> <p><u>Parents, carers, professionals, visitors and contractors will come on site by appointment only, unless in emergencies. Staff will adhere to health and safety guidelines.</u></p> <p><u>Records</u></p> <ul style="list-style-type: none"> Sign in sheets for staff, contractors and visitors COVID-19 Contact Tracing Visitor Details form Registration records for children attending Correct absence codes recorded on Seemis 			
--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> Emergency contacts updated regularly <p>First Aid</p> <ul style="list-style-type: none"> Staff with relevant training in place: first aid, food hygiene etc to be identified and shared across the setting. Ensure there is always a qualified first aid staff member in ELC. If cover not available seek guidance from school SLT. 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Physical distancing between adults in the setting, including parents at pick up and drop off:</p> <p>Updated 01/09/2021</p> <p>From 9th August 2021 in Beyond Level 0 at least 1 metre physical distancing applies. Settings can continue with 2 metre distancing arrangements that work well and do not limit capacity.</p> <p>Meethill ELC will continue to observe the 2 metre distancing where possible including placing of staff desks. Staff should note that the requirement to physically distance applies at all times, including during breaks and before and after sessions and traveling to and from the setting.</p> <p>Children are not required to physically distance themselves from each other, or from adults.</p> <p>Physical distancing between adults remains a fundamental protective measure that should apply at all times. Individual physical distancing applies to staff, parents and other adults who may attend the setting or delivery people & contractors-2.11.20</p> <ul style="list-style-type: none"> Learning from outbreaks across a range of sectors suggests that lapses in adherence to physical distancing 			

						<p>can occur when staff take breaks from work and mix with colleagues outside or in staff rooms and other social areas. Staff should be reminded that the requirement to physically distance applies at all times, including during breaks and before and after sessions and traveling to and from the setting. The only exception to this is for staff who live in the same household, have formed 35 an extended household in accordance with the guidance, or where there are health and safety reasons why staff have to come within 2 metres of each other.</p> <ul style="list-style-type: none"> • The experience of providers since reopening after the first lockdown shows that use of physical distancing (alongside other precautions) will reduce the overall number who need to isolate in the event of a child or staff member contracting COVID-19. Updated 17.02.21 • Adults should stay 2 metres apart from all other adults within the setting. • All staff rooms, bases & offices should be reconfigured to ensure that physical distancing of 2m can be maintained. Where physical distancing of 2 metres cannot be maintained Risk Assessments should be undertaken & control measures implemented. 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Special consideration for certain groups:</p> <p><u>Shielding and clinically at risk:</u></p> <p>Important Update 17.02.21- Due to what scientists have learned about the higher transmission rates with new variants. The Chief Medical Officer will be contacting people on the shielding list, by letter, to advise if they cannot work from home, they should not attend their workplace for as long as</p>	L		

					<p>Level 4 measures are in place. This advice remains, regardless whether you have had one or two doses of the vaccination. We will update this guidance if this advice changes as we learn more about the impact of vaccination. www.mygov.scot/shielding</p> <p>As levels of COVID-19 in a local area changes, the proportionate advice for people on the shielding list in the area will change as well. People at the highest risk should follow the advice for the general public, as a minimum:</p> <p><u>Protection Level 0-2</u></p> <ul style="list-style-type: none"> • Children with the highest clinical risk can continue to attend the setting, following the advice for the general public • Staff with the highest clinical risk can continue to work in settings, following a dynamic risk assessment and appropriate social distancing • If social distancing cannot be maintained at 2m then the setting must assess the risk, taking account of all relevant clinical and occupational health advice <p><u>Protection Level 3-4</u></p> <ul style="list-style-type: none"> • Enhanced measures apply to young children, young people and staff, at highest clinical risk. • Parents /carers may wish to discuss with child's healthcare team if they are unsure or have queries about returning to or attending school because of their own health condition <p><u>Records</u></p> <ul style="list-style-type: none"> • Record of staff and children who are clinically and extremely vulnerable kept accurately and up to date 			
--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> Dynamic Risk assessments carried out for clinically vulnerable staff <p>Identified Lead: <i>Jacqueline Turner EYSP</i></p> <p><u>Risk Assessments</u></p> <ul style="list-style-type: none"> Workplace risk assessments should take account of age, sex, ethnicity, body mass index (BMI) as well as clinical conditions and recommended practical protective measures. Risk assessments should link with COVID-19 guidance on individual risk assessment for the workplace https://www.nhsggc.org.uk/media/262073/covid19_scot_gove_occupational_risk_assessment_guidance.pdf Underlying health conditions - clinically vulnerable staff (including those who have underlying health conditions but who are not on the shielding list) can continue to work subject to a dynamic risk assessment. Arrangements should be made to enable appropriate physical distancing. If they have to spend time within 2 metres of others, setting must carefully assess and agree with them whether this involves an acceptable level of risk. Where there are any concerns do exist please see www.gov.scotland (advice for people with underlying health conditions). Guidance has been prepared and will be continued to be updated. Staff who have underlying health conditions will wish to be aware of this advice in order to inform discussions with their employer, trade union and or health team. Update 17.02.21 Pregnancy - In line with the UK government www.gov.scotland, advice for pregnant employees, pregnant staff of any gestation should only continue working if a risk assessment advice that it is safe to do so. ELC settings and Local Authorities should follow the Royal College of Obstetricians and 			
--	--	--	--	--	---	--	--	--

					<p>Gynaecologists advice to try and keep the risk of exposure as low as is practically possible for pregnant employees, particularly in the third trimester. Normal pregnancy risk assessments should be undertaken, and appropriate attention paid to mental health and wellbeing. Update 17.02.21</p> <ul style="list-style-type: none"> • Minority Ethnic children, young people and staff - Settings should respond to requests for additional protection on an individual basis and ensure this is reflected in the 'Individual Risk Assessment' • Children with Additional Support needs - Every child will have different levels of support. It will be important as part of the risk assessment carried out to consider the individual needs of the child or young person. Where there is a need to work in close proximity with adults and children the appropriate safety measures should be put in place, based on that risk assessment. 26.1.21 <p>Identified Lead is: Jacqueline Turner EYSP</p> <p>Personal Plans</p> <p>Personal plans to be created by HT/DHT/EYSP within 28 days of a child starting the setting. EYSP to ensure these are shared with team and parents/carers.</p> <p>Identified Lead: Jacqueline Turner EYSP</p> <p>Manual Handling</p> <ul style="list-style-type: none"> • At least 2 members of trained staff should be available for manual handling. • If this additional support is needed, staff should wear appropriate PPE when providing direct personal care. (See PPE section of this risk assessment) 		
--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> Only essential staff should enter the designated room where personal care is being carried out. (Changing room) <p>Cleaning</p> <ul style="list-style-type: none"> Cleaning routine established for specialist equipment for children with additional support needs, sensory rooms, sensory items and ensure all is safe to use. 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors Infection of staff and children at other settings		H	<p>Blended Placements: (Where a child attends more than one setting including childminders)</p> <p>Updated 01/09/2021</p> <p>All blended placements can go ahead but if there is an outbreak within the child's cohort arrangement in either of the settings that the child attends,</p> <p>Meethill ELC with continue to put necessary risk assessments and attendance records in place for all blended placements.</p> <p>Blended placements should be reviewed on a case-by-case basis. Parents and carers should be encouraged and supported to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently, ideally attending one setting only. Existing blended placements may continue provided they are supported by a revised risk assessment, that has been undertaken in collaboration with parents and all providers involved in the care of the child.</p> <p>Update 17.02.21</p> <p>In order to minimise the number of contacts and risk of transmission, attendance at multiple ELC settings should be reduced as far as possible.</p>	L		

						<p><u>Control Measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Dynamic risk assessments are in place with details of individual split placements • Daily log kept by keyworker to record any COVID related incidents • Parental permission in place for settings to share any related COVID-19 • Children and families are encouraged not to bring belongings/resources from other settings to reduce the risk of contamination 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p style="text-align: center;">Communication</p> <p>Update 01/09/2021</p> <p>Settings should continue to communicate any new arrangements to parents and carers, particularly where there are new routines and procedures that children and families will need to understand and follow.</p> <p>In the event that settings are informed of a positive case or cases amongst their staff or children, they should provide parents/carers and staff with a standard letter (template provided) advising them of the facts and providing advice.</p> <p>Meethill ELC will continue to communicate with parents regarding their child's progress by telephone. Face to face meetings only to be used where absolutely necessary.</p> <p>Consultation with all staff, parents, providers and trade unions on the reopening of ELC settings should be carefully undertaken when implementing this guidance, to ensure that all those concerned understand the changes that are required and are confident in the revised arrangements. Inductions for new staff must include guidance</p>	L		

					<p>on the setting's measures to ensure good infection prevention and control. Updated 17.2.21</p> <p>Settings will need to communicate any new arrangements to parents and carers in advance of children returning, particularly where there are new routines and procedures that children and families will need to understand and follow. This should reinforce the need for parents/carers to physically distance and wear face covering when dropping off/ collecting children. Settings should also include information risk mitigation measures in information for new families taking up places. Updated 17.2.21</p> <p>Arrangements should be made for sharing of information between staff, families and between settings to ensure clear lines of communication where face to face contact is reduced. When settings communicate electronically, they must consider the GDPR and update privacy policies where necessary. Where face to face communication is preferred and suitable, ensure control measures are in place.</p> <p><u>Control Measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Parent learning journey appointments are carried out over the telephone to update parents on children's learning and progress • Surveys/questionnaires are completed online reducing risk of contamination • Newsletters/Marvellous Me updates and regular email communications to keep parents up to date • Snack menu sent through Marvellous Me • Encourage parents to email or telephone the nursery if they have any queries or want to find out more information • Encourage parents to telephone school/nursery if their child is going to be absent. 			
--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> Keep face to face conversations short and maintain social distancing 			
Spread of infection	Staff Children and young people Visitors	Cross contamination of infection Infection of staff, children and visitors			H	<p>Escorting pupils by transport</p> <p>Updated 02/09/20</p> <ul style="list-style-type: none"> Do not work with more than 2 contacts in one day A contact is defined as one child, a group of children (maybe a class), a single member of staff, a group of staff, a parent or carer or a family group. Employers should provide face coverings/PPE to pupil escort If a child is over 5 years old a face covering must be worn on transport 	L		
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Parents onsite: Pick Up and Drop Off</p> <p>Update 01/09/2021</p> <p>Ensure large gatherings of people are avoided and physical distancing is maintained. Advice to wear face coverings, stagger timings etc.</p> <p>Meethill ELC will continue to use separate doors to minimise groups of parents waiting during pick up/drop off times. Also different start times in the setting due to 1140 hours limits amount of parents onsite together.</p> <p>Parents, staff and any other adult within the nursery garden/school playground at pick up and drop off must adhere to the 2-meter social distancing rule as remains the fundamental protection measure. Staff will wear a face covering when facilitating the drop off/pick up of children and strongly encourage parents to do so also.</p>	L		

					<p>Most children can be placed in the care of staff whilst parents/carers maintain a 2-metre distance. In some cases, a physical handover will be required. In these circumstances:</p> <ul style="list-style-type: none"> • Limit time staff spend in close proximity with parent/carer and make sure that face coverings are worn by adults during physical hand over. Updated 17.2.21 • Limit time staff spend in close proximity with parent/carer • Face covering should be worn if 2-meter social distancing cannot be maintained • Ensure both child and parents are comfortable in the handover. Make arrangements that if the child is distressed for parent to comfort them without parent coming into contact with other children and staff. Parents can comfort children in the nursery garden if necessary keeping to the social distancing rules. Key worker or EYSP will telephone parents to let them know how the child has settled if necessary. • Staff and children should wash hands after the child is safely settled • Parents and carers should not enter the building • Parents/carers must wear face coverings. • Parents and carers and older siblings where they are required to accompany parents should be encouraged to wear face coverings. Updated 17.2.21 • Stagger and allocate drop off/collection times. • Take account of start times of other children in the family, to reduce multiple visits for parents. • Utilise other access points • Encourage parents using cars to park further away from setting and then walk with children to avoid congestion. • Staff and parents should only share a vehicle with people from their own household. Consideration should be given to children with complex needs or disabilities. 			
--	--	--	--	--	---	--	--	--

					<p>Escorting pupils by transport</p> <ul style="list-style-type: none"> • Do not work with more than 2 contacts in one day. • A contact is defined as one child, a group of children (maybe a class), a single member of staff, a group of staff, a parent or carer or a family group. • Employers should provide face coverings / PPE to pupil escort. • If child is over 5 a face covering must be worn on transport. <p>• <u>Control Measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Adults maintain 2m distance • 2 separate doors are used to help maintain social distancing and prevent crowding (Green door and Yellow Door) • Encourage one adult only from each family to approach the door for pick up and drop off • Staff will meet children outside the setting and accompany them into the building where another member of staff will supervise hand washing • Staff should wear face coverings whilst talking with parents at drop off/pick up times • Parents are strongly encouraged to wear facemasks • Parents are encouraged to park further from setting and walk with children to avoid congestion • Parents are encouraged to contact the nursery if they wish to discuss anything in further detail to save lengthy face to face chats • Signs displayed around the nursery advising parents of the doors they should use (Green Door and Yellow Door), reminders of the social distancing rules and reminders if anyone is unwell NOT to attend nursery. • No parent to enter the setting unless EXTREME circumstances. • Parents can comfort children within the nursery garden following social distancing rules. 			
--	--	--	--	--	--	--	--	--

						<ul style="list-style-type: none"> Risk assessment shared on school website and updated as necessary. 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p style="text-align: center;">Settling In</p> <p>Update 01/09/2021</p> <p>Visits by parents are permitted to support children (e.g. during their transition to a new setting) but limited to 3 households at a time and per day when indoors. Up to 10 households can visit at a time and per day, provided they remain outdoors and the visit is planned in advance.</p> <p>Where virtual arrangements for parental engagement are already in place and working well, these should continue to be used; Parents should be encouraged to take part in the universal testing offer prior to entering the setting; The number of visitors from the same household should be kept to a minimum (no more than two and ideally one); The number of staff meeting with parents/carers in each visit should also be kept to a minimum; and visits by parents must not take place if there is a positive case in the home or an outbreak in the setting.</p> <p>Children may need extra time and support to settle into nursery when starting or returning after a holiday break. Where possible, existing policies and procedures should be used for settling children in. Settling in activities should happen outdoors where possible, with the parent and child in an area away from other children whilst adhering to social distancing guidance. Ensure settling in plans are relevant to the needs of families and children.</p> <p>Control Measures at Meethill ELC:</p> <ul style="list-style-type: none"> Send out a virtual tour of the nursery to show the children what to expect when they first arrive. 	L		

					<ul style="list-style-type: none"> • Send information out to parents to explain which door to use at drop off/pick up and explaining the COVID-19 restrictions in place i.e.: social distancing, face coverings etc • Issue a welcome pack with information all about the nursery and photos of all the staff so children will become familiar with the staff before starting • Assign a key worker to help with the child transition into nursery and be a point of contact for parent/carers • Reassure children and families when dropping children off for the first few times - staff will contact parent by telephone if a child is upset at drop off • Provide an area in the nursery garden where parents can comfort and reassure children if they are particularly upset about attending the setting for the first few times - following social distancing rules <p>For children with ASN, the setting will work with parents, lead professionals and children to establish what support and plans need to be put in place to meet their needs.</p> <ul style="list-style-type: none"> • Enhanced transitions may be considered for children with ASN, such as visual representations and plans of social distancing • Shorter sessions may be required for a short while to familiarise the child with the new setting and allow them extra time to become confident and secure in the new surroundings. <p>Providers need to consider how to support staff, parents and children to familiarise themselves to the revised layout and movement patterns. This should be made fun for the children.</p> <ul style="list-style-type: none"> • Visual tour shared with families 			
--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> • Clear signage and colour coding on walls and story rooms to help wayfinding (Yellow toilet, yellow story room etc) • Use clear child friendly visuals - meaning full pictures or symbols (any signage which is directly touched by children will need to be cleaned regularly) <p>Link: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/settling-in/</p> <p>https://adcdoes.com/abc-does-a-blog/2020/05/30/what-now/</p>			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Maximising use of outdoor spaces:</p> <p>Updated 01/09/2021</p> <p>Provision should maximise opportunities for outdoor play and experiences. Meethill ELC will continue to offer outdoor provision as often as possible.</p> <p>Evidence suggests that outdoor environments can limit transmission, as well as more easily allowing for appropriate physical distancing between children and staff. ELC settings should maximise opportunities for outdoor play and activities:</p> <p>Control Measures at Meethill ELC:</p> <ul style="list-style-type: none"> • If outdoor equipment is being used, this is included in the daily cleaning schedule. • For Outdoor sandpits/mud kitchens - separate resources used for AM and PM sessions. • Separate outdoor resources for AM and PM groups. • Outdoor cleaning schedule in place and tick list to show cleaning has been done and by who 	L		

					<ul style="list-style-type: none"> • Staff should plan for children to enjoy active energetic play across the day and this may include making use of other areas near to the service. • Within any public spaces staff should be aware, always, of the need to physically distanced and to keep groups of children distanced from any other children or adults who may be in the vicinity. • Staff should take the necessary precautions to protect children from the elements and this should include suitable clothing, head coverings and sunscreen. Advice on sun safety is available from the NHS. • Children will be allocated a suit and a pair of wellies by nursery to be used solely by them - no sharing of outdoor clothing is permitted. Suits and wellies will be named and stored on child's individual pegs. Nursery staff will wash the suits regularly. • Staff have their own outdoor clothing including wellies and waterproofs. No sharing of adult outdoor clothing is permitted. Outdoor clothing will be washed by nursery staff. Outdoor clothing is stored appropriately in the outdoor cupboard. • Any change of clothes will remain in the nursery and not travel back and forth from home. <p><u>Offsite Provision</u></p> <p>Specific consideration should be given to taking children into the local community. Every offsite trip requires planning and a risk assessment should be created detailing the unique circumstances of that trip e.g. weather, ratios, location.</p> <p>Guidance and Links: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/outdoor-spaces/</p>			
--	--	--	--	--	---	--	--	--

Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p style="text-align: center;">Limiting Children's Contacts:</p> <p>Update 01/09/2021</p> <p>Staff members should work with the same groups wherever possible. When agreeing staff working patterns, settings are encouraged to maintain as much consistency as possible in the staff who work in close proximity, especially in areas where physical distancing is more challenging.</p> <p style="text-align: center;">LIMITING STAFF CONTACTS: Updated 17.02.21</p> <p>Reducing the number of interactions that children and staff have is a key part of reducing risks in settings. This will reduce the likelihood of direct transmission and allow for more effective contact tracing.</p> <ul style="list-style-type: none"> • Limiting interactions reduces the overall number of those who will need to self-isolate in the even of a child or staff member becoming ill with COVID-19 • Contacts must be limited by managing children within groups. Children should stay in the same group where possible. • More than one group can use a large space, but children should not mix freely with children in another group (including in open plan settings) • In open plan settings, the layout of the playroom should be carefully considered to allow groups to remain separate (use of management approaches such as clearly allocated areas or physical barriers , such as furniture, should be used to separate groups. The management of these groups should reflect the circumstances of the setting). • Large indoor groupings should be avoided and where possible minimise the size of the group. The appropriate size of the group will depend on the age and overall number of children and layout of settings. 	L		
---------------------	--	--	--	--	---	--	---	--	--

					<ul style="list-style-type: none"> • ELC children should be managed in groups of up to 25-33. Settings must maintain adult to child ratios as stated in the National Standard. Large indoor groupings should be avoided. • Children are not required to social distance from each other or adults. • It is important for children to feel secure and receive warmth and physical contact that is appropriate to their needs, in particular, when they are receiving personal care, being comforted and reassured. Keyworkers will need to be close to children and should feel confident to do so. • Staff members should work with the same children, where possible. Limit the number of children and the number of groups that staff is in contact with. • If staff have to work with other groups, this should be for limited periods. • Breaks, toileting etc should be covered by staff working with that particular group. • Staff should ensure strict hygiene practices are carried out, if caring for other groups. • Staff must physically distance by 2-meters at all times. • A flexible approach to the use of existing spaces, within the setting, should be considered. • Considerations should be given to the removal of unnecessary items in the setting to maximise capacity and decrease the number of items requiring cleaning. • Settings should ensure that children still have adequate resources and furnishing to support quality experiences. <p>Children with ASN should be cared for inline with their personal plan.</p> <p><u>Control Measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Separate AM and PM sessions with different groups of children 			
--	--	--	--	--	---	--	--	--

					<ul style="list-style-type: none"> • Separate provision for AM and PM – resources are stored away/cleaned at the end of every session and different resources used for each session • Provision includes sensory experiences, sand, playdough, etc – AM and PM have separate resources • Groups sizes are within the recommended limits • Outdoor space is utilised • Resources are quality and changed often regarding the children's interest. • Keyworkers have been established and have built up a close bond with their children and families • Staff continue to provide comfort and cuddles to children who require it • Adult to child ratios are within guidelines <p>Just as reducing the number of interactions that children and staff have is a key part of reducing risk in settings, so too is reducing the number of interactions that staff have with each other. When agreeing staff working patterns, settings are encouraged to maintain as much consistency as possible in the staff who work in close proximity, especially in areas where physical distancing is more challenging. While this may not always be possible, having the same groups of staff working together consistently across each week will reduce the risk of transmission among staff. It will also help to limit the number of staff who might need to self-isolate through Test and Protect. Settings should also review use of peripatetic staff, to ensure that staff who by nature of their role support multiple settings only attend settings in person where it is demonstrably in support of the health and wellbeing of young children. Updated 17.02.21</p> <p>Updated 01/09/2021</p> <p>Settings must apply proportionate, risk-based approaches to limiting contacts, managing children within groups. However, the only restriction on group size is registration capacity.</p>			
--	--	--	--	--	---	--	--	--

Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			<p style="text-align: center;">H</p> <p style="text-align: center;">Moving within and between settings:</p> <p>Updated 01/09/2021</p> <p>Circulation of children and staff and transitions between different parts of the settings indoor spaces should be considered to avoid bottle necks or overcrowding.</p> <p>Staff reminded at each session of the social distancing rules.</p> <p>Staff should consider how they move around the setting:</p> <ul style="list-style-type: none"> • One-way system may help ease bottle neck situations and ease travel around the setting. • External circulation to move between parts of the building • Signage or verbal communication about on-way systems etc should be implemented and adopted. Signage should be used to remind all adults to wear a face covering when passing through areas where it is not possible to maintain a 2M distance and to remind staff to wait until staff have passed. Updated 17.02.21 <p><u>Peripatetic Staff</u></p> <p>Updated 01/09/2021</p> <p>No restrictions on the use of peripatetic or agency staff but staff must not work across two premises if there is an outbreak in one.</p> <p>Staff who by the nature of their role support multiple settings should only attend settings in person where is it demonstrably in the support of the health and wellbeing of the children.</p> <p><u>Staff employed in more than one setting</u></p>	<p style="text-align: center;">L</p>		
---------------------	--	--	--	--	--	---	--	--

					<ul style="list-style-type: none"> • Staff with a single employer, should only work across more than one setting when it is absolutely necessary. • Staff where employed by more by more than one childcare provider should be risk assessed. A joint risk assessment should be created to reduce the number of children and other staff they come in to contact with, in each setting. Setting contact information should be shared to support Test and Protect. • Risk assessments should be carried out where staff are employed by more than one childcare provider. • Consideration should be given to sharing of information such as setting contact details, to support contact tracing. • Consideration should be given to additional joint risk assessment and mitigation by providers to reduce the number of children and other staff that staff member work with across other settings. • Staff whether permanent or agency must not work across two premises if there is an outbreak in one - risk assessment of the second location may be needed to establish any transmission risk. Updated 17.02.21 <p><u>Use of Agency or Bank Staff</u></p> <p>Where settings use agency/bank staff they should ensure that staff do not move between settings where possible.</p> <p>Travel restrictions between areas of different prevalence will be set out in guidelines. Exceptions will apply for essential travel including work and education.</p> <p>Restrictions on movements on staff between settings may impact on the ability of some practitioners to continue with their pattern of work. Where this is the case, employers/head of centres should speak with staff who will be affected and unions, if appropriate.</p>			
--	--	--	--	--	--	--	--	--

					<p>Movement between settings should be kept to a minimum until further notice, e.g. temporary/supply staff, principal teachers, development workers, psychologists, nurses and social workers. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. (More information to follow on this area). Peripatetic staff should only visit 1 setting and there should ideally be a period of 7 days between contact with another setting. There are individual circumstances. Please see Peripatetic Staff guidance.</p> <p><u>Peripatetic Staff (ASN) working location base school and one other location per week</u></p> <ul style="list-style-type: none"> • Follow school guidelines in their base school • Only visit one school per day when not in base school • Do not work with more than 2 contacts per day in schools that are not base school • A contact is defined as one child, a group of children (maybe a class), a single member of staff, a group of staff, a parent, carer or family group. <p><u>Supply/relief staff working across various settings</u></p> <ul style="list-style-type: none"> • Maximum of one setting per day • No limit on number of groups but staff advised to reduce the number of interactions • A risk assessment should be taken for each relief member of staff • Relief staff must adhere to social distancing, good hand hygiene and risk assessments with the setting • Ensure staff have signed in at school for trace and protect purposes. 			
--	--	--	--	--	---	--	--	--

						Face coverings must be worn on all public and dedicated school transport where children are aged over 5			
Spread of infection	Staff Children and young people Visitors	Cross contamination of infection Infection of staff, children and visitors			H	<p style="text-align: right;">Visitors onsite:</p> <p>Updated 01/09/2021</p> <p>Visits by specialist staff are permitted with no restrictions.</p> <p>All visitors should report to the main school office before entering the nursery building to sign in and out. All visitors must complete a track and trace form which will be retained by front office or nursery setting.</p> <p>Only essential visitors will be permitted to enter the setting such as workmen. Visitors have to follow the same social distancing rules and enhanced hand hygiene procedures. Hand sanitiser will be available for them to use on entering the building and when leaving. Face coverings should be worn by all visitors.</p> <p>All visitors including parents should be made aware of the test and protect information and process.</p> <p><u>Control measures in place at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Visitors to report to the main reception before entering the nursery setting • Track and trace forms to be completed and retained for records • Visitors will be asked to sign in and out of the nursery • Visitors will be asked to wear a face mask • Tesco deliver driver will deliver groceries outside and staff will take groceries indoors • Social distancing rules will be adhered to 	L		

						<ul style="list-style-type: none"> • Only essential visitors will be allowed to enter the nursery setting • Hand sanitiser available for use on entry and exit of the setting 			
Spread of infection	Staff Children and young people Visitors	Cross contamination of infection Infection of staff, children and visitors			H	<p style="text-align: center;">Staff areas:</p> <p>Social distancing and enhanced hand hygiene applies to all staff. Staff should ensure any eating and drinking utensils are washed on a high heat in the nursery dishwasher and stored away appropriately.</p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage should continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near the sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individuals to be created.</p> <p>Consider the provision of hand sanitiser in each area.</p> <p><u>Control measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Staff have been allocated individual workstations which are placed apart in line with social distancing guidelines • Staff eat lunch at their own workstation • Sign on kitchen door advising only 2 members of staff in kitchen at one time due to small space • Procedure displayed on kitchen wall with instructions for staff to clean appliances etc after each use (i.e. kettle, microwave) 	L		

						<ul style="list-style-type: none"> • Procedure displayed on bathroom wall advising staff to clean touch points in toilet after use (i.e tap, soap dispenser, flush handle etc) • Labelling has been applied to the staff fridge allowing shelves for staff members to store their food appropriately • Staff are aware not to leave food lying around and to clear away their own dishes and rubbish after eating • Hand sanitiser is provided throughout the nursery setting • Staff have own trays/pots for keeping pencils/pens etc • Soap and paper towels available at all sink areas throughout the nursery setting • Staff wash hands regularly though out the working day and use sanitiser provided 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p style="text-align: center;">Temperature and Ventilation:</p> <p>Updated 01/09/2021</p> <p>All settings must ensure the opening of doors and windows to increase natural ventilation where it is practical, safe and secure to do so, while maintaining appropriate internal temperatures.</p> <p>Mechanical ventilation should be used where this is not possible, ideally set up to full fresh air.</p> <p>Where settings have a CO2 monitor these should be used to assess settings.</p> <p>All settings must ensure the opening of doors & windows which increase natural ventilation are safe.</p> <p><u>ABERDEENSHIRE COUNCIL VENTILATION & HEATING Version 1.0 -29.10.20</u></p>	L		

					<p>Ventilation is an important factor in mitigating against the risk of aerosol transmission of the COVID-19 virus but schools are required to maintain internal temperatures and conditions in line with the School Premises Regulations.....therefore it will be unlikely to be able to keep external doors and windows open or open for as long in warmer periods, secure & maintain internal temperatures.</p> <p>Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.</p> <p>Internal fire doors must be closed should an evacuation take place, when the space is not in use and a responsible adult must be present if propped open and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.</p> <p><u>Balance of Ventilation & Internal Temperature - 2.11.20</u></p> <ul style="list-style-type: none"> • Partially open doors and windows to provide ventilation, while reducing draughts • Opening high level windows, in preference to low level windows to reduce draughts • Refreshing air in spaces by opening windows & external doors, at times which avoid user discomfort (e.g. between sessions or when children are outdoors). <p>Links: https://hub.careinspectorate.com/media/3724/space-to-grow-indoor-settings.pdf</p>			
--	--	--	--	--	---	--	--	--

					<p>https://www.hse.gov.uk/pubns/books/l24.htm</p> <p><u>*In Local Authority Settings</u></p> <ul style="list-style-type: none"> • For all settings, an adequate level of ventilation is likely to be indicated by a CO2 concentration of no greater than 1500ppm as measured by a CO2 monitor. Where settings have CO2 monitors, we advise you to use this to assess your setting periodically. Updated 17.2.21 • Minimum ventilation change is 2 air changes per hour • Minimum temperature is 17C.* • Keep doors open (with appropriate regard to safety & security) may also help reduce frequent touch contact. However internal fire doors should never be held open (unless assessed and provided with appropriate hold open and self-closing mechanisms, which respond to the actuation of the fire alarm system. Updated 17.2.21 • Review Fire Risk Assessment before any internal doors are held open. <p><u>Ventilation Systems - 2.11.20</u></p> <p>Where it is not possible to keep doors and windows open and mechanical ventilation systems (central or local) are in place, these should be set to full fresh air.(If this cannot be done systems should be operated to achieve statutory requirements, as a minimum).</p> <ul style="list-style-type: none"> • If Ventilation Unit has filters, enhanced precautions should be taken when changing. • Ventilation Systems should be checked or adjusted to ensure that they do not automatically adjust ventilation levels to differing occupancy of the room/area. <p><u>ABERDEENSHIRE COUNCIL VENTILATION & HEATING Version 1.0 -29.10.20</u></p>			
--	--	--	--	--	---	--	--	--

						<p>Mechanical Ventilation It is anticipated that it will not be possible to maintain adequate temperatures with mechanical ventilation operating on full fresh air. As such colleagues in Property will arrange for such systems to be returned to normal operation, which will allow statutory requirement to be met.</p>			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Provision of meals and snacks:</p> <p>Ensure that mealtimes are a relaxed and enjoyable time where children can socialise, while implementing practical approaches to prevent the spread of infection -2.11.20.</p> <ul style="list-style-type: none"> • Staff follow usual good hygiene practices when preparing or serving food or assisting children with packed lunches. There is no need for additional PPE at meal and snack times. • Ensure all staff are aware of food allergies and intolerances and support children with these. <p>ELC providers may wish to consider the following potential approaches to minimising interaction between groups at dining times and dealing with associated logistical issues:</p> <ul style="list-style-type: none"> • Increasing the space for dining or implementing staggered dining arrangements, with children eating in their arranged groups • If there is a risk of cross contamination children should stay in their play area or eat outdoors. • Limit the number of staff using staffrooms or bases to eat. Social distancing to apply. • All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried, and tidied away for good hygiene. 	L		

					<ul style="list-style-type: none"> • Safe, hygienic, and labelled food storage is necessary for shared fridges by staff. • Safe hygienic and labelled food storage is necessary for main fridge. • Children can help prepare snack and bake as long as robust Risk Assessments are in place and fully implemented. (Care Inspectorate Sept 2020) • Communal bowls, dishes and jugs should not be used. Staff should always serve food and drinks to children. Staff should always make water available, but children must not self-serve. • All rubbish and waste should be put straight in the bin by children/ staff (own)and not left for someone else to clear up. • All areas used for eating must be thoroughly cleaned at the end of each sitting and session, including chairs, door handles, vending machines etc. <p>If setting using Aberdeenshire Catering Services, risk assessments should be discussed and carried out between the setting and service.</p> <p>Payments should be taken by contactless methods wherever possible. Cash should be put in a sealed envelope and deposited in a collection box. Staff handling money should wear PPE and follow good hand hygiene.</p> <p><u>Control Measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Snack payments are collected in sealed snack envelopes from parents and stored in a cash tin within the office. The cash is transferred over to the school office and the administration staff dealing with the processing of payments. • Information on allergies and intolerances are displayed in the kitchen area, the snack area and the outdoor snack 		
--	--	--	--	--	---	--	--

						<p>boxes. Allergies and intolerances are listed within a child's care plan and all staff read these regularly and sign and date.</p> <ul style="list-style-type: none"> • For the time being - children are not self-serving snack, the adult serves. • Snack tables are cleaned after each use and dishes are washed in the dishwasher and stored away • The water fountain is not available to use - staff provide a drink of water if requested or if required (during hot weather, after physical exercise etc) • Staff have individual socially distanced desks to eat lunch at each day • Shelves in the staff shared fridge are labelled and food stored correctly • Each staff member is responsible for making sure their rubbish is tidied and dishes are placed in the dishwasher • Limit to amount of staff that can use the kitchen at any one time • Staff are responsible for wiping down appliances after use - e.g kettle, microwave etc. <p>Links: website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf https://vimeo.com/212706575</p>			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Singing Music and Drama:</p> <p>Updated 01/09/2021</p> <p>Singing is permitted indoors and outdoors.</p> <p>There is an increased transmission risk associated with music and drama activities.</p>	L		

					<ul style="list-style-type: none"> • Singing should not happen indoors, as an organised large activity. • If a child sings naturally in the course of an activity and play, they should not be discouraged to do so. • Singing can be used to comfort young children, when necessary. <p><u>21.11.20- ADDITIONAL EVENTS- from Vincent Docherty (Head of Education, Aberdeenshire)</u></p> <ol style="list-style-type: none"> 1. In keeping with the guidance of having "no visitors, parents or carers beyond the front door where possible", no performance activities with an indoor parental audience are permitted. 2. Any activity which would bring together the bubbles of pupils/staff within your school, whether to participate in performance or to form an audience should be avoided. This is the case regardless of whether the activity is planned indoors or outdoors. 3. Any performance type activity by either an individual or group (from within existing bubbles) which might encourage any gathering of parents to form an audience outside are not permitted. 4. In accordance with national guidelines published by Education Scotland there is no singing and no playing of brass or woodwind instruments (including bagpipes) permitted. Following guidance from the Heads of Instrumental Music Tuition Scotland, this applies to both indoors and outdoors. 5. In keeping with the guidance of having "no visitors, parents or carers beyond the front door where possible", no visiting performers, whether individuals or groups are permitted. 6. In accordance with mitigating risk please note the information in relation to <i>Christmas parties out with</i> normal school hours. While this is keeping an individual class within its existing bubble, it is encouraging that bubble to meet for an extra hours unnecessarily! 		
--	--	--	--	--	---	--	--

					<p>Additionally, there is also the potential of us being seen to encourage parents to have an additional drop of and collection of children and therefore gathering at the school which could lead to unnecessary parental close contact. As such we would not permit such Christmas parties.</p> <p><i>If however, an individual class Christmas party is planned during the school day</i> and the school are keeping it within their existing bubble and not inviting additional adults to attend during the party or indeed at drop off or pick up points, then this activity suitably risk assessed is permissible following final discussion/agreement with the school's leadership team and QIO.</p> <p>Notwithstanding the above, activities or performances performed by pupils, whether individually or as part of a group, as part of their learning and teaching and where bubbles are maintained, are permitted.</p> <p>Consider the use of digital technology for celebration of learning, either by pupils in school or recorded at home, and where appropriate agreement has been sought and given regarding recording and/or sharing with parents then this would also be permitted.</p>			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			<p style="text-align: right;">Use of face coverings:</p> <p>Update 01/09/2021</p> <p>Face coverings must be worn by adults wherever they cannot maintain the appropriate physical distance from other adults (e.g. in corridor and communal areas).</p> <p>Face coverings should be strongly encouraged when parents/carers are dropping off and collecting children.</p>			

					<p>Face coverings are not required when working directly with children. However, staff who wish to wear a face covering in these circumstances should be supported to do so.</p> <p>Face Coverings are not required when working directly with children in ELC, including on the floor, supporting children to move around setting, toileting or as a result of being less than 2 metres distant for children. -2.11.20</p> <ul style="list-style-type: none"> • Face coverings should be worn, by adults, wherever they cannot maintain a 2-metre distance from other adults (e.g. in communal areas and corridors). • Face coverings should be worn by adults when not working directly with children, in offices, admin areas, staff rooms, canteens (except when eating) and other confined communal areas, where 2 metres distancing cannot be maintained. • Some adults will be exempt from wearing face coverings. • Parents & other visitors (whether entering the building or not) should be strongly encouraged to wear face coverings. Including parents/carers at drop off and pick-up. • Children may require support/reassurance about the reasons for adults wearing face coverings. • Adults wearing face coverings may have an impact on children with additional support needs (which includes hearing loss, EAL, communication needs, children depending on visual cues) Careful consideration should be given to key adults wearing face masks. • It is not recommended that children under 5 wear face coverings in ELC settings. • Anyone (staff or child) who wishes to wear a face covering is free to do so. <p>Instructions must be provided to staff on how to put on, remove, store, and dispose of face coverings must be provided to staff and pupils:</p>			
--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> • Face coverings must not be shared • Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering • Face covering of an appropriate size should be worn. It should cover mouth, nose & chin. • Where applicable, children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth. • When temporarily storing a face covering (e.g. during sessions), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination. • Re-usable face coverings should be washed after each day of use at 60 degrees centigrade or in boiling water. • Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be. • ELC settings should follow the current public advice that recommends that face coverings are made of cloth or other textiles and should be at least two, and preferably three, layers thick and fit snugly while allowing you to breathe easily. Updated 17.02.21 <p>Guidance and Links:</p> <p>covid-19-decontamination-in-non-healthcare-settings guidance</p> <p>Face Coverings - Care Inspectorate & Grampian HP Team state that face coverings (face coverings should not be confused with PPE, including Type IIR face masks), are not required for normal day to day activities within ELC settings but should be worn in the circumstances below:</p>		
--	--	--	--	--	---	--	--

					<ul style="list-style-type: none"> • Definition of face covering found here: https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/ <p>Where adults cannot keep 2m distance and are interacting/working face-to-face with a child, a Type IIR face mask should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering).</p> <p><u>TYPE IIR Face Mask</u></p> <p>What is a Type IIR Face Mask? Type IIR face masks/ EN14683 are medical face masks made up of a 4-ply construction that prevents large particles from reaching the patient or working surfaces. Type IIR Face masks include a splash resistant layer to protect against blood and other bodily fluids.</p> <ul style="list-style-type: none"> • Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort. • A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer. Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn. <p>SUSPECTED COVID-19 - A fluid-resistant surgical mask should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so.</p> <p><u>Control Measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Staff members will wear face masks when facilitating drop off/pick up times. 		
--	--	--	--	--	---	--	--

						<ul style="list-style-type: none"> • Staff requested to wear a face covering whilst moving about the setting. • Staff will encourage parents to wear a facemask or covering whilst on school property. • Staff will wear a face covering when entering the school building. • Staff are aware to store their facemask appropriately after use. • Any visitor entering the setting i.e. workmen will be asked to wear a face covering. 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Infection, prevention and control cleaning practices:</p> <p>Updated 01/09/2021</p> <p>Buildings should be checked if they have been closed or unused, including water quality sampling.</p> <p>Consideration should be given to the cleaning strategy to be adopted in the setting once it reopens. All cleaning should be carried out in accordance with COVID-19 - guidance for non-healthcare settings (which includes advice on, amongst other things, detergents/ cleaning products) and Infection Prevention and Control in Childcare Settings guidance. Updated 17.02.21</p> <p>All cleaning should be carried out in accordance with:</p> <p>https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/</p> <p>https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/</p>	L		

					<p><u>General Cleaning: 2.11.20</u></p> <ul style="list-style-type: none"> • Settings should ensure regular (at least twice daily) cleaning of commonly touched objects and surfaces (e.g. desks, handles, dining tables etc.) • Toys and equipment that children access should be cleaned when groups of children change (e.g. between sessions, if children changing) • Toys and equipment should be cleaned at the end of the day or in the morning before the session begins using standard detergent and disinfectant that are active against viruses and bacteria. • Careful consideration should be given to cleaning regimes for sensory rooms and soft play areas, to ensure safe use. • Toys and equipment should be easy to clean. • Resources such as sand, water & playdough can be used with regular cleaning of equipment/resources. Water & Playdough should be replaced on a daily/sessional basis or when groups change. <p><u>Toys & Resources going between Home & Setting-2.11.20</u></p> <p><u>Updated 01/09/2021</u></p> <p>Children should be discouraged from bringing toys from home to the setting. However, settings can share resources (such as story bags) between setting and home - unless there is a positive case in the home or an outbreak in the setting.</p> <ul style="list-style-type: none"> • Children should be discouraged from bringing Toys from home. • Transitional objects, comforters or toys can be used but consideration as to how these are used and stored. These should not be shared with other children. • Restrict sharing resources between home & setting (e.g. Story sacks) If resources from the setting are taken home, these should be quarantined for 72 hours on return to setting and 			
--	--	--	--	--	--	--	--	--

					<p>must be cleaned before the next usage. Systems and procedures should be developed to ensure that containers for the resources from home are also quarantined and cleaned.</p> <p><u>Comfortable Areas-2.11.20</u></p> <p>Updated 01/09/2021</p> <p>If soft furnishings (such as throws and bedding) have been used by a child who shows symptoms of COVID, they should be removed and laundered as quickly as possible.</p> <ul style="list-style-type: none"> • Soft furnishings such as throws, if required, should be used by individual children and washed after use. • Sleep - children should have individual bedding, stored in individual bags. Bedding should be laundered frequently- at least once a week. <p><u>Clothing-2.11.20</u></p> <ul style="list-style-type: none"> • Parents should, where possible, provide clothing for outdoor play. • Children should not share outdoor clothes or footwear. • Clothing belonging to the setting should be allocated to one child, within the session & laundered/cleaned before being used by another child. <p><u>Eating - 2.11.20</u></p> <ul style="list-style-type: none"> • All surfaces within snack/eating area must be wiped down & disinfected between group of children (e.g. tables, cupboards, microwave, kettle etc.) • Crockery, utensils & equipment in eating/snack area/kitchen should be cleaned with general-purpose detergent & dried thoroughly before being stored and reused. 			
--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> • Staff should use their own cup/cutlery and ensure these are cleaned straight away. These should be dried thoroughly before being stored & reused. • Staff should not share communal areas if they cannot socially distance or if cleaning schedules not in place. <p><u>Enhanced - High Frequency Touch Point Clean - Category 2 (Aberdeenshire Guidance for Cleaners - 26.11.20)</u></p> <ul style="list-style-type: none"> • If building has been closed for many weeks, appropriate and thorough cleaning must take place before opening. • Open doors and windows to encourage natural ventilation. • Increase cleaning frequency of frequently touched surfaces, two hourly and before and after meals and snacks. • Cleaning materials to be made available throughout the session for staff. These will be provided by Janitorial /Cleaning Services. • Staff to devise a cleaning schedule and identify procedures and cleaning products to be used. Cleaning schedule to be recorded. • Cleaning materials to be stored for ease of use and to avoid cross contamination. • Follow manufactures instructions for dilution, application, and contact times for surfaces. • Avoid creating splashes and spays when cleaning. • Routine cleaning and disinfection of frequently touched objects and surfaces e.g. telephone, chairs keyboard, tablets, desks, tables, light switches, taps and door handles. • Routine toilet cleaning, paying attention to touch surfaces- doors, flush handles, soap, and paper product dispensers. • Avoid leaving food stuff exposed and open for communal sharing unless individually wrapped. • When undertaking general cleaning, double glove, and change top pair of gloves often. 			
--	--	--	--	--	---	--	--	--

					<ul style="list-style-type: none"> • Cleaning Equipment & spray bottles should be clean before use and thoroughly cleaned afterwards- 26.11.20 • All disposable items worn should be double bagged and then placed in normal waste - 26.11.20 <p>Specific cleaning advice is available in 'Cleaners infection control procedures V1.1 21.04.20 produced Rab Birnie' please ask your HT to share this document with you. Please also see 'Suma Bac D10 - User's manual' produced by cleaning services Aug 2020. PowerPoint will be available for this soon. Updated 14.08.20 HT to share when received</p> <p><u>Decontamination and Focused Clean - Category 3 - (Aberdeenshire Guidance for Cleaners 26.11.20)</u></p> <ul style="list-style-type: none"> • If you are unsure of any of the procedures necessary to carry out an enhanced clean or feel you don't have the necessary supplies STOP AND CONTACT YOUR LINE MANAGER. Or line manager who should contact the cleaning services. <p>PPE - Disposable gloves, disposable aprons and Type IIR masks must be worn to carry out decontamination clean.</p> <ul style="list-style-type: none"> • PPE to be put on just outside of the contamination area and removed outside area of contamination • Once a possible case has left the premises a thorough decontamination clean must take place • Cleaning should include the persons immediate workstation for a radius of 2metres and any area the individual has spent more than 15minutes in. • Investigations as to where the individual has been needs to be identified by the building management and reported to the relevant person. • The Head of Establishment should decide who should carry out the cleaning depending on immediate availability of cleaning staff, site-based staff and or ability to isolate the area. 			
--	--	--	--	--	---	--	--	--

					<ul style="list-style-type: none"> • Consideration should be given to isolate immediate and wider are until relevant staff have been briefed and have the appropriate PPE and equipment ready to use. • Head of Establishment to contact Cleaning Services to advise if cleaning staff are to undertake the clean. • Cleaning Services will contact cleaning staff, directly to provide information as to cleaning requirement & arrange any additional training/guidance or support. Cleaning Services may also be contacted to provide guidance for site-based staff who are undertaking clean. • Disinfect ALL surfaces in the room/area the person was isolated/placed, including all potentially High Contact Areas such as handles, grab rails, bathrooms, telephones, IT equipment and service user equipment e.g. wheelchair • Ideally OXIVIR Plus should be used but SUMA BAC D10 can be used. Follow manufacturer's instructions for dilution, application and contact times. • DISPOSABLE CLOTHS/PAPER ROLL MUST BE USED. • Use blue and red mops as usual but dispose of after use • ALL disposable items used in decontamination/focused clean- Category 3, including cloths, paper roll and mophead, PPE or items which have been in contact with a suspected case, should be double bagged and tied. • Double bag should be put in a secure location. • Double bag should be stored for 72 hours and dated/labelled when the 72 hours starts and finishes. • Double bags can be disposed of in normal waste after the designated 72 hours quarantine. <p>HANDS MUST BE WASHED WITH SOAP AND RUNNING WATER</p> <p><u>Body Fluid - Deep Clean - (Major Infection Incident) - Category 4</u> <u>(Aberdeenshire Cleaning Guidance - 26.11.20)</u></p> <p><u>Information Only:</u></p>		
--	--	--	--	--	---	--	--

					<ul style="list-style-type: none"> • If there is an actual physical, visible contamination such as a body fluid spill, then STOP AND CONTACT YOUR LINE MANAGER who should contact the cleaning services. • Only suitably trained personnel should use Spill Kits to clean blood or body fluid spillages. • If no Spill Kit is available, the SLT should cordon off the area place paper towels over the spill and spray with disinfectant product. SLT to notify janitorial/cleaning services. • If furnishing is heavily contaminated, you may have to discard it. • In the event of sharps needing to be dealt with, notify building management, cordon off the area and notify a suitably trained operative to deal with - 26.11.20 <p><u>Products and Cloths - 26.11.20</u></p> <ul style="list-style-type: none"> • SUMA BAC D10: Cleaner Disinfectant - suitable for all areas during an outbreak • SANI 4 in 1: Acidic based Cleaner Disinfectant (Accelerated Hydrogen Peroxide) - only suitable for use in toilets • OXIVIR: broad Spectrum Cleaner Disinfectant (Accelerated Hydrogen Peroxide) - suitable for all areas during outbreak. DO NOT use at same time as COVIDguard <p><u>Two Stage Cleaning - 26.11.20</u> Clean and then disinfect - for soiled surfaces</p> <ul style="list-style-type: none"> • Clean until surfaces are visibly clean • Disinfect leaving products on surface as per manufactures contact time guidance <p><u>One Stage Disinfection - 26.11.20</u> For visibly clean surfaces</p> <ul style="list-style-type: none"> • Apply disinfectant leaving product on surface as per manufacturers contact time <p><u>Spray Bottles & Non-Disposable Cleaning Equipment - 26.11.20</u></p>		
--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> Mop handles, spray bottles trigger mechanism and other frequently touched parts of cleaning equipment should be wiped with disinfectant and left to air dry at the end of cleaning shift. <p><u>Microfibre Cloths/ Colour coded cloths -26.11.20</u></p> <ul style="list-style-type: none"> To be laundered in Washing Machine at a minimum temperature of 60 degrees. Do Not use fabric conditioner. If NO washing machine facilities are available disposable cloths should be considered Disposable Cloths must be used for Category 3 cleans and above <p><u>Laundry - 26.11.20</u> Any contaminated item of personal clothing used by an individual should be double bagged and tied and returned to the individual.</p> <p>Janitorial Contact: Paul Mackenzie</p> <p>Guidance and Links:</p> <p>https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</p> <p>https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/#cleaning</p>			
--	--	--	--	--	--	--	--	--

					<p>https://hpspubrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf</p> <p>UPDATE 11.8.20/ See also 26.11.20</p> <ul style="list-style-type: none"> • All cleaners and staff must be aware of individual schools Risk Assessments. • Extra cleaning hours provided during the primary/secondary day include ELC • Infection Control Refresh Clean will vary from setting to setting but will typically be done between 10:00-14:00 - 26.11.20 • School cleaners will clean surfaces and high frequency touch points (HFTPs). Surfaces will then be suitably disinfected and allowed to remain wet for the recommended contact time. Surfaces and HFTPs will be wiped to remove any residue. • Cleaners will clean communal areas (defined as non-classroom educational areas such as corridors, stairwells, libraries, staffroom / kitchen area, staff toilets and changing room/pupil toilets which are used by the school during school hours. • Areas or items used by individual staff or pupils are the responsibility of the individual to clean (e.g. keyboards, iPads etc). • Individual offices, dining areas and school kitchens will not be cleaned. • HFTPs should be cleaned regularly by staff, especially where it is observed that multiple people are touching a surface. Add link to additional infection control refresh document. • HFTPs may need to be rinsed periodically to remove any residue - 26.11.20 • Different Products should NOT be used on the same surface at the same time. - 26.11.20 			
--	--	--	--	--	--	--	--	--

					<p><u>Update 20.08.20</u>/See also 26.11.20</p> <ul style="list-style-type: none"> • One use cloth if safe can be used more than once if they are laundered. These should be disposed of when they become worn. • Non disposable mops can be used more than once for regular routine cleaning but should be cleaned through between uses. Where you have bodily fluid spills cleaning including a suspected COVID-19 case use disposable mop/cloths, follow the guidance, and dispose of them immediately. <p><u>Updated 28.10.20</u>/ See also 26.11.20:</p> <ul style="list-style-type: none"> • Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible. <p><u>Control Measures at Meethill:</u></p> <ul style="list-style-type: none"> • Follow above guidance on cleaning. • Separate toys and resources used for AM and PM sessions • Cleaning schedules in place for regular cleaning of resources, toys, equipment, surfaces, floors where children are sitting etc. • Cleaning schedule in place for outdoor equipment and resources • Sensory activities are controlled and cleaned/changed between sessions e.g: water tray • Cleaning lists kept to maintain records • Members of staff are on a cleaning rota so everyone knows who should be doing the cleaning and when. 			
--	--	--	--	--	--	--	--	--

						<ul style="list-style-type: none"> • Resources and toys used within the setting are easy to clean • Children are discouraged from bringing toys and blankets from home unless absolutely necessary - any item that has been brought as a comfort is stored in the child's individual bag when not in use. • Resources are not sent home from the setting • Soft furnishings have been removed - anything used by individual children will be washed after use. • Setting provides children with individual outdoor clothing and wellies which is stored on child's individual peg. Outdoor clothing is washed regularly within the setting. Outdoor clothing is not shared. Suits and wellies are labelled with child's name. • Snack tables are wiped after use and cleaned at the end of every session. • Cleaning products are stored safely away in a cupboard in the locked kitchen. Instructions for diluting the cleaning products are displayed inside the storage cupboard. Instructions have been shared with staff. • Staff have received training and a PowerPoint presentation on the cleaning instructions. • School cleaner enters the setting to do the mid day refresh clean. • Staff clean toilet door, taps, soap dispenser and flush after using the staff toilet. • Staff double glove to undertake general cleaning and change top layer often • Staff clean appliances after touching ie: kettle, microwave etc • Staff training on new cleaning procedures carried out 20/08/20 • Updated cleaning procedures shared with staff 23/09/20 			
--	--	--	--	--	--	--	--	--	--

Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	Enhanced Hygiene: <u>Updated 01/09/2021</u> Ensure all staff and children frequently wash their hands with soap and water for 20 seconds. Handwashing should take place: on arrival at the setting; before and after eating; after toileting; at regular intervals throughout the day; when moving between different areas. Meethill ELC will continue to follow the control measures in place regarding hand hygiene as listed below. <u>Handwashing -2.11.20</u>	L		
						<ul style="list-style-type: none"> • Provide supplies of tissues, soap, paper towels in all areas. • Staff and children wash hands with soap and water for 20 seconds. Dry hands thoroughly with paper towels/kitchen rolls and dispose of in a foot pedal bin. • Where it is age appropriate, Hand dryers can be used. • Anti-bacterial handwash is not recommended for children when soap and water is available. Alcohol and non-alcohol-based gels/hand rubs should be discouraged in children under 5. Anti-bacterial handwash should not be used by children under 12mths. • If there is no running water, hand wipes can be used. If wipes are being used in this situation, it is recommended that hands are washed with running water as soon as possible. • All handwashing facilities should be able to be accessed by the child (e.g. provide step to reach sink etc.) 			

						<ul style="list-style-type: none"> • Antibacterial hand gel should be made available to parents & staff at the entrance to setting. • Staff should ensure enhanced hygiene measures are in place, including washing their own and the hands of all children. <p>Wash hands:</p> <ul style="list-style-type: none"> • On arrival on setting • Before and after putting on and removing PPE • Before and after intimate and personal care • Before and after cleaning equipment and environment • Before and after eating • After toileting • At regular intervals throughout the day • When moving between different areas e.g. between rooms or inside/outside • After blowing nose/sneezing • Use a tissue or elbow to catch coughs or sneezes. Person to dispose of tissue in foot pedal bin • Staff should supervise and support children wash their hands effectively. There should be daily reminders/demonstrations of how to do this. • Staff and children should decide on handwashing schedule for each session • Never share communal bowl to wash hands • Encourage children not to touch face - use distracting methods rather than asking them to stoop • Settings should try and provide hand washing facilities outdoors • Staff hair should be tied back where appropriate and clothes changed daily. Children should also be encouraged to tie hair back. <p>Control measures at Meethill ELC:</p>			
--	--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> • Children will be reminded to wash hands at appropriate times throughout the session including when first entering the setting and before they leave. • Staff will supervise children's handwashing to make sure it is effective. • Staff will model good hand washing regularly for the children. • Staff will wash hands regularly throughout the session and use the provided hand sanitiser where appropriate. • Staff wear hair tied back and are aware they should have clean clothes on daily. • Supplies of soap, paper hand towels, tissues, hand sanitiser are available in nursery. • Used tissues are discarded of appropriately in the pedal bins provided. <p>https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/</p> <p>https://creativestartlearning.co.uk/early-years-outdoors/hand-hygiene-outdoors/</p>			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Toothbrushing:</p> <p>Update 01/09/2021</p> <p>Meethill ELC will provide curriculum input under the Health and Well Being Experiences about toothbrushing. Staff will talk to children, discuss toothbrushing and healthy eating and provide activities on toothbrushing. A handout will be emailed to all parents to reinforce the positive message of toothbrushing. Fluoride varnishing will go ahead as planned. All toothbrush and toothpaste sets provided by Childsmile will be passed onto parents.</p>	L		

					<p>Toothbrushing can continue where the adequate facilities to do so. Settings operating toothbrushing should follow updated Child smile guidance:</p> <p>http://www.child-smile.org.uk/professionals/Coronavirus-Return-of-supervised-daily-toothbrushing-in-nursery-and-school-settings.aspx</p> <ul style="list-style-type: none"> We have decided not to restart the toothbrushing programme within nursery in Terms 1& 2. We will revisit this in Term 3 and check the updated guidance. 			
Spread of infection	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>			<p>H</p> <p>Use of PPE:</p> <p>Update 01/09/2021</p> <p>Use of PPE should be based on a clear assessment of risk and need for an individual child or young person, such as personal care where staff come into contact with blood and body fluids.</p> <p>In cases of suspected COVID-19, the following use of PPE may be considered:</p> <ul style="list-style-type: none"> A fluid resistant surgical mask is 2 metre physical distancing cannot be maintained. Where a child needs direct personal care, gloves and aprons, fluid-resistant surgical mask and eye protection (goggles or a visor) should be worn by staff. Gloves and aprons should be used when cleaning the areas where the child has been. <p>Where the use of PPE is risk assessed as being required, staff should be trained in how to put on and take off PPE (as required by Health and Safety Regulations), and suitable waste facilities provided.</p>	L		

					<p>No additional PPE Measures are required for general use in Early Learning & Childcare Settings. PPE - 2.11.20</p> <p>It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school (including EYSP in the ELC Setting) at all times - the current guidance from procurement is always having 4 weeks stock on site.</p> <p>Use of PPE in ELC settings should continue to be based on a clear assessment of the risk and need for an individual child, i.e. personal care.</p> <p>If a risk assessment (individual or organisational) states that PPE is required, use HSE Personal Protective Equipment (PPE) at Work Guide to identify what PPE is required.</p> <ul style="list-style-type: none"> • PPE should be readily available to staff • Staff should be trained how to use it, including how to put on, take off and dispose of appropriately. • Waste Facilities should be provided. <p>Staff should continue to follow existing guidance on the use of PPE:</p> <p>Examples of this include:</p> <ul style="list-style-type: none"> • Staff carrying out intimate care should wear disposable, single-use plastic aprons and gloves • Staff should have access to disposable single use gloves for spillage of blood and other bodily fluids, disposing of dressing and equipment (Local infection control procedures and safety protocols should be stringently followed. Training should be provided). • Training to include putting on/taking off of PPE, disposal of soiled items, laundering of clothes- including uniforms & 		
--	--	--	--	--	---	--	--

					<p>staff clothing, laundering of towels & linen, cleaning personal equipment, for children, such as hoists & wheelchairs.</p> <ul style="list-style-type: none"> • Hand Hygiene is essential before and after all contact with a child receiving intimate or personal care, before putting on/removing PPE and after cleaning equipment and environment. Hands should be washed with soap and water. <p>Types of PPE required for specific circumstances:</p> <ul style="list-style-type: none"> • ROUTINE ACTIVITIES - No PPE required • SUSPECTED COVID-19 - Gloves, apron, and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been. • INTIMATE CARE - Gloves and apron. Surgical face masks and eye protection can be worn if there is a risk of splashing. Gloves and aprons worn when cleaning the area. • GENERAL CLEANING - Disposable Gloves - 3.12.20 • CLEANING TOILETS - Chemical Resistant Gloves -3.12.20 • <p>PPE Equipment is: (specific PPE to be identified for each specific circumstance)</p> <ul style="list-style-type: none"> • Aprons -change after every use (single use) • Gloves - change after every use (single use) • Fluid Repellent Surgical Masks -change after every use (single use) • If there is risk of spitting, or facial exposure to bodily fluids - then eye protection will minimise risk. • First Aid trained staff to be informed of protocol and follow procedures • All First Aid Kits to contain PPE: gloves, aprons, and masks. 			
--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> All toilet areas to contain signage highlighting good handwashing routines. Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care <p><u>Control measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> Supplies of PPE available in the setting for all staff in various locations including the first aid bag and the Isolation room Signs are displayed for good handwashing routines in children's toilets, changing room and staff toilet Training provided to staff on 10/8/20 on correct procedures for donning and doffing PPE. 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Evacuations:</p> <p>If the layout of the setting has changed and/ or circulation routes or entry/exit points are altered, consideration given to emergency evacuation procedure (e.g. in the event of a fire or other incident)</p> <ul style="list-style-type: none"> Muster Points should be located to ensure social distancing (if child upset due to evacuation, they can be comforted by staff). EVACUATION ARRANGEMENTS must be included in Risk Assessment. Evacuation arrangements for children with complex needs or disabilities should be reviewed and updated with latest evacuation guidance -2.11.20 Drill practice to be carried out with staff and pupils lead by the HT/EYSP. When not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point. 	L		

					<ul style="list-style-type: none"> Review and update all Emergency Evacuation Plans (including PEEPS). Identify socially distanced Assembly Points. <p><u>Control Measures at Meethill ELC:</u></p> <p><u>Fire Evacuation Procedures</u></p> <ul style="list-style-type: none"> Fire evacuation procedures have been updated and shared with staff Fire procedures are displayed throughout the nursery with maps of exit points Practice fire drills carried out regularly with nursery and whole school Social distancing measures adhered to once children are safely escorted to the muster points Safety of children comes first! <p>https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-safety,-/Wellbeing-and-Risk-Management.aspx</p>			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			<p>H</p> <p>Students:</p> <p>Updated 01/9/09/2021</p> <p>Students can attend a setting with a risk assessment in place.</p> <p>The government expects that student placements will begin to be accommodated within settings for placement from the end of the October break 2020 onwards, although timescales may vary across authorities. Guidance and Toolkits are being developed to support these placements.</p>	L		

Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Staying vigilant and responding to COVID-19 Symptoms:</p> <p>Updated 01/09/2021</p> <p>It is essential that people do not attend the setting if symptomatic. Everyone who develops symptoms of COVID-19 must self-isolate straight away, stay at home and arrange a test via the appropriate method.</p> <p>Staff should be supported to follow the up to date health protection advice on household or self-isolation and Test and Protect Procedures if they or someone in their household exhibits COVID-19 symptoms, or if they have been identified by NHS contact tracers as a close contact of someone with the virus.</p> <p>ELC Settings should ask staff & parents/carers to be vigilant for the symptoms of COVID-19 and to understand what actions they should take if someone develops them within or out with their setting.</p> <p>NHS Grampian/Public Health- Coronavirus Guide for Schools in NHS Grampian Area - Version 3 (29.10.20) (FLOWCHARTS for Actions to be taken if person symptomatic can be found on Page7 & 8)</p> <p>SYMPTOMS (Updated 01/09/2021)</p> <p>All staff, parents and carers should be advised that anyone with these symptoms should not attend the setting:</p> <ul style="list-style-type: none"> • New Persistent cough • High Temperature • Loss or change to taste and smell 	L		
---------------------	--	--	--	--	---	--	---	--	--

					<p>In children under the age of 5 are vulnerable to Kawasaki disease, this is a strain of COVID 19. Updated 14.08.20</p> <p><u>Symptoms may include:</u></p> <ul style="list-style-type: none"> • High temperature that lasts for 5 days or more • A rash • Swollen glands in the neck • Dry cracked lips • Red fingers or toes • Red eyes <p>If a child presents symptoms in the setting, please follow the flow chart displayed on the COVID-19 board.</p> <ul style="list-style-type: none"> • All staff working in and with the setting should be supported to follow up to date health protection advice on household or self-isolations. • All staff working in and with the setting should be supported to follow Test & Protect Guidance if they or someone in their household exhibits COVID-19 symptoms. • All staff working in and with the setting should be supported to follow Test & Protect Guidance if they have been identified by NHS Contact Tracers, as a close contact with the virus. <p><u>Common Cold & COVID-19 Symptoms -31.8.20</u></p> <p>Parents/Carers and staff should be aware that COVID-19 Symptoms differ from Seasonal Infections:</p> <ul style="list-style-type: none"> • It is common for colds and similar viral infections to circulate in ELC settings. • In many cases children will be well enough to attend school 			
--	--	--	--	--	---	--	--	--

					<ul style="list-style-type: none"> • If children do not have COVID-19 symptoms but has other cold like symptoms, such as a runny nose, they do not need to be tested or self-isolate. <p>Updated 01/09/2021</p> <p><u>IF STAFF, CHILDREN OR FAMILIES ARE SYMPTOMATIC</u></p> <p>Staff should be supported to follow the up to date health protection advice on household or self-isolation and test and protect if they or someone else in their household exhibits COVID-19 symptoms, of it they have been identified by NHS contact tracers as a close contact of someone with the virus.</p> <ul style="list-style-type: none"> • It is essential that people do not attend a setting if symptomatic. • Anyone who develops COVID-19 symptoms must self-isolate straight away. Stay at home and arrange a PCR test. • People who have been identified as a close contact through Track and Trace must isolate and arrange a PCR test. • ELC staff who do not have COVID-19 symptoms but have undergone a test do not need to stay at home whilst waiting for results. (Unless they develop symptoms whilst waiting). • If a person has a positive test, after having symptoms, must remain in isolation for 10 days after the symptoms started. • Everyone who tests positive for COVID-19 will be referred to the Local Contact Tracing Team. Their Close Contacts will be identified and will be advised to self-isolate immediately. • Everyone who is identified as a Close Contact of a confirmed case must self-isolate for 14 days, even if they have a negative test. • Any person who has been advised by Test and Protect/Local Incident Management that they are a close contact of a 		
--	--	--	--	--	--	--	--

					<p>confirmed case and do not have symptoms will be asked to self-isolate. Other people in the household will not be asked to self-isolate along with them.</p> <p><u>BOOKING A TEST</u></p> <ul style="list-style-type: none"> • Staff can book a test: • www.nhsinform.scot • Employer Referral Portal (The portal will prioritise tests and appointments over the general public. Individuals will be directed to a Regional Test Centre or Mobile Testing Unit or possibly sent a home test if they cannot travel) • 0800 028 2816 • Parents can book a test on a child's behalf. <p>Testing is not a requirement unless staff are symptomatic or have been advised to take a test by a Health Care Professional.</p> <p>A member of staff can request a test, without being symptomatic but are concerned they have been at risk of infection.</p> <p><u>COVID -19 SYMPTOMS IN SETTINGS</u></p> <ul style="list-style-type: none"> • Remind all staff that if they or pupils develop symptoms, they should be sent home. • Setting should have a location (Isolation Room) where potentially symptomatic pupils can be located until they can be collected. Please access guidance here and see detailed information below. <p>https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B52A7F852-B8F6-485C-804F-265839BB5CEB%7D&file=School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx&wdLOR=c663CBE70-38B6-4FC5-9AFC-72A7C16515CF&action=default&mobileredirect=true</p>		
--	--	--	--	--	---	--	--

						<ul style="list-style-type: none"> • Adults who begin to show mild symptoms should return home and self-isolate, where possible avoiding public transport. • Children who begin to show symptoms during session should be taken to an isolation room, preferably with a closed door. Windows to be open for ventilation. Tissues and foot pedal bin to be provided. Room identified should be supervised to avoid unnecessary distress to a child/ young person. • The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination, where this can be tolerated • Adult supervising child should try to keep 2m apart from child. If not possible PPE to be worn. • Isolation Area to be cleaned as per procedures listed in this risk assessment. • Children should avoid touching people, surfaces, and objects. Ensure child coughs into tissue and disposes in bin. • Parents/Carers called to collect from entrance of setting. <p>How long you need to self-isolate - Updated 7.1.21 If you've tested positive and</p> <ul style="list-style-type: none"> • you have symptoms - self-isolate for 10 days from when your symptoms started • you have not had symptoms - self-isolate for 10 days from when you had the test <p>If you get symptoms while you're self-isolating, the 10 days restarts from when your symptoms started.</p> <p><u>When to stop self-isolating</u> You can stop self-isolating after 10 days if either:</p> <ul style="list-style-type: none"> • you do not have any symptoms 			
--	--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> • you just have a cough or changes to your sense of smell or taste - these can last for weeks after the infection has gone <p><u>When to keep self-isolating</u> Keep self-isolating if you have any of these symptoms after 10 days:</p> <ul style="list-style-type: none"> • a high temperature or feeling hot and shivery • a runny nose or sneezing • feeling or being sick • diarrhoea <p>Only stop self-isolating when these symptoms have gone.</p> <p>Guidance should be followed from NHS Inform and from Test and Protect here. Settings should ensure they understand this process and cases in settings, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>https://www.nhsinform.scot/campaigns/test-and-protect</p> <p>Control measures in place at Meethill ELC:</p> <ul style="list-style-type: none"> • Isolation room located in the Sparkle Room • PPE available in the Isolation room for use if required • Staff are vigilant in observing children for any COVID-19 symptoms that may develop during the session • Signs are displayed around the nursery to remind parents not to bring children to nursery if they are unwell or have any COVID symptoms • Staff are vigilant of own health and aware if they develop any symptoms of COVID-19 not to attend work and follow procedure listed above. • Symptoms of COVID-19 and Kawasaki disease are displayed in the nursery setting. 			
--	--	--	--	--	--	--	--	--

						<ul style="list-style-type: none"> Flowchart of procedures for identifying symptoms and confirmed positive case displayed in the nursery setting. 			
Spread of Infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p>Test and Protect:</p> <p>Updated: 01/09/2021</p> <p>Staff and settings are encouraged to participate and report their results.</p> <ul style="list-style-type: none"> ELC setting staff who opt to undertake asymptomatic testing do not need to self-isolate while awaiting results, if no symptoms develop, unless they are a close contact of a symptomatic or confirmed case, in which case they will need to self-isolate. If their symptomatic test is positive, the member of staff must isolate until a confirmatory PCR is received, even if they are without symptoms. If their symptomatic test is negative, they can remain at work unless symptoms develop but should not consider themselves free from infection and must still adhere to all mitigations. • If the PCR test is positive, the person must remain in isolation until 10 days from symptom onset, or longer if symptoms persist or 10 days from the test date if there are no symptoms. The rest of the household must remain in isolation for 10 days from symptom onset in 	L		

						<p>the symptomatic person, even if they don't have symptoms themselves. These people should not attend settings. The date of onset of symptoms (or of test, if asymptomatic) is to be considered day 1 of 10. Updated 17.02.21</p> <ul style="list-style-type: none"> • Staff and Parent who have smart phones should be encouraged to download The Protect Scotland Tracing App to help suppress the spread of COVID-19. • All staff within the setting should be aware of TEST & PROTECT arrangements, should someone become unwell. • ELCs are considered complex settings and therefore will be prioritised by the Local Health Protection Team, should they have suspected cases. • All parents/carers should mention their childcare arrangements, if contacted by or contacting Test & Protect services. • If a child or staff member tests positive, the contact tracer will consider the close contact that person has had within that setting. • ELC providers must keep clear records of children, adults and staff attending their settings. • ELC providers must keep records of which children and adults have been involved in group/bubble activities. These records will help ensure a rapid response if a positive case occurs. • ELC providers should maintain records of staffing capacity and plan, as much as possible, to minimise the operational impact of individual staff or groups of staff being required to self-isolate. <p><u>Control measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> • Separate morning and afternoon sessions • Staff sign in sheets with time in and time out • Daily attendance registers of children maintained and updated to SEEMIS 			
--	--	--	--	--	--	--	--	--	--

						<ul style="list-style-type: none"> • Register of any children off due to COVID-19 reasons including reason, length of absence and return date • Visitors sign in and out and complete a track and trace information sheet • Risk assessments in place for split placements and communication established for sharing of COVID-19 relevant information 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p style="text-align: center;">Outbreak Management:</p> <p>Updated: 01/09/2021</p> <p>Settings must contact their local health protection team immediately if there is:</p> <ul style="list-style-type: none"> • Any suspicion that there may be an outbreak of cases, i.e. two or more confirmed cases in 14 days • Or an increase in the background rate of absence due to suspected or confirmed cases of COVID-19. <p>Setting must also notify the Care Inspectorate in the event of a suspected case and all confirmed cases of COVID.</p> <p>Management of outbreaks in schools is led by Local Health Protection Teams (HPTs) alongside local partners following established procedures. Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> • Grampian Health Protection Office Hours Tel No. 01224 558520. • Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) • Email Address: grampian.healthprotection@nhs.net <p>(See flowchart NHS Coronavirus guide schools, NHS Grampian Aug 2020)</p>	L		

					<ul style="list-style-type: none"> • Settings should contact their local HPT & Local Authority if there is a single confirmed case of COVID-19. • Settings should contact their local HPT & LA if there is any suspicion that there might be an outbreak of cases (e.g. an increase in rates of absences due to suspected or confirmed cases of COVID-19). • Settings should contact their local HPT if there is an increase in respiratory illness for further advice. <p>The Test and Protect contact tracing team will be in touch with the case (or case's parent/guardian) to identify any potential close contacts. The preliminary investigation by Test and Protect will identify that a school is involved. This will then lead to notification of the Health Protection Team who will undertake the relevant investigation.</p> <p>It is possible that the school may be the first organisation to be made aware of a new case of COVID19, either directly from the case (the person who tested positive) or from their parent or guardian. Schools are asked to maintain the confidentiality of the case where possible. If the school becomes aware of a confirmed case or cluster of cases of COVID-19 in associated with the school, they should contact the Health Protection Team for further advice before taking any public health action.</p> <p>If an outbreak confirmed the ELC should work with local HPT to manage with local authority.</p> <p>Actions may include:</p> <ul style="list-style-type: none"> • Attendance at multi-agency incident management team meetings • Communications with pupils, parents/carers, and staff • Provide records of school layout / attendance / groups 			
--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> Implementing enhanced infection, prevention, and control measures. HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority, and local HPTs. Schools should maintain appropriate records. Early Years settings should inform their Care Inspectorate in the event of any confirmed or suspected outbreak of infectious disease and specifically COVID-19. https://www.careinspectorate.com/index.php/coronavirus-professional 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p style="text-align: center;">Enhanced Protective Measurements:</p> <p style="text-align: center;">Updated 01/09/2021</p> <p style="text-align: center;">We have now moved into Beyond Level 0.</p> <p style="text-align: center;"><u>PROTECTION LEVEL 3- ENHANCED PROTECTIVE MEASURES:</u></p> <ul style="list-style-type: none"> Parent/Guardians should discuss with their GP whether children with the highest clinical risk should attend setting The majority of workplaces can be made safe for staff. Employers should ensure that individualised risk assessment for staff with the highest clinical risk are in place & updated appropriately. Staff should speak to their employer to ensure all appropriate protections are in place Use individualised risk assessments to ensure appropriate protections are in place - protective measures in workplace, Option to work remotely or carrying out different tasks in workplace. If protections cannot be put in place staff 	L		

						<p>should contact their GP to see if they require a "fit to work" note.</p> <ul style="list-style-type: none"> • Peripatetic staff or staff who attend various settings, should only attend setting, in person, where it demonstrably supports the Health & Wellbeing of young children. • Staff with a single employer should only work in more than one childcare setting or service, if absolutely necessary. Staff who are employed by more than one employer should be risk assessed. <p><u>PROTECTION LEVEL 4-ENHANCED & TARGETED PROTECTIVE MEASURES:</u></p> <ul style="list-style-type: none"> • Schools can only open to in-person learning for children of key workers (Cat 1 and 2) and vulnerable children, with remote learning for all other children and young people from 11 January. • Guidance available for parents and carers can be found here. • Children of key workers can attend school from 06.01.21 for school age education and childcare during normal school operating hours. Households where both parents are Category 1 or 2 key workers (or one parent in a single parent household) are prioritised. • Please view Scottish Government guidance on key workers and Category 1 and 2 definitions. During the period of lockdown all school staff and staff providing Daycare of children's services, including early learning and childcare, who are required to attend their work in person would qualify as category 1 or 2 key workers. <p><u>Staffing Ratios</u></p>			
--	--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> • We are working based on a minimum 1:10 ratio for school aged children. • For Early Years aged 3-5 year: we are aiming for 1:4 ratio where possible. • Minimum of two EY adults needed for pre 5's to ensure cover for lunches etc. • As with all ratios - they are reflective of local circumstances, profile of needs of children and activities being undertaken and a dynamic assessment by school staff will determine the ratios required in the setting/school. • Two staff members are the minimum staffing requirement during opening hours. <p><u>Shielding</u></p> <ul style="list-style-type: none"> • Children on the shielding list should not attend settings (If Level 4 continues for an extended period individualised risk assessments may make it possible for these children to attend. This decision would be made by the secondary care (hospital) clinical team caring for the child. • Continued care and support for vulnerable pupils will be in place from the period of 6 January. • If absolutely necessary re-group vulnerable pupils and children of key workers (i.e. move them into different groups to those they were in prior to the festive break). This should be kept to the minimum necessary to ensure effective, safe learning and teaching arrangements are in place. It should be done in a way which meets children's needs and enables them to engage in learning and teaching which is age and stage appropriate. • Upon a full return to school, children and young people may return to their original groupings. 			
--	--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> Information on shielding, including who would be considered within the highest risk group, is available in COVID-19: shielding advice and support. Where concerns exist, guidance for people with underlying health conditions has been prepared and will continue to be updated. <p><u>Individual Risk Assessments</u></p> <ul style="list-style-type: none"> Line managers should ensure that individualised risk assessment for clinically vulnerable school staff and pupils as set out in the 'reducing risks in schools guidance' should be followed. Staff should speak to their employer to ensure all appropriate protections are in place. Line managers should ensure clinical advice is taken fully into account when agreeing appropriate mitigations with employees. Use individualised risk assessments to ensure appropriate protections are in place. For example - protective measures in workplace; option to work remotely or carrying out different tasks in workplace. If protections cannot be put in place staff should contact their GP to see if they require a "fit to work" note. (The Chief Medical Officer will issue a letter, which is similar to a fit note. This letter will last as long as the Level 4 restrictions apply. Being a receipt of a letter does not automatically mean staff should not attend work, but very careful consideration should be made as to how they can be protected if they do). <p><u>Testing</u></p>			
--	--	--	--	--	--	--	--	--	--

						<ul style="list-style-type: none"> Schools should be prepared to engage in enhanced testing, if recommended by Incident Management Team. <p><u>Physical Education</u></p> <ul style="list-style-type: none"> Physical education within school settings should only take place out of doors. If weather is extremely bad, then schools may use their judgement as to whether it is safe for children to be outside. The provision of non-essential activities or clubs outside the usual school timetable should be paused. This does not include regulated childcare operating from school premises. <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> All staff and pupils should wear a face covering in classrooms during lessons in the senior phase where pupils are attending the school. <p><u>Control Measures at Meethill ELC:</u></p> <ul style="list-style-type: none"> Keyworker children who applied for a space attend from 6/01/21 Children classed as vulnerable identified and offered a space over Lockdown restrictions attend from 6/1/21 Staff rota in place in line with ratios to minimise amount of staff in the setting at any one time 2 EYP's to be in the setting at all times - EYSP or EYLP will also be in the setting each session Staff members who can work from have been asked to do so with support from the EYSP 			
--	--	--	--	--	--	---	--	--	--

						<ul style="list-style-type: none"> • Staff to wear face coverings when moving about the setting. • Online learning will commence over See Saw for early years - week beg 18/01/21 (doorstep deliveries with resources week beg 11/1/21) • Outdoor play will be offered every day • Learning will continue in the setting for the children attending and observations will be recorded in children's special books 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			H	<p style="text-align: center;">International Travel - Self Isolation Arrangements</p> <p>Children & young people returning to Scotland are not exempt from self-isolation (Quarantine) rules.</p> <ul style="list-style-type: none"> • Check regular updates to be found at www.gov.scotland (international travel and managed isolation) Updated 17.2.21 • All those returning from non-exempt counties have to self-isolate at home or another appropriate location for 14 days. • Those self-isolating should not go out to work or an ELC setting or visit public areas. • "Sector Advice Card" should be displayed in all settings. <p>https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/08/scottish-covid-19-workbook-2020/documents/sector-advice-card-schools/sector-advice-card-schools/govscot%3Adocument/sector-advice-card-schools.pdf</p> <ul style="list-style-type: none"> • Providers should ensure they are familiar with the most up to date list of exempt countries. • Providers should engage with children and their families to ensure adherence to the legal requirements. • Local Health Protection Teams can be available to offer further support. 	L		

					<p>Links:</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/</p>			
					<p style="text-align: center;">Other:</p> <p><u>Staff Wellbeing & Professional Learning Support-2.11.20</u></p> <ul style="list-style-type: none"> • Practitioners may find it valuable to access support for their mental health and wellbeing in the lead-up to settings reopening and once they reopen. • Scottish Government/ Early Years Scotland to develop new Team ELC Wellbeing Hub <p><u>Wellbeing, Nurture & Experiences - 2.11.20</u></p> <p>It is essential that ELC continues to be informed by the principles which underpin high quality provision. While aspects of practice may be delivered differently, practitioner will be working to meet the needs of their children and their families.</p> <ul style="list-style-type: none"> • Article 31(1) UNCRC • 1.32 HSCS • GIRFEC • Realising the Ambition <p>During the COVID-19 Recovery Period, settings will require to adjust how they provide high quality provision. Best Practice will:</p> <ul style="list-style-type: none"> • Put the best interests of the child at the heart of decision making. • Take a holistic approach to the wellbeing of the child. 			

						<ul style="list-style-type: none">• Work with children and their families on ways to improve wellbeing.• Advocate preventative work and early intervention to support children, people			
--	--	--	--	--	--	---	--	--	--