

A copy of this action plan will be provided to all practitioners including the nursery cleaners and parents/ carers. This will also be displayed for all to view and will be added to the nursery website.

Date Set	What we are going to do (the 'actions')		Who?	When?	EVALUATION
02/03/2020	Communication	<ul style="list-style-type: none"> - Communicate with parents, staff and visitors of the risks, symptoms and their roles in stopping the spread of coronavirus. - Display completed on the main entrance. - Photos added to blossom. - Message added to Tamba App 	All practitioners	Immediately Ongoing	
09/04/2020	Cleanliness	<ul style="list-style-type: none"> - To increase the cleaning of the nurseries. - Cleaners will be expected to anti bac all contact areas daily. - Practitioners will be expected to anti bac contact areas as part of AM/PM duties. - A copy of this action plan will be provided to all cleaners. - Practitioners to ensure that they are not walking around with PPE e.g. food gloves. - Sterilize toys used frequently daily/ weekly. 	Sheila Cleaners	Immediately	
Immediately	Stop sick practitioners attending work	<ul style="list-style-type: none"> - Follow the advice and guidance from Department of health and health protection agency - Practitioners are aware of the symptoms and have been advised to stay at home if they have any of them. - Add to memo W.C 16/03/2020 - Staff advised to call 111, for further advice. 	Managers All practitioners are responsible for their health	Immediately	
09/04/2020	Staff self-isolating undiagnosed but for precautionary measures.	<ol style="list-style-type: none"> 1. The local authority/ Ofsted will be informed 2. Inform and follow the advice and guidance from Department of health and health protection agency 3. We will review ratios and use bank staff to cover ratio requirements. 4. We will use the support from other branches. 5. Area manager, director and admin will be available to cover. 6. Staff shifts will be extended 7. Place level 6 practitioners in preschool to increase preschool ratio to 1:13 8. <u>If ratios cannot be met with the above then we will, compromise ratios as follows;</u> 9. Toddlers merge with baby room and increase ratio to 1:4 for babies 	Sheila will finalize all decisions based on ratios requirements	Where required	All managers have been informed

		<p>10. <u>If despite the above, ratios are still not met then the following will be completed;</u></p> <p>11. Ratios will be increased as follows; Babies: 1:4. Toddlers 1:5. Preschool 1:13</p>			
10/04/2020	Introduce washing hands on entry	<ul style="list-style-type: none"> - This will take place in the under stairs toilet or next available washing station. - Managers will ensure that sufficient soap and paper towels are available. - A new bin purchased with a foot step and lid 	(bin) Sheila	10/04/2020	Poster added to main entrance. Parent informed verbally, via app and blossom.
10/04/2020	Reduce number of people collecting	<ul style="list-style-type: none"> - Limit number of collections. - Unless parents collect, the person collecting will remain at the nursery entrance and a practitioner will bring the child to the door. 	Parents, managers to monitor	10/04/2020	
10/04/2020	Avoid number of visitors	<ul style="list-style-type: none"> - Create a visitor's risk assessment questionnaire to be completed on entry - If they do not pass the questions then their appointment will be postponed for 7 days. E.g. displayed any symptoms or travelled in the past 7 days. 	Admin (Beckton to create questionnaire and email to Emily. Emily to approve and forward to all.	10/04/2020	
10/04/2020	Closure- due to confirmed case of Coronavirus Or Instructed to by a local authority	<ul style="list-style-type: none"> - The local authority will be informed. - Inform and follow the advice and guidance from Department of health and health protection agency - Inform Ofsted and insurance - The Parents will be informed at the earliest convenience by telephone, letter, app and blossom. - The nursery will be closed as instructed. - Parents will be expected to pay the fees as per the terms and conditions. - During closures, enquires to the nursery will be diverted to each managers phone through BT. 	Sheila Poinoosawmy	As required	
10/04/2020	Reopening	<ul style="list-style-type: none"> - When instructed or following advice, we will reopen the setting. - Practitioners will be informed of their shift via email or telephone. - Parents will be informed via the nursery App and will attempt to call parents. 	Managers	If we are closed	

Contact information:

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