

**TRINITY COURT'S PLANNED PHASED RE-OPENING, 1 JUNE 2020**  
**INFORMATION FOR PARENTS AND MEMBERS OF STAFF**

Provided the Government's advice remains unchanged, we plan to re-open Trinity Court to all children from Monday 1 June 2020. This follows a period of significant disruption following the COVID-19 outbreak.

We have reviewed our operating procedures and are confident we can resume our operations. We plan to provide a caring and supportive service for our children and their parents while retaining good hygiene and minimising infection risk.

Trinity Court is a childcare facility with a strong emphasis on the word "Care". We will continue to provide love and attention to every child in our care while being discretely mindful of hygiene and infection control. The following information is written as a guide for parents and members of Trinity Court's staff to allow this to happen safely. It pays particular regard to the following Government's Planning Guide for Early Years and Childcare Settings which we recommend you read for further information: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

**Premises**

Trinity Court has been checked and maintained regularly throughout the period of our closure. We have a good supply of cleaning products and the building remains in a good state of repair.

We are lucky to have a large floor area available for the children on our roll. This allows space to be maintained between groups of children, allowing them to socialise & play in a setting that is familiar to them.

**Session Requirements**

We made contact with our parental cohort on 17 May 2020 to judge the likely uptake of sessions immediately after opening. We are grateful to all who responded.

We have confirmed session bookings with those who expressed interest in their children returning from 1 June. If you have requested sessions but not heard from us please make contact by email.

Please do not send your child(ren) unless you have made contact with us in advance. That will allow us to ensure appropriate staffing arrangements are in place.

If sessions are charged (i.e. not with the Government's free session offer) payment will be required for booked sessions regardless of whether they are used.

**Drop off and collection arrangements**

Initially we do not consider it necessary to stagger drop off & collection times. To aid smooth running and minimise infection risk we ask that

- Where possible only one adult should accompany children at drop off & collection
- While waiting at the door, any "social distance" markers are followed
- Parents should, wherever possible, avoid entering Trinity Court's entrance hall when dropping off or collecting children
- Detailed handover discussions are arranged by telephone to minimise face-to-face contact

- Trinity Court's car park, garden or paths should not be used as meeting places
- Parents and staff should follow the temporary one-way-system when arriving or leaving. Please arrive via the path and exit via Trinity Court's garden.

Please note: as per Government guidance we will not be checking children's temperatures on arrival.

### **Daily Running**

At Trinity Court we have a sessional cohort of children and a small staff team (many of whom are part time workers). It is not possible to assign children or staff members to groups to ensure they will only mix with limited numbers of others.

Initial indications are that between 8 and 12 children per day will attend sessions beginning 1 June 2020. Careful consideration will be given to maintaining small group sizes with a maximum of 16 children.

Provided the weather holds (and it should now that the Well Dressing has been cancelled!) we will aim to enjoy as much of the Summer sunshine as possible. With this in mind, **Children should arrive with sun-cream applied!**

When indoors we will aim to increase ventilation by opening windows (and secure doors). It would be environmentally unethical and financially unviable to heat an open building. Children and staff members should have warm clothing available at all times.

### **Toys and Resources**

We have a large number of toys and resources at Trinity Court. To minimise infection transmission we ask that toys are not brought from home.

We have selected resources that can be easily cleaned and plan to rotate these on at least a 72 hour cycle.

### **Hand washing, Cleaning & and Personal Protective Equipment**

On arrival all children and staff should wash their hands for 20 second using soap and running water. We have always followed good hand hygiene at Trinity Court and will re-double our efforts in this respect in order to minimise infection risk.

Disinfection of surfaces will continue throughout the day and, in particular, at the end of each day. Bleach may be in use and, where this is the case, it will be stored in a locked cupboard.

As per the Government's recommendation, additional Personal Protective Equipment is only required for staff members caring for a child who is showing symptoms of COVID-19 and is awaiting collection. If a distance of 2m cannot be kept, a facemask should be worn by the member of staff. If physical contact is necessary then gloves and an apron should be worn until the child has been collected.

### **Catering (Snacks and Meals)**

Initially we do not consider that we have sufficient resources to provide cooked lunches for children.

A lunch box will be required for all children attending our lunch time session. We will review that situation continuously and advise accordingly once it changes.

Where our daily cohort exceeds 16 children we will, where possible, arrange children's lunch time to take place in two sittings.

To minimise the risk of infection via the oral route, Trinity Court's staff members will not eat with children. Members of staff will not "snack" while on duty to minimise infection risk. Staff members will wash their hands thoroughly before and after break times in order to control infection risk.

### **TC Club**

We hope to be able to provide a scaled back Out-of-school offering for all children on TC Club's roll. Initially we will have a single vehicle and staff member available. With a number of schools to visit and a single vehicle to achieve the task, we may need to arrive early to collect children from Primary Schools. If you require our out of school service please confirm that your child's school is happy with our proposed arrangements.

### **Suspected COVID-19 Infection**

Anyone who

- is displaying coronavirus symptoms
- has displayed symptoms in the previous 7 days
- or lives with someone who has displayed symptoms in the previous 14 days

should not attend Trinity Court unless they have tested negative for coronavirus. This applies to both children and members of staff.

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Where a child develops symptoms at Trinity Court they will be "isolated" (along with a member of staff) in our Rainbow Room pending their collection. The external door will be opened to maximise fresh air and minimise infection spread. Staff members will utilise PPE where required and the room will be deep cleaned once vacated. Staff members developing symptoms should go home immediately.

### **Coronavirus Testing**

Trinity Court's children and staff are eligible for coronavirus testing if they develop symptoms and are encouraged to get tested in this scenario. The aim is to avoid the need to self-isolate any longer than is necessary if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting. Further information can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

### **Shielding**

Staff members who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised to rigorously follow shielding measures in order to keep themselves safe. It is expected that members of staff in this group do not attend

Trinity Court until further notice. If a staff member lives in a household with someone who is extremely clinically vulnerable, it is advised that they follow guidance on people who are shielding and living with other people.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Government's staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women.

We have a small staff team but will support shielding and clinically vulnerable staff members as best as we are able.

Parents should give careful consideration to updating emergency contact details, excluding any individuals who are Shielding from coronavirus.

### **Review and Feedback**

Our process for managing coronavirus is subject to continuous review: policies, procedures and protocols will be revised regularly. We welcome any input with that process and encourage you to make contact if you have comments, queries or concerns.