**Premix Toddlers – Post Covid-19 Return Plan**

In light of the Covid-19 pandemic and ensuing lockdown, following Government advice we had to temporarily close our Premix Toddlers sessions. Now that the Government advice states that toddler groups can reopen and that it is safe to do so, we will endeavour to make this happen in the safest possible way.

This return plan outlines the measures we will take to reduce the risk of spread of the virus and to ensure that all the parents/carers, children and team are kept safe.

Easthampstead Baptist Church has a Covid-19 risk assessment, which can be referred to alongside this document. Please enquire at the main office for a copy of this.

1. **Quarantine/Rotation system**

We will have a quarantine and rotation system in place for all our toys and equipment, to ensure that the risk of bacteria, viruses, and germs, including Coronavirus, spreading is reduced to an absolute minimum. When sessions are planned, the toys and equipment will be assigned to sessions, ensuring that it is not then assigned for the next week. The toys and equipment will be thoroughly cleaned then put into quarantine in their boxes to allow any remaining germs, bacteria, or viruses to dissipate. If a toy/equipment becomes contaminated in any way during a session, it will be cleaned thoroughly and removed and quarantined, where necessary.

1. **Thorough cleaning**

We will thoroughly clean all toys, equipment, surfaces, and the fabric of the rooms we use before and after each session. This will also happen throughout the session, as required, to minimise spread of bacteria, germs, or viruses. We will use anti-bacterial and anti-viral cleaning products which we have deemed the best to minimise spread of Covid-19.

1. **Hand sanitiser available**

We have hand sanitiser available in the lobby of the building, as you enter, which we ask everyone to use as you come into the building. We will also provide hand sanitiser in our rooms for use during sessions and ask that all attendees use it as they leave the session/building too, to minimise risk of spread. This is in addition to regular hand washing, not as an alternative.

1. **Hand washing**

We will encourage everyone to wash their hands regularly, following the guidelines, to minimise spread of Covid-19 amongst other viruses, bacteria and germs. The guidelines state that hands must be washed for at least 20 seconds using soap and water following the proper instructions (see posters) to ensure hands are washed thoroughly.

1. **One-way system in the building**

A one-way system has been created within the building, using arrows on the floor and tape to mark safe distancing. All attendees and team must follow this one-way system and keep safe social distancing whilst walking around the building or queueing for the sessions. Everyone must stay to the right, indicated by the arrows and board separating the corridor.

1. **Buggies to be left outside**

To reduce the risk of spread of Covid-19 and other viruses, we will ask that buggies, strollers, bikes, scooters etc. are left outside in the designated area. This will also reduce the any bacteria and germs brought into the building, as well as preventing blockages for other users of the building.

1. **Limited numbers – possible pre-booking**

We will require the parents/carers who want to come along to our sessions to book using our new booking system, on a weekly basis. This is to limit the numbers coming along, to 20 adults, to enable enough space to distance within the rooms. This will apply to parents/carers only, as it is hard to get 0-4 year olds to understand staying apart from one another. The booking system will be via email, on a first come, first served basis.

1. **Cleaning wipes available during sessions**

We will have cleaning wipes available for both team and parents/carers to use throughout sessions as needed. This could be when toys are placed in a child’s mouth or a child/baby is sick on a piece of equipment. These wipes will be anti-bacterial and anti-viral (hospital grade), however the toy/piece of equipment will be thoroughly cleaned and removed and quarantined, where necessary too.

1. **Room kept aired**

All windows will be kept open before, during and after the session to ensure the room is kept airy and the air within the room is circulated out of the room via the windows. This means that any virus droplets will leave the room in the circulated air. Where needed, we will open the back door and affix the stairgate (to stop possible escaping), to allow more air flow.

1. **Kitchen and team – gloves, mask, apron, limited number of people**

The kitchen team will be required to wear gloves, masks and an apron when in the kitchen preparing and serving food and drink for and to the attendees of the session. This will be to eliminate any risk of droplets from the mouth or nose and germs from clothing and hands getting into food and drink. We will ensure that hand sanitiser is available at the hatch too for everyone to use. Biscuits will be individually wrapped and given out with drinks. Children’s snacks will be given out in individually sealed pots, which will have been pre-prepared, to each child by team members who will be wearing a mask and gloves too. Parents/carers are encouraged to help the child/children with them to only eat and drink their snacks. To begin with, children’s drinks will be small, sports capped water bottles, bought from the supermarket, to ensure they are sealed and no possible contamination.

Tea/coffee and individually wrapped biscuits will be served to the adults, as before, at the hatch. The kitchen team will be wearing PPE (as above) to serve these. The cups used are disposable, as are the lids.

The kitchen team will also wash their hands regularly following the guidelines and ensure the kitchen is kept clean using appropriate cleaning materials.

1. **Those with symptoms**

We will ask that anyone with ANY Covid-19 symptoms does not enter the building or our sessions and remain at home, self-isolating as per government guidelines. There will be posters displayed on the front door of the building as a reminder of this to all who come to the building (not just for Premix Toddlers).

1. **Regular cleaning of touch points**

Touch points that are regularly touched will be cleaned and sanitised using anti-bacterial and anti-viral cleaning materials often, to minimise risk of spread of viruses, germs, bacteria, and Covid-19. These touch points include door handles, front door button, disabled toilet button, window handles, chairs, fridge, and freezer handles, taps, baby changing stations etc. Baby changing stations must be wiped with the cleaning wipes (provided in the toilets) before and after use by parents/carers. Wipes are to be disposed of in the bin provided.

1. **Track and Trace**

This is no longer a Government requirement however, we will keep a record, using our register and registration forms, of the parents/carers and children that attend Premix Toddlers. This record will be used should anyone become ill and test positive for Covid-19. The record will be used and shared with the relevant Government agency in this instance but will be held according to our GDPR guidelines for 21 days. If an attendee or member of the team test positive for Covid-19, self-isolation guidelines will be followed to protect all.

1. **Toilets**

The toilets will be regularly checked and cleaned to ensure the risk of spread of Covid-19 is minimised. Touch points in the toilets will be focused on, for example door locks, flush handles, and taps. Soap and hand sanitiser will be kept topped up to ensure hand washing can take place properly. Team will wear PPE to clean the toilets, where necessary, and a signed record of checking will be kept displayed on the backs of the doors in the toilets. Baby changing stations must be wiped with the cleaning wipes (provided in the toilets) before and after use by parents/carers. Wipes are to be disposed of in the bin provided.

1. **Activities**

We will have mostly the usual activities available for the children, however there will be a few exceptions:

* Tuff Tray – children and adults are to use hand sanitiser before using the activities in the tuff tray.
* We will make more use of the garden, when the weather is suitable, ensuring the temporary fence is up and exits are secure. This will allow for a wider variation of activities, with use of different textures, sights, sounds…
* No soft toys, pillows or non-washable/non-wipeable items will be used in sessions to start with.
* Singing – this is permitted; however, we will ensure adults are socially distanced to do so.
* Crafts – all craft materials will be prepared at least 72 hours in advance and given out with gloves on by team members.