



**Early Years
Wales**
Blynyddoedd
Cynnar Cymru



Pre re-opening checklists

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This is for guidance for childcare settings in **Wales. This guidance was written on 28th May 2020.**

Read all relevant guidance materials provided by Welsh Government carefully so you have a thorough understanding of requirements for re-opening.

It is important you have the correct information, don't forget powers to ease lockdown in Wales and come out of this crisis lies with **Welsh Government.**

- **If a child/staff member or a member of child/staff member's family is showing symptoms of COVID-19, they must not attend the childcare setting follow current Public Health Wales Guidance**
- **If a child receiving childcare becomes symptomatic, the child should be moved away from other children and a parent/carer should be called for immediately and the child collected and taken home**

We believe that re-opening your setting will not mean going back to the way you operated before, it is very likely things will look very different initially at least and it will take time to get back to where you were. **Re-opening needs to be done in a way which puts the safety of children, staff and parents first.**

This list is not exhaustive and is just meant as prompts for you to think about changes you may need to make as we move back into full service. Advice is changing on an almost daily basis so some of the guidance given may have been superseded we will endeavour to keep this guide updated on our website earlyyears.wales

Business Plan	Where to go for more information
Check your local authority websites and Business Wales and WCVA for information on grants and business support.	https://businesswales.gov.wales/ https://wcva.cymru/
Finances – be realistic, you may not be able to run at full capacity whether in number of children or hours. You will need to consider what is financially viable for you under current restrictions.	
Complete a realistic budget, take in to account your reduced incomings and increased outgoings.	

Do you have any additional outgoings such as cleaning products, PPE equipment?	
How many staff do you need to ensure safety of all, you may need to keep some staff under furlough - the process and rules for this are changing regularly make sure you keep up to date with the latest information from HMRC.	https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme
You will need to review on a weekly basis, as things during this crisis have been changing very quickly, so make sure you keep up to date with all the latest information.	
Where to go for more information	
Early Years Wales	https://earlyyears.wales/
Welsh Government	https://gov.wales/
Public Health Wales	https://phw.nhs.wales/
HMRC	https://www.gov.uk/government/organisations/hm-revenue-customs
Business Wales	https://businesswales.gov.wales/coronavirus-advice/
Do a business plan that reflects a staggered approach to getting back to full capacity.	
It will be difficult to predict how and when Local Authority funding will come back – this may be done on a county by county basis.	
Who do you need to inform?	
CIW	https://careinspectorate.wales/
Landlord	
Insurance	
Local Authority	
Parents	
Care Inspectorate Wales (CIW)	
Inform of intention to reopen.	https://careinspectorate.wales/
Consider if you need a revised statement of purpose to reflect the changes you have made and inform CIW using their online services.	
If you have changed or added new policies, you will need to inform CIW, using their online services.	

Check the latest updates for regulated childcare in Wales. You will need to apply to your Local Authority if you wish to make any changes under the new guidance for changes of the National minimum standards.	https://gov.wales/national-minimum-standards-regulated-childcare-coronavirus-covid-19 https://careinspectorate.wales/coronavirus-covid-19
Preparing your Premises	
Are the premises in good order? Has the building been closed or has anyone else had access to any areas that you use?	
Check and flush out your water supply in accordance with your policy and risk assessment for legionella.	https://www.hse.gov.uk/legionnaires/
Check your central heating, hot water supply, smoke alarms, fire extinguishers. Are all your safety certificates up to date?	
Check outside for build-up of debris, weeds, vandalism etc.	
Is it a shared building with shared access? Who will be responsible for keeping shared areas clean?	
Visitors should not be allowed while your setting is running, any maintenance work should be done out of hours and areas deep cleaned before allowing children back into those areas.	
Where will the parents wait to drop off/pick up children? Is there a way to ensure the 2m social distance recommendations are met?	
Do you need to mark the floor? Do you need to stagger times parents come to drop off and pick up?	
How are parents getting to your setting? By car, walking, public transport?	
Is the pick-up drop off area clear? Does it have enough room?	
Consider using a one-way system.	
Ensure you have clear guidelines for parents to follow.	
Payments	
Consider reviewing your fee structure.	
Consider hourly charges. It is possible that it may be a while before you can offer a full service.	
Consider asking for weekly payments instead of monthly, this will help your cash flow.	
Do you need to take payments monthly in advance?	

Are you able to handle contactless payments? Do you need to consider Pingit, BACS transfers, Direct Debits?	Contact your bank for guidance
You can get card payment devices that enable you take contactless card payments, but these come with a cost.	
Give parents plenty of notice of your new structure so they can be prepared.	
Layout of setting	
Do you need to look at the layout of your setting to support the new regimes? Consider sectioning areas off to enable social distancing between designated groups.	
Calculate the number of staff and children who can occupy a space safely.	
Consider removing some of the equipment and toys especially soft furnishings such as bean bags, soft toys and toys that are hard to clean. This will free up space and reduce the cleaning.	
Children will need to be discouraged from sharing toys.	
Consider providing each child with their own play pack with crayons, pencils, safety scissors, playdough etc.	
Books may not be suitable to be shared as they cannot be cleaned so you could increase the regularity of story time, think about how you could use digital libraries?	
How can you maximise use of the outdoor space? Would you benefit from putting in canopies so children can stay out in all weathers?	
Can you keep all the windows open to ensure ventilation?	
Consider keeping your children and staff in separate social groups.	
Cleaning	
Hand washing	
Do you have sufficient hand washing facilities? Can they be accessed easily? You might want to consider installing more hand basins or consider portable handwashing stations that can be used outside.	

Deep cleaning is not required if no one has been into the premises during the time of closure. However, if someone has been into the premises within five days before the date of reopening, any areas accessed by that person must have a deep clean of touched surfaces.	
Follow infection control guidelines from Public Health Wales. These are comprehensive so ensure that all staff understand and follow them.	https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/
Treat hand sanitizer for children in the same way you handle sun cream and ensure parent's permission is given. You may consider a good hand washing regime to be a more sensible approach and you should follow current guidance.	
Do you have a reliable supplier for cleaning products? Can you get the quantities you need? Consider starting to get stock in now.	
Do you need additional PPE equipment for staff? Have you got sufficient supplies?	
Consider writing a new handwashing and PPE policy.	
Review how you are going to manage your laundry requirements	
Staff	
Look after your staff; they may be worried about coming back to work, each member of staff must be treated as an individual. Consider the following:	
Underlying health issues.	
Family/home circumstances – are they a carer? Is anyone in their household on the vulnerable list or pregnant?	
Look after the staffs Mental Health and Well-being; they will have good days and bad, give them opportunities to take breaks and talk about how they are feeling.	
How will staff be getting to work? Are buses running a reduced timetable and staff may have anxiety over using public transport	

They will need to change when they get to work – do you have somewhere for them to do this? Do you have enough PPE for them? Do staff need to understand the importance of what to do when they get home, changing clothes, showering etc.	
Training: Do you need to do some refresher training remotely, such as understanding the infection control measures?	
Where possible have a virtual staff meeting. Involve staff in the discussions and decisions - don't forget to minute it.	
Testing for staff - follow current Welsh Government guidelines.	https://gov.wales/apply-coronavirus-test
Parents	
Parents confidence may be low, and they may be anxious when leaving children.	
Ask parents what childcare they need so that you can plan effectively, you probably won't be able to accommodate everyone's request immediately so be realistic about the times you can open and the numbers of children you can safely provide care for.	
Hold a coffee morning via a social media app such as Zoom or Skype or a WhatsApp group to build their confidence.	
Consider making videos of any new layout so parents and children can see how they will be expected to support social distancing on hand over.	
Give parents clear guidelines and information, make sure they understand the changes you have made. Explain clearly why some activities may not be offered such as sand and water play.	
Ensure that parents understand that they cannot bring a child into the setting if they or any member of their household are displaying any symptoms and express that they must follow current guidelines regarding social isolation.	
Stagger start and finish times so that you do not have a build-up of people waiting outside.	
Suggest a limit of only one parent to accompany the child.	
Limit physical interaction between parent and staff.	

Consider daily diaries, to be sent by email.	
Offer parents discussions via video calls.	
Children	
How about a virtual play date on social media with a simple activity, maybe story time or song time?	
If your staff are going to be wearing PPE particularly masks show the children how that will look.	
Show children a walkthrough of how the new layout looks.	
You may need to keep children and staff in an identified group. If this is the case, do not allow staff or children to cross over into another group if possible. You might want to consider family or friendship groupings or group according to attendance days/sessions.	
If a child shows any signs of illness, isolate immediately and call parents/carer to collect. Follow current guidelines before re-admitting child i.e. 7 days social isolation 14 days for household members.	
Children with ALN will have very different needs that will need to be assessed on an individual basis.	More guidance for children with ALN will be available shortly
Food/snacks	
Hand washing before and after is essential	
Are you going to be providing food/snacks? Ensure you can get the food supplies you will require.	https://www.food.gov.uk/
Will children have individual plates, cutlery and cups? Will you require them to bring their own?	
You might want to consider disposable although that's not environmentally friendly but, in this short term, it may be the safest option.	
Designate eating areas so that children and staff can stay in their identified groups.	
Stagger food breaks and ensure thorough cleaning between uses.	



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