



# Outline Covid-19 Recovery Plan



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# Key Messages

Slowly and Safely

EYFS Childcare Offer

Centre and Childcare - Limited hours and days

Services Appointment Only and 1 :1 activities

Rota for core staff

Staff are at Home, trying to work



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# Buildings & Sites opening Slowly & Safely

- Risk Assessments completed
- Establish Building & Maintenance Group
- Opening Times confirmed
- Services & Partners use limited
- Cleaning & Waste Schedules increased
- Health & Safety prioritised
- Protection from Public contact reduced
- Operational guidelines – e.g. Post & Deliveries



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# Building and Sites have individual site specific adjustments to ensure health and safety compliance and reducing infection risks

## Key People to consult

- Managers and Premises Teams
- All staff
- Discussion with Schools
- Discussion with Teams
- Trustees and Unions kept updated

## Establish a Building & Maintenance Group

- Premises Team
- Centre Managers/Key SLT
- Key Admin
- Key Senior Practitioners
- Nursery Leads/EYFS Lead

## Building Preparation

- Deep clean of all sites, Equipment and toys
- Regular cleaning checklist displayed in toilets and reception/foyer areas
- Hand sanitiser at each site on reception for public use
- Extra hand washing signs in all buildings
- Fire Evacuation Tests
- Sick Bays and PPE

## Social distancing Public Areas

- Waiting chairs and sofas, wipeable/washable
- Dependant on building size





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# Health and Safety - changes you will see

Following risk assessment - Separate to this plan are additional details specific to each setting

- **Reception Areas & Foyers** – increasing distance away from the desks
- Floor marking
- 2m distancing in staff rooms and offices
- Outside eating and break areas
  
- **Cleaning**
- Extra Handwashing reminders
- Sanitiser stations
- Daily cleaning to include all door handles and switches
  
- **Reduce Touch Points**
- Automatic doors entrance and exit where safe to do so
- No signing in sheets for public use
- Personal Devices for staff
- Cashless options for payments – cashless, reduce banking & handling cash activities
- Post and Delivery boxes



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# CC and Head Office Opening Times – Slowly & Safely

## **Closed Sites Phased opening for enquiries and 1:1 support only – Opening Times 9.30 – 3.00**

Different centres open to cover the week

Week 1 – All Centres open for staff only (decluttering and preparation)

Week 2 – All Centres open for staff only (decluttering and preparation)

Week 3 – All Centres open for staff + open to public 1 days

Week 3 – Review and Evaluation

Week 4 – All Centres open for staff only

Week 5 – All Centres open for staff only

Week 6 – Review and Evaluation for September services

## **Services & Partner use of sites to be phased**

Site visitors need to be authorised and risk assessed on individual basis

Minimal building visitors except cleaning and services

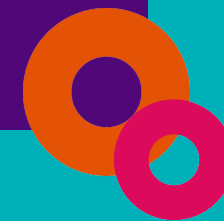
Meetings largely continued to be conducted over teams

Minimal staff rotation

Some health services at Brookhill

# Staff Wellbeing

- Priority to protect staff
- Need Analysis – Checking in
- Staff to feedback on measures
- Keep communication open with furloughed staff
- Staff survey the results
- Staff return to work interviews
- Social Activities
- Support Options available
- Training and Development opportunities





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# Volunteers – still going strong

**No community home visiting – follow HSUK guidance slowly safely**

Families to be supported remotely via digital offer and telephone contact

Volunteers monthly/6 weekly online meeting to continue

Sharing good Practice

Develop case studies

Identifying emerging needs for families for grant application and signposting/referrals



# Building Community Confidence

Being open slowly safely

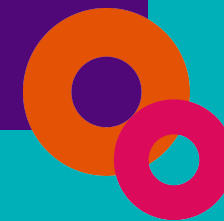
Modelling safe practice of social distancing

Use of Communication

Success Stories - Lots of what we are doing

Sharing plans with Partners

Website, Social Media & Networks



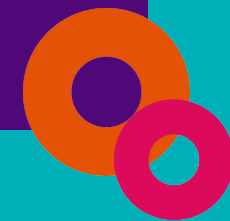
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# Key Messages

## Slowly and Safely

Look after each other – help us to care for you  
Core volunteer, childcare and centre offer  
Staff are at Home, trying to work  
Stay Safe follow the rules

Thank you!



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