

## **Coronavirus (COVID-19) Policy**

### **Introduction**

This policy applies to all employees, Parents, Children, volunteers, students and anyone else working on behalf of the Pre-School. This policy also applies to service users and delivery drivers visiting the Pre-School.

### **Purpose of policy**

- Our main priority is to Protect all employees, Parents, Children, volunteers and students from coming into contact with to stop the spread of Coronavirus (COVID-19).
- To maintain the minimum level of staff to continue to provide the welfare needs of the children in our care.
- To prevent the spread of Coronavirus (COVID-19)

### **Pre-School Closure**

The Pre-School closed to all but key worker children until further notice.

All volunteers have been told not to attend the Pre-School.

All fundraising events have been cancelled until further notice.

The Pre-School will ensure hygiene and self-distancing practice is in place and followed.

### **Travel**

No employee is required to travel outside of the UK. The Pre-School has requested all travel plans for its employees and any employee who travels to an infected area will self-isolate for 14 days on their return.

### **Monitoring**

The Pre-School is closely monitoring and gathering information from The Department of Health the spread of Coronavirus (COVID-19) and the management meet regularly and then feedback to employees. Chandlers Chatters Playgroup have a duty of care to communicate with their staff, Parents or family/friends who contract Coronavirus (COVID-19) or are made to self-isolate. Please call on 07494301024 or email [sue@chandlerschatters.co.uk](mailto:sue@chandlerschatters.co.uk).

### **Hygiene - General**

Employees are advised to practice good hygiene and cleanliness standards.

- Regularly wash hands with hand wash and water for at least 20 seconds.
- Regularly use hand sanitiser.
- Cover mouth and nose when coughing or sneezing with either a bent elbow or tissue making sure you bin it immediately and always wash hands afterwards.
- Avoid close contact with others, such as handshakes and maintain a social distance of 2 meters.
- Avoid touching your eyes, nose and mouth.
- Wash all uniform after each session with the children

## **Hygiene**

To help ensure the Coronavirus does not spread internally through the Pre-School, the following actions are being taken;

- Frequently touched areas are appropriately cleaned several times a day with soap and water followed by anti-bac.
- These include; tables, laptops, toys, door handles, switches and telephones.
- Hand sanitiser is being used frequently within the Pre-School.

If an employee experiences any of the following symptoms they will inform their manager immediately, self-isolate and contact 111 for advice.

Symptoms include;

- A continuous cough
- A high temperature
- Shortness of breath
- Loss of taste and smell
- Diarrhoea, vomiting and abdominal cramps

These symptoms are similar to a cold or flu.

## **Business Continuity**

It is vital that Chandlers Chatters Playgroup continues to care for the Children entrusted in our care. We will continue to do this while continuing to provide the necessary health and safety for the employees and visitors to our Playgroup. Daily checks are viewed on GOV.uk and the DFE/Early years website.

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