

Policy 89

Coronavirus (COVID-19) Policy

To all service users of Little Hubbers Day Nursery

Introduction

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

Purpose of policy

- Protect all employees, and service users including parents and children from coming into contact with 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)

Nursery Closure

The Nursery closed to all but key worker children until further notice.

All volunteers have been told not to attend the Nursery.

All fundraising events have been cancelled until further notice.

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

The Nursery has agreed to continue to look after key workers children so there is still minimal contact with the public.

Travel

No employee is required to travel outside of the UK for their job. The Nursery 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 Nursery is closely monitoring and gathering information from The

Department of Health the spread of Coronavirus (COVID-19) and the Owners, HR and management team communicate regularly via messages (or will use Zoom chat room if needed to hold a meeting) and then feedback to employees. Service providers have a duty of care to communicate with Little Hubbers Day Nursery if any of their staff or family/friends contract Coronavirus (COVID-19) or are made to self-isolate. Please call on 07934046175, private message us on our Facebook page or email littlehubbers@gmail.com to do so.

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 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 - Office

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

Frequently touched areas are appropriately cleaned several times a day

These include; desks, laptops, door handles, switches and telephones.

Hand sanitiser is being used frequently within the Nursery.

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

These symptoms are similar to a cold or flu.

Business Continuity

It is vital that Little Hubbers Day Nursery 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 Nursery. Further updates can be found on our website and social media sites.

Updated

17th May 2020

This policy was first introduced on

Signed on behalf of the Nursery

This policy has been reviewed on ?	Signed on behalf of the Nursery