

Coronavirus (COVID-19) Policy

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)

Re-opening the nursery

The nursery has been closed due to the pandemic. On May 26th 2020 we will re-open the nursery and begin a phased return as we welcome some children back to nursery. Until further notice all volunteers have been told not to attend the nursery and all public and fundraising events have been cancelled.

Please see the accompanying 'Our response to COVID-19' document for the measures we have put into place to protect staff, children and their families.

To ensure the continued safety of the nursery we will welcome children back in phases, each phase will only progress when it is safe to do so in line with current Government guidance regarding infection rates.

Phase 1: All key worker families, vulnerable children and full time Pre-School children return. If your profession or area of work is not directly listed in the government guidance but you feel you meet the criteria, we will ask for a letter from your employer to confirm they class you as a key worker. We have prioritised our oldest children so we are able to focus on their transition to school, and full-time children as this limits the number of different children in the setting and also minimises drop offs and pickups throughout the day.

Phase 2: The remaining Pre-School aged children will return to nursery.

Phase 3: All remaining children will return to the nursery. We will risk assess and consider welcoming back visitors, students and volunteers.

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 management team meet regularly and then feedback to employees. Service providers have a duty of care to communicate with

Hamilton Nursery if any of their staff or family/friends contract Coronavirus (COVID-19) or are made to self-isolate.

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 metres.
- Avoid touching your eyes, nose and mouth.
- Wash all uniform on site after each session with the children
- Frequently touched areas are appropriately cleaned several times a day
- These include; desks, laptops, door handles, switches and telephones.

Please see the accompanying 'Our response to COVID-19' document for more information

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 Hamilton 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 Pre-School. Further updates can be found on our website and social media sites.

Updated

13th May 2020