Coronavirus (COVID-19) Policy

To all service users of Fontmell Magna Under Fives

**Introduction**

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

**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)

**Pre-School Closure**

The Preschool closed on the 20th March 2020 and will reopen on the 15th June

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

All fundraising events have been cancelled until further notice.

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

**Travel**

No employee is required to travel outside of the UK for their job. The Preschool 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 team meet regularly and then feedback to employees. Service providers have a duty of care to communicate with Fontmell Magna Under Fives 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 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 Preschool, 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 Preschool.
* Only manager to enter the office, use computer or phone.

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 Fontmell Magna Under Fives Preschool 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 Preschool. Further updates can be found on our website and social media sites.

**Updated**

26/08/2020

All staff to adhere to policy

Signed: Lauren Ballard