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

This Coronavirus (COVID-19) policy applies to all of our employees who physically work at Hope Green Private Day Nursery. Employees are also to follow all control measures set out in the COVID-19 Risk Assessment. Employees will be kept up to date with any changes made to the Risk Assessment or Coronavirus (COVID-19) Work place Policy.

**Effective immediately, and until further notice, employees must:**

* Practice “social distancing” from other staff members and parents (tape markings will be in place to remind you of the 2 meter rule) Social distancing must take place on staff breaks, when arriving or leaving the premises and during tasks throughout the working day.
* Avoid touching your face, especially eyes, nose, and mouth.
* Maintain good hygiene by regularly washing your hands with soap and water for at least twenty seconds. If hand washing is not possible, employees should regularly use a hand sanitizer containing at least 60% alcohol.
* Ensure children are maintaining good hygiene practices – washing hands on arrival, before eating, after using the toilet, after being outdoors, after wiping noses. Good hygiene practices should be encouraged through the use of games, songs and repetition.
* Maintain good hygiene standards through cleaning of frequently touched surfaces and equipment (toys, worktops, laptops, phones, door handles, locks, etc) When cleaning staff should use appropriate PPE and follow instructions on cleaning products.
* Sterilize toilet and nappy areas after each use, including mats, toilet seats, taps, flushes, door handles and bin lids/pedals. Staff should ensure the bathroom areas do not become crowded, limit the number of children that can use the facilities at one time.
* Increase washroom inspections for cleanliness/adequate stock of soap/toilet paper, paper tissues etc.
* Practice good respiratory hygiene by covering your mouth and nose with a bent elbow or tissue upon coughing/sneezing. Used tissues should be disposed of immediately in the correct way and washing hands afterwards. Staff should ensure tissue bins are emptied regularly throughout the day.
* Ensure suitable ventilation by opening windows regularly.
* Stay home if experiencing any symptoms of a respiratory infection (e.g. cough, runny nose, fever, difficulty breathing).
* Notify your supervisor before you commence personal air travel and contact your supervisor before you return to work. Depending on the risk level assigned to your destination you may be required to self-quarantine for up to 10 days and/or obtain clearance from a healthcare provider before returning to work.
* Use the provided PPE for close personal care and when social distancing from other staff/parents is not possible.
* Follow the correct procedures for receiving parcels and food deliveries.
* Where possible avoid using public transport to travel to work. Travel by car, walk or cycle whenever possible.
* Sterilize shared facilities such as kitchen areas, bathrooms, worktops after use.
* Provide your own food and drinks for the day ahead. Staff must use their own drinking cup.
* If using public transport staff should change into a clean uniform on the premises and remove the uniform again before leaving. Dirty uniforms should be placed in a suitable wash bag.
* Use the outdoor facilities as much as possible as it is known that the virus does not survive for long outdoors.
* Keep children in their assigned groups whenever possible.
* Only leave your assigned room when it is necessary.
* Avoid planning activities that encourage close contact and sharing of equipment. Messy play will not take place until further notice.

**Effective immediately, and until further notice, the Nursery will:**

* Follow guidance from the Welsh Government.
* Provide employees with appropriate Personal Protective Equipment (PPE)
* Provide employees and children with tissues, hand washes, paper towels and hand sanitizers.
* Provide additional cleaning resources and disposable cloths for frequent cleaning of high infection areas.
* Remove unnecessary items from the nursery to create extra space.
* Remove soft furnishings and hard to clean resources such as toys with intricate parts.
* Provide employees and parents with up-to-date information regarding the Company’s COVID-19 Plan.
* Send home employees or children displaying visible symptoms of a respiratory infections (e.g. cough, runny nose, fever, difficulty breathing).
* Appoint **Sally Johnstone** as the point of contact within the Company for questions about COVID-19 to ensure a coordinated and consistent response.
* Organize an employee communication system to communicate COVID-19 updates to employees who are not in work.
* Provide virtual staff meetings where possible.
* Listen to and manage employee concerns relating to COVID-19, providing as much relevant information as possible.
* Be aware of how COVID-19 may affect the health and wellbeing of employees, offering support and providing information about available support services should they require them.
* Plan staff rota’s with staggered starts and finishes to maintain social distancing.
* Provide parents with a safe drop off and collection system – marked parking bays, safe drop off and collection points and drop off and collection time slots. Communication will take place at a socially safe distance or by telephone call of email.
* Stop all visitors to the setting for the time being.

**Effective immediately, and until further notice, parents will be asked to:**

* Keep their child at home if they are showing any signs of being unwell.
* Ensure only one parent leaves the car to drop off and collect their children.
* Sign a form each day to say they have maintained social distancing measures.
* Ensure they are always available by telephone.
* Use and respect the new car parking system – parking in numbered bays by order.
* Use the designated drop off and collection points on arrival and departure.
* Maintain social distancing measures from other parents, children and employees. No gathering permitted in the car park area. Parents should leave the car park as soon as they have dropped off or collected their child.
* Provide all snacks, meals and drinks that their child will require throughout the day. This will be reviewed, and the nursery will provide snacks and food when they feel it is safe and possible to do so.
* Provide nappies, nappy creams, wipes, tissues, spare clothes and a sunhat on a daily basis.
* Apply sun cream at home, parents will be advised to use an 8-hour protection cream.
* Ensure children do not bring in unnecessary items from home such as toys and teddies.
* Be aware that the nursery could be asked to close again at any point if there is another peak of the virus or if we have cases.

**If an employee or child has COVID-19 symptoms**

* If an employee has cold symptoms, such as cough, sneezing, fever, or is feeling unwell, they should request sick leave immediately.
* If a child is displaying symptoms of COVID-19 then the child’s parent should be contacted immediately.
* If the employee or child is unable to leave the premises immediately then a separate isolation area should be provided. The sick person should then- avoid touching anything, cough or sneeze into a tissue and use a separate bathroom from others if possible.
* If an employee needs to care for a sick person then they should wear the appropriate PPE provided.

**Sick leave arrangements for staff:**

* If showing symptoms of COVID-19, employees will need to self isolate for the recommended time. Employees who self-isolate will receive [Statutory Sick Pay (SSP)](https://www.acas.org.uk/checking-sick-pay/statutory-sick-pay-ssp) from the first day of absence.
* If an employee has a positive COVID-19 diagnosis, they can return to work only after they have fully recovered and with a doctor’s note confirming recovery.
* If an employee has been in close contact with someone infected by COVID-19, with high chances of being infected themselves, they should self-isolate for the appropriate time. The employee will also be asked not to come into physical contact with other colleagues during this time.
* If an employee needs to provide care to a family member infected by COVID-19, they will need to stay at home. They will only be permitted to return to work 10 calendar days after the family member has fully recovered, provided that the employee is asymptomatic or has a doctor’s note confirming they do not have the virus. The employee will also be asked not to come into physical contact with other colleagues during this time.

**Furlough Scheme**

The nursery may need to put some or all employees on temporary leave ('furlough') during the Coronavirus pandemic.

* If only some employees need to be furloughed the employees will be selected for furlough in a fair way to avoid any discrimination.
* Should an employee be placed on furlough they will be required to complete a written agreement.
* Any employee placed on furlough will be kept on the payroll and continue their employment contract.
* Furlough will last at least 3 weeks. After returning to work an employee can be re-furloughed.
* During furlough employees will be paid 80% of their usual wage up to a maximum of £2500.
* During furlough management will keep in contact with staff and provide them with any relevant information.
* When an employee is needed to return to work from the furlough scheme they will be given at least 48 hours’ notice.
* Staff will still accrue holidays while on furlough but may be required to use these.
* When returning to work the nursery will try to ensure that every employee feels they are returning to a supportive and caring environment.

**Changes**

* During the Coronavirus pandemic the nursery may operate with shorter opening hours and this may mean that fees may need to be calculated differently.
* No visitors will be allowed into the nursery until further notice.
* Children may be asked to change or reduce hours during the phased return.
* Children and staff will be kept in social bubbles. To operate safely this may mean reducing the number of children allowed to attend.

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| **This Policy was adopted on**  | **Signed on behave of the nursery** | **Date for Review** |
| March 2021 | *S A Johnstone* | March 2022 |