

Coronavirus (COVID-19) Policy

To all service users of Abbey Nurseries Ltd

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

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 to the best of our ability. Extra cleaning/sanitizing is in place.

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 Abbey Nurseries Ltd if any of their staff or family/friends contract Coronavirus (COVID-19) or are made to self-isolate. Please email

abbey.place@btconnect.com/abbey'fields@btconnect.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
- Wear protective clothing provided for close contact care and serving food

Hygiene –

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. All tables, toys, stair banister, safety gates.
- 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.

If any Parent/family/child shows symptoms or receives a COVID-19 positive are asked to inform the nursery to enable correct actions to be put in place.

Symptoms include;

- A continuous cough
- A high temperature
- Shortness of breath
- Loss of taste/smell

These symptoms are similar to a cold or flu.

Business Continuity

It is vital that Abbey Nurseries Ltd 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 Nurseries Ltd and Phazer Club. Further updates can be found on our website and social media sites.

Updated

05/11/20