**Health & Safety Policy**

**Covid-19**

**Updated November 2020**

We have adopted the following safety measures to help to keep our preschool covid-19 safe:

* Parents are reminded not to send their children into preschool if they have coronavirus symptoms i.e. a new and persistent cough, loss of taste or smell or a high temperature.
* Staff will not come to work if they have any coronavirus symptoms.
* Parents and staff are advised to follow the government’s self-isolating rules if they or a member of their family becomes unwell.
* Parents and staff are advised to follow the advice of the NHS Test & Trace service and to take a test if they are showing symptoms.
* Staff and parents are to notify the preschool as soon as they have become aware that they have been in close contact with someone who has tested positive with the coronavirus and to follow the 14-day self-solation rule.
* Parents and staff are to notify the preschool with the reason why they have taken a coronavirus test i.e. they have been in close contact with someone who has tested positive or they are showing symptoms of covid-19 without any known contact with a person who has tested positive. If a test comes back negative but they are known to have been in contact with a person who has tested positive, then they must still self-isolate for the full 14 days from the last contact they had with the infected person. If a test comes back negative and there has been no known contact with an infected person and the symptoms have eased, then they no longer have to self-isolate and can return to pre-school.
* Parents are to notify the preschool immediately if their child has tested positive for coronavirus. Their child will not return until at least 10 days after their symptoms first appeared and if they are feeling well in themselves.
* Staff will notify the preschool immediately if they have tested positive for coronavirus. They will self-isolate for 10 days and will return to work when they are well enough to do so.
* Parents and visitors are refused access to the building unless in exceptional circumstances. Visitors must wear a face mask and maintain social distancing at all times.
* One parent/carer to drop off/collect their child if possible.
* A designated waiting area has been provided for parents for drop off/collection times. Signage displays our one-way system through the car park area. Parents are reminded to maintain social distancing whilst waiting and to keep siblings close to them at all times.
* Drop off/pick up times are staggered between the two age groups to avoid queueing for longer than is necessary.
* Parents are asked to wear a mask when dropping off/collecting their child.
* Children will have their temperatures taken discretely in the foyer area before they are able to enter the main hall. If the child has a high temperature, their parent will be called immediately to take the child home.
* Staff are to wear masks when greeting parents outside. If they are exempt from wearing a mask, a face shield/visor will be worn instead.
* We have a cleaning rota where frequently touched areas are cleaned on an hourly basis and recorded.
* We have a staff rota for the cleaning of resources on a daily basis.
* We have allocated the Committee Room as our First Aid Room should a member of staff or child fall ill with covid-19 symptoms.
* This room is supplied with PPE and a thermometer.
* Windows are opened in all areas to provide ventilation.
* Children play outside wherever possible.
* Porous and difficult to clean resources and equipment, will not be in use.
* Children and staff are only permitted to bring essential items in from home to avoid cross-contamination.
* Craft will be stored in named folders and sent home in the last week of term.
* Children and staff are to wash or sanitise their hands upon arrival, before eating, after visiting the toilet and before leaving the building. Help is given to ensure children wash their hands thoroughly for a minimum of twenty seconds.
* Lidded bins will be provided.
* Children are reminded to cover their mouths when they cough or sneeze – ideally with a tissue.
* We remind children of the ‘catch it, bin it, kill it’ approach to using tissues and to wash hands thoroughly afterwards.
* Staff are reminded to maintain social distancing in the workplace.
* Risk assessments are in place and updated as necessary.

Date: November 2020

Signed: Debbie Hall, H & S Officer.

 Trish Friday, Managing Director

 Anne Harris, Manager