



# COVID-19 Policy and Procedure

## Version Control

Version	Nature of Update	Author	Date
1.0	Original Issue	Penelope White	17/06/2021
1.1	Reviewed- some of the content no longer relevant (see Gov guidance)	Penelope White	16/08/2023

## Policy Statement

We are doing everything that we can to minimise risk of infection within our setting with enhanced cleaning and social distancing measures in place (where possible). In this ever-changing situation we continue to closely follow government advice and adjust practices accordingly.

## Procedures

We have written a risk assessment to identify and minimise the risks and we review and update this regularly according to government advice.

We ask that all staff and visitors:

- Contact us in advance before visiting. Not applicable to Parent and Child/Toddler as we have a full list of attendees.
- Use hand sanitiser or wash hands in the outdoor sink before entering the caravan.
- Sign into the Visitors Book. For Parent and Child/Toddler this is not necessary as we have attendees' contact details.
- Practice physical distancing of 2 metres from others, as much as possible. As our indoor space is so small, we recommend that no more than 4 parents and their children (families) are in the space at one time. Others can enjoy the outdoor space then swap over.
- Use the outdoor space as much as possible. If the indoor space is being used, windows and/or doors should be opened wherever possible to allow for increased ventilation. We recommend that adults use of a face mask or face covering indoors, however this is not compulsory.
- Do not attend if you are feeling unwell, or are experiencing a fever, dry cough, or loss of smell and/or taste.
- Do not attend if you have been in touch with anyone experiencing symptoms of COVID-19.
- Do not attend if you have been asked to self-isolate.
- Let us know if you test positive for COVID-19 so that we can inform others accordingly.

Kindergarten staff will carry out extra cleaning throughout the day, as well as enhanced cleaning at the end of the day. This will consist of:

- Common surfaces (kitchen worktops, tables, chairs etc) to be cleaned before and after eating, and again at the end of every session.
- Common touch points (light switches, door handles, cupboard/drawer handles etc) to be cleaned at the end of every session.
- Kitchen and bathroom to be thoroughly cleaned at the end of every session.
- Hard floors to be mopped at the end of every session.