**Leverstock Green Playgroup**

**Village Hall**

**Leverstock Green Road**

**Hemel Hempstead**

**Hertfordshire**

**HP3 8QG**

Playgroup Leader Tracey Dignum

**Coronavirus (COVID-19) Policy**

**Introduction**

This policy applies to all employees, Parents, Children, volunteers, students and anyone else working on behalf of the Playgroup. This policy also applies to service users and delivery drivers visiting the Playgroup. Government guidelines will be followed.

**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)

**Travel**

No employee is required to travel outside of the UK for their job. The Playgroup 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 Playgroup is closely monitoring and gathering information from The Department of Health the spread of Coronavirus (COVID-19) and the Manager will feedback to the team. Service providers have a duty of care to communicate with Leverstock Green Playgroup if any of their staff or family/friends contract Coronavirus (COVID-19) or are made to self-isolate. Please call on 01442 266270 or email leverstockgreenplaygroup.co.uk 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 uniforms after each session with the children at a recommended 60°C.

**Hygiene – Office**

To help ensure the Coronavirus does not spread internally through the Playgroup, 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 Playgroup.

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 or new cough
* A high temperature
* Shortness of breath
* Loss of taste or smell

These symptoms are similar to a cold or flu and if these occur, or a member of your family has symptoms of Covid or in isolation your child cannot attend Playgroup and will need to isolate per the Government guidelines.

If a suspected case happens during the child's time at playgroup we will;

* Move the child away from others and keep the child in isolation until collected
* Staff to wear PPE; gloves, mask and apron.
* Social distancing where possible
* A deep clean will then happen throughout the playgroup if a suspected outbreak of the virus.

**Business Continuity**

It is vital that Leverstock Green Playgroup 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 Playgroup. Further updates can be found on our website and regularly through email.

**Policy agreed 23/8/20 signed**