

# **Tiddly Winkers Day Nursery**

## **Covid 19 policy**

### **Policy brief and purpose**

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, you will be notified as soon as possible.

This coronavirus policy applies to all of our employees who physically work in the nursery. We strongly recommend to our furlough working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### **Policy elements**

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

#### **Sick leave:**

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave and self-isolate for 14 days along with the household.
- If you have a positive COVID-19 diagnosis, you can return to work only after you've fully recovered, with a doctor's note confirming your recovery.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request sick leave. You will also be asked not to come into physical contact with any colleagues during this time.
- If you need to provide care to a family member infected by COVID-19, request sick leave. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you

don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

### **Traveling/commuting measures:**

- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to request sick leave for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

### **General hygiene rules:**

- Wash your hands before and after using the toilet, before and after eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers located all around the premises.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and wash/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and report to management team as well as take extra precautionary measures (such as requesting sick leave).

### **Social distancing**

- There will be only one staff member in the office at any given time
- Only two staff members permitted in the staff room at any given time
- Two staff members in the kitchen (children eating area)
- No staff passing each other in the halls/corridor
- Parents are not allowed in the nursery building
- Parents to que outside of the front gate keeping a safe distance of 2 meters
- Management staff will be responsible for collecting the children off parents at the front gate, as well as bringing them out during collection
- Staff to keep a safe distance in the rooms (staff member at each end of the room)

Policy agreed and adopted by;

Manager \_\_\_\_\_

Proprietor \_\_\_\_\_

Date \_\_\_\_\_