



## Management of Staff during COVID-19

Reviewed: 18<sup>th</sup> May  
Review date: Ongoing

### **Aim:**

Rainbow Day Nursery will ensure that all reasonably practicable actions will be taken to prevent the COVID-19 virus spread into the nursery setting. We expect staff to frequently wash and sanitize their hands and keep good respiratory hygiene practices. PPE will always be available for all staff, this will include, gloves, aprons, masks and visors if needed. Staff are expected to check their own temperatures before arriving for their shift. Staff are expected to adhere to all Policies and Procedures within Rainbow Nurseries.

### **Uniform/Travelling to and from work:**

- Staff should avoid all public transport, if staff are travelling by public transport to and from work, staff are to travel in their own clothes and not in the nursery uniform. Staff are to change into their uniform once arriving at the nursery. Staff are to change back into their own clothes before leaving at the end of their shift. Masks should be worn during travels on public transport
- We expect staff to keep their uniform clean, wearing fresh uniform, which has been washed each day

### **Reporting sickness:**

- Staff who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend the nursery
- Any member of staff who develops symptoms of coronavirus (COVID-19) should be sent home and stay at home for 7 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance
- If a member of staff becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn
- Staff will be placed in isolation if they begin to show signs of Coronavirus during work hours. Isolation is only to be used if the staff member is not able to leave the premises immediately (e.g. waiting for somebody to collect them)

## Training:

All staff are to complete statutory training on Preventing COVID-19 before returning to work. Any staff arriving back to work without completion of the training will be sent home and will not be able to return until the training is complete <https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training>

- It is all staff's responsibility to keep up to date with the government guidelines daily, watching/reading the news.
- Management will send out any relevant training updates

## Staff room:

- Only a maximum of **THREE** members of staff to be in the staff room at any time. During lunch breaks, staff are encouraged to exit the building, either taking a walk or using our garden space
- Staff will be placed on staggered breaks to prevent exceeding 2-metre distancing measures
- There will be signage to indicate how many people can be in any one area at any one time
- Staff must keep to the 2-metre social distancing measures while in the staff room, sitting 2 metres apart
- Staff room and all rooms to be properly ventilated, with the windows open and the heating turned off