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CORONAVIRUS- COVID-19 POLICY			

Paradise Primary School Coronavirus (COVID-19) Policy

To all service users of Paradise Primary School

Introduction

This policy applies to all Employees, Parents, Children, Volunteers, Students and anyone else working on behalf of the Primary School. This policy also applies to service users and delivery drivers visiting the School.

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)

School Closure

The School will continue to follow government guidelines and monitor the situation daily. In the event of a school closure this will be communicated to all parents and staff members.

All volunteers have been told not to attend the School.

All fundraising events and external events have been cancelled until further notice.

The School will ensure hygiene and self-distancing practice is in place and followed.

Travel

No employee is required to travel outside of the UK for their job. The School has requested that any employee who travels follows government guidance upon their return.


Monitoring

The School is closely monitoring and gathering information from The Department of Health. The management team and governing body communicate regularly and then feedback to employees.

Hygiene - General

Staff 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 as per government guidelines. Parents not to enter the school building.
- Avoid touching your eyes, nose and mouth.
- Wash all uniforms as regularly as possible.

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Hygiene – Office

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

If an employee experiences any of the following symptoms they will inform their leader immediately, self-isolate and contact 111 for advice.

Symptoms include;

- A continuous cough
- A high temperature
- Shortness of breath
- Loss of Taste and Smell

These symptoms are similar to a cold or flu.

Business Continuity

It is vital that Paradise Primary School 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 systems for the employees and visitors to our School.