**Safe and healthy nursery during Covid**

We will follow our safe and healthy nursery policy with the following additional procedures:

**Personal hygiene**: Staff are reminded to ensure personal hygiene at all times, including washing hands as they enter the building and periodically throughout the day (see infection control policy addendum.)

**Cleaning**: Staff are asked to support the continued cleaning of the nursery throughout the day e.g. toilets, wiping light switches, kitchen areas.

**Staff breaks**: All staff breaks will be staggered to minimise the number staff in the staff room at one time and ensure social distancing. Staff are encouraged to stay in at break times, where possible.

**Use of offices:** Staff will be asked to stagger the use of the office to limit occupancy. All equipment e.g. mouse and keyboards, are to be cleaned after each use.

**Staff equipment:** Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff members, where possible, and cleaned regularly.

**Uniform:** Staff are asked to wear a clean uniform each day.

**Travelling to work:** Staff are encouraged to drive alone, walk or cycle to work and avoid public transport at peak times, where possible. We will advise staff of the guidance on precautionary measures to be taken when travelling using public transport.

**Essential supplies:** We will ensure an adequate supply of essential supplies by ordering in advance and have contingency plans in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control.