



Daily Reminder

If anyone that you live with is feeling unwell, especially with a cough, temperature or sneezing, you should not attend work and report your absence to the Manager in the normal way.

Common touch points, hand rails, push plates etc. to be regularly cleaned during the day.

The number of employees in the building kept to a minimum of 2, and social distancing guidelines adhered to at all times.

Staff to use front entrance and children to use the rear entrance to arrive and depart.

Kitchen to be used for making drinks and preparing food and only be used by one person at a time.

Where safe to do so all doors are to be propped open to avoid unnecessary touch point contact.

Tables and chairs to be cleaned at the beginning and end of each day.