

**CORONAVIRUS (COVID-19) POLICY**

To all service users of scholars Tuition Centre

**Introduction**

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

**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)

**Tuition Centre Closure**

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

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

The centre 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 centre has requested that any employee who travels follows government guidance upon their return.

**Monitoring**

The centre is closely monitoring and gathering information from The Department of Health. The management team and Director 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 centre building.
* Avoid touching your eyes, nose and mouth.
* Wash all uniforms as regularly as possible.

**Hygiene – Office**

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

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 Scholars Tuition 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 centre.