

Guidance for social distancing



This applies to anyone coming into the setting in any capacity, including employees at all levels. It is to ensure, so far as it is reasonably practicable, that work will be carried out in your setting with a commitment to protecting everyone who comes onto the premises.

Here are some points to bear in mind

Staff

1. Carry out a COVID-19 risk assessment. Before restarting work on site, you will need to ensure the safety of the workplace by carrying out a risk assessment and letting your employees know the results of the risk assessment.
2. Encourage employees to walk to work where possible and provide additional parking areas for bicycles to allow more employees to cycle to work.
3. Employees should not use public transport if possible.
4. Use signage to remind employees of social distancing guidance.
5. Stagger arrival and leaving times and provide floor markings, so that employees maintain current recommended distance when entering the building if arriving around the same time as others.
6. Provide hand-sanitiser for use before and after entering the building
7. Restrict access between areas in the settings.
8. Stagger break times and encourage employees to bring in their own drinks and packed lunches to avoid the use of the kitchen area. Use of the kitchen may need to be limited to one person to maintain social distancing

Parents and Visitors

1. Use clear signage to ensure visitors follow the same procedure as staff
2. Use signage to remind visitors of social distancing guidance, however, you should limit visitors to essential only such as maintenance people. Where possible, these visitors should be asked to come when the setting is closed to children.
3. Introduce a safe waiting area for parents that allows them to keep the appropriate social distance.
4. Restrict access between areas in the setting.
5. Limit face to face contact with parents during handover. Use emails to deliver daily diaries and offer video calls where possible, to provide feedback to parents.

Government guidelines regarding social distancing are subject to change so these procedures should be reviewed regularly.