

Coronavirus Workplace Plan

The name of the Coronavirus Compliance Officer is: _____

(The Coronavirus Compliance Officer is responsible for making sure that all hygiene and safety requirements are implemented. If you run the programme by yourself, put your name here.)

I have done each of the following:

- Completed and submitted DSD's Self-Assessment Form
- Read the summary of DSD's Standard Operating Procedures
- (If there are other staff) Told all staff members about the hygiene and safety measures
- Sent a letter to all parents and caregivers which explains the hygiene and safety measures

The following hygiene and safety measures are in place at my programme, to protect staff, parents and children from Coronavirus:

- Daily screening of all staff and children
- Special drop-off and pick-up procedures
- Daily cleaning of the programme and of all surfaces and toys
- Regular hand-washing practices
- Measures to help everyone stay at least 1 metre apart
- Wearing of face masks
- Procedures to follow if someone becomes sick at the programme
- Daily reminders for children about the things they can do to prevent infection
- Adjustments to programme activities to reduce infection risk
- Information posters
- Keeping attendance and screening registers

SIGNATURE OF COMPLIANCE OFFICER

DATE