

Health & Safety Protocols for ESF Playgroup

To prevent the spread of Coronavirus disease (COVID-19), ESF Language & Learning will follow the 'Health Advice to Schools' from the Centre for Health Protection. Below we have listed our key Health and Safety procedures, with particular emphasis on **Playgroup** classes.

Before Class

- Parents must take their child's temperature before leaving for school and record on the temperature sheet sent in the welcome letter ahead of the first day – please bring the temperature sheet to school every day. If a child has a fever above 37.5 they must stay at home and cannot attend class
- Accompanying adults must complete an on-site Health Declaration Form – we strongly advise the child is accompanied by the same adult each week
- Temperature checking stations will be set up at school entrances
- All persons (staff, students, caregivers) entering the school venue are required to have their temperature checked
- Any person with fever (above 37.5) or respiratory symptoms will not be allowed to enter the school
- All persons entering the school must use the provided hand sanitiser
- All persons on site must wear a surgical mask. Students **and accompanying adults** are recommended to bring a spare mask

During Class

- Hand sanitisers will be placed in every classroom
- Upon entering a classroom, persons must use the hand sanitiser
- Classroom space will be maximised to ensure a proper physical distance among students
- **Students will have access to their own trays / working stations to avoid sharing of materials**
- **Any sensory materials which are used in class that cannot be disinfected, will be discarded after the activity (for example, if playdough is made on site prior to class – each student will have their own lump of playdough which will not be shared with others. It will either be sealed for the same child to reuse or will be discarded after the session)**
- **Students must not share their snacks / drinks with others; social distancing will remain to avoid close face-to-face settings**
- **Hand hygiene will be enforced throughout the session, with support from the accompanying caregivers**
- **Only one caregiver can accompany each child during class – caregivers cannot change during a session**

School Facilities

- School premises will be frequently cleaned and disinfected to ensure the cleanliness and hygiene of the school premises
- School drinking fountains will be closed. Students / caregivers are reminded to bring their own water bottles
- **Objects used by students such as toys, play equipment, art utensils, will be disinfected after every activity and soaked in household bleach at the end of each day**
- **Books will be wiped after use – there will be no open libraries in the classrooms**
- The Teacher in Charge will advise parents and students of procedures at each venue, to prevent crowd gatherings

Other

- If anyone on site is suspected of having COVID-19 or is diagnosed with COVID-19, all procedures set by the Centre for Health Protection will be strictly adhered to
- If an ESF Language & Learning class needs to be cancelled due to COVID-19 related restrictions, parents will receive a full refund