

MANAGING VISITORS DURING COVID-19 POLICY

Over the Rainbow Early Learning Centre Ltd must take every precaution necessary under health and safety and HSE guidance to ensure children and staff are not exposed to COVID-19 while in our service. While we currently must operate a closed-door policy, we acknowledge that at times in the best interests of children and staff, visitors have to access the premises. However, this will be kept to a minimum and only on a need's basis.

The Manager of **Over the Rainbow Early Learning Centre Ltd** must approve all visitors.

To support this the following steps have been put in place:

- Visitors can only enter **Over the Rainbow Early Learning Centre Ltd** by prior appointment. Please contact **Ann-Marie Healy or Jennifer Byrne** to arrange a visit with specific time and date.
- Appointment is made either by phone or by email.
- Visitors are required to fill out a declaration that they believe they have not been in contact with anyone who has COVID-19 or that they do not have any signs or symptoms of COVID-19. This form will be issued and returned by email to the service before the visit.
- Visitors are requested not to come to **Over the Rainbow Early Learning Centre Ltd** if they have any symptoms of COVID-19, if they are a close contact of a positive case of COVID-19 or if they are currently isolating following a trip overseas.
- Visitors are required to wear a mask, wash hands on arrival and use hand sanitizer frequently while in the service.
- Visitors must sign the visitors log giving contact details for contact tracing in line with HSE guidance.
- Physical distancing will be maintained as far as possible – visitors must try to stay 2m from all children and staff while in the service.
- Meetings will be short concise and relevant – where possible all meetings will be facilitated by video call.

Communication

All parents/guardians are informed of this policy. Staff members will check with parents that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the parent handbook. This policy will also be reviewed with staff members at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in the setting.

Parents/guardians may receive a copy of the full policy and procedures at any time

upon request. Parents/guardians and all relevant staff members will receive written notification of any updates to this policy.

This policy was adopted by **Over the Rainbow Early Learning Centre Ltd** on:

Date: _____

Manager

co-Manager

Review Date: _____