**Tea time tasks**

1. Tables and chairs both on top and underneath are checked for any food crumbs or waste
2. Tables and chairs are all sprayed down with Anti-bacterial spray
3. All staff and children have washed their hands before sitting at the table
4. All children are well supervised during snack and meal times. Cobie is positioned at the head of the table with an adult to his left and no child to his right.
5. Once children have finished eating all children must have antibacterial gel applied to their hands before leaving the table.
6. All children must have their hands and faces washed thoroughly.
7. The conservatory must be closed during cleaning and the floor swept and mopped. Tables and chairs sprayed with antibacterial spray.