

Promoting health and hygiene policies

COVID-19 Appendix

August 2021

COVID-19 procedures from September 2021

This appendix details changes to be followed from September 2021 following the governments step 4 of the roadmap (Guidance Moving to Step 4 of the roadmap updated 6th August 2021).

We have regard to current guidance from government, Essex Early Years and Public Health England.

- **Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak.** (Updated 19th July 2021)
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings** (Published 11 May 2020, updated 1 June 2020, withdrawn)
- **Safe working in education, childcare and children's social care:** The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures AGP (Published 20 July 2021)
- **Planning guide for early years and childcare settings** (Void)
- **COVID-19: cleaning of non-healthcare settings outside the home** (Published 19 July 2021)
- **Guidance for Early Years Settings for September 2020** (Void)
- **Return to work in an early years and childcare setting in September 2020** (Void)
- **Guidance for full opening: schools** (Void)
- **Health and Safety:** responsibilities and duties for schools (Published 19 July 2021)
- **Contingency framework:** Education and childcare settings (Published 25 June 2021)
- **Stay at home:** Guidance for households with possible confirmed coronavirus (COVID-19) infection (Updated 13 August 2021)
- **NHS.co.uk**
- **GermDefence website – Reduce the spread of COVID-19 in your household**

Black type refers to procedures in the full Health and Hygiene policy (Reviewed 08/06/2021)
Red type adds to the current policy for the purposes of managing infection control in the setting during the pandemic.

1.15 Administering medicines

‘A bottle of Calpol Infant is kept on the premises for use only where a child’s temperature is rising rapidly. Parents are asked to give their consent at registration to Calpol being administered if considered necessary.’

COVID-19 procedure:

Whilst Calpol can still be given to a child whose temperature is rising very rapidly (if consent has been given) it is vital that a child with a temperature is collected immediately.

1.16 Managing children who are sick or infectious

Procedures for children who are sick or infectious

NB: The following procedures apply to staff as well as children and will be strictly adhered to.

- 1) ‘If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the manager calls the parents and asks them to collect the child, or send a known carer to collect on their behalf.’

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

See <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

- **Any child** who shows **any** of the symptoms of Covid19 must be separated from other children and collected immediately by parent or known carer. The parent will be

advised to arrange a test for the child. This applies whether or not there are other symptoms, such as a cold.

PHE has advised that for example, “where a cough (that is new and continuous) is accompanied by cold symptoms, the child would need to self-isolate as per the guidance, as they meet the criteria for possible COVID. It would be difficult to differentiate between COVID-19 and a common cold based on symptoms alone and without further clinical input for that specific situation.” (Email to NB 15/7/20). The same would apply to a child who has a temperature, even where you might suspect a tummy bug etc.

- **Any adult** who shows **any** of the symptoms of Covid19 will be sent home, asked to self-isolate and request a test.
 - Any child or adult with one of the symptoms of Covid19 should follow government guidance on self-isolating and engage with NHS Test and Trace process (for reference, details are given at the end of this appendix).
- 2) The preschool can refuse admittance to children who have a temperature or a contagious infection or disease.
- All **staff and children** must be well to attend the preschool. This will be strictly enforced. Any child or member of staff who appears unwell will not be allowed to enter.
 - Any child who has been given Calpol or similar non-prescription medicine before arriving at preschool will not be admitted.
 - Any member of staff or child who has been advised by NHS Test and Trace or Public Health England to self-isolate, will not be allowed to enter the preschool.
 - **We would expect parents and carers to help us keep all children and adults in the setting safe by adhering to these requirements.**
- 3) If a child or adult is diagnosed suffering from a notifiable disease under the Health Protection (Notification) Regulations 2010, the GP will report this to Public Health England.

- The preschool follows the guidance Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak, 19 July 2021 in responding to any infection.
- Making sure parents and staff are aware of NHS Test and Trace process.
- Notifying local health protection teams and Ofsted of any positive test within the setting
- Acting on advice or instructions from NHS Test and Trace and from health protection teams or PHE

How NHS test and trace service works

Part 1: for someone with symptoms of coronavirus

1. **isolate:** as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 10 days from when you started having symptoms
2. **test:** order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access
3. **results:** if your test is positive, any persons in your household do not need to self-isolate, unless displaying symptoms, if any of the following apply: -
 - fully vaccinated – this means 14 days have passed since the final dose of COVID-19
 - aged under 18years 6months old
 - taken part in a COVID-19 vaccine trial
 - not able to get vaccinated for medical reason

NHS Test and Trace will contact anyone identified as a contact and check if you are legally required to self-isolate. A PCR test will be advised as soon as possible. If the PCR result is negative, you should continue to self-isolate for the full 10 days as you can still be infectious at any time up until that point if you have been requested to so by Test and Trace.
4. **share contacts:** if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible to enable Test and Trace to identify close contacts rapidly. Once you have been contacted by Test and Trace, they will contact the setting if deemed necessary. However, please inform us of any positive results in your household as soon as possible via email or phone call.

- 4) **Fully vaccinated staff in setting:** Staff identified as a close contact of someone with COVID-19 can continue to be in the setting. As well as getting a PCR test, will be asked to:

- Limit contact with other people outside their household
- wear a face covering
- maintain high standards of hygiene in setting
- continue to test twice weekly – LFT

Children and young people aged 18years 6months who usually attend our setting and who have been identified as a close contact should continue to attend the setting as normal. They do not need to wear face coverings; however, students will be asked to.

If any of the above develop symptoms or become unwell, they will be sent home immediately and advised to get a PCR test.

Face coverings are no longer required to be worn in setting by members of staff or visitors.

- 5) **Hygiene Practice in Setting:** Our setting adheres to the 4 control measures advised in Actions for early years and childcare providers during the COVID-19 pandemic.

We will continue to:

- Ensure good hygiene for everyone – hand hygiene, respiratory hygiene and use of appropriate PPE
- Maintain appropriate cleaning regimes – regular cleaning throughout the day with a particular focus on frequently touched equipment and surfaces
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Members of staff will continue to test twice weekly (LFT)

- 6) **Drop off/Collection:** Please wait at the garden gate to be welcomed by a member of staff at your drop off time. The same procedure will be at 2.45pm collection. At 3.15pm the garden gate will be opened by a member of staff to allow parents/allocated persons to enter the garden where children will be sent out of the building to you.

- 7) **Contingency Plan** – The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. Measures effecting education and childcare may be necessary in some circumstances, for example:
- To help manage a COVID-19 outbreak within setting
 - If there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
 - As part of a package of measures responding to a Variant of Concern (VoC)

Contingency Framework: education and childcare setting (25 June 2021)

An outbreak is defined as several cases within a 14-day period. Our setting will contact Department for Education Coronavirus helpline 0800 046 8687 and take advice as to what actions may need to be taken from them and PHE. Our setting may also be contacted by these bodies. Some control measures may include: reintroduction of the wearing of face masks in enclosed spaces, limiting numbers in setting. In this case, vulnerable children, children with SEND and children of critical workers would be offered places to remain in setting. Staffing in this case would be organised to maintain correct ratios within setting, Home Learning would be organised by individual child's keyperson via Tapestry to continue and supporting their learning and interests at home. A manager will be available in setting at all times and will always be contactable via phone and email. Managers, safeguarding leads and SENCo will remain responsible to liaise and support families and continue to work with any outside agencies. Staff will continue to test twice weekly unless advised otherwise. We will remain committed to following any advice given by DfE or PHE as appropriate to maintain a safe environment.

Financial and other practical support if you need to self-isolate can be found in Stay at Home: Guidance for households with possible or confirmed Coronavirus (COVID-19) infection. (Updated 13 August 2021)

- 8) **Fees:** we will refund any fees of children who have tested positive upon proof of a positive PCR test. The refund will cover the length of the current isolation period only. If someone in the household has tested positive, but the parent/carer makes

the decision to not send the child to the setting, fees will still be payable. Please be aware this is the only illness/sickness where fees will be refunded and this is subject to change at any time.