**Planning checklist for norovirus season**

**Actions to prepare for norovirus season**

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| **Infection control precautions** |
| 1. Ensure infection control policies are up to date, read and followed by all staff  |
| 2. Check that you have procedures for isolating (with appropriate supervision) a child who falls ill during the day until their parents can collect them. This will include a suitable isolation room with hand washing facilities, PPE if needed, appropriately trained staff and plans in place for transporting children home who would usually use school bus or public transport. The isolation room should be thoroughly cleaned after use.  |
| 3. Ensure that liquid soap and disposable paper hand towels are available in all toilets and classrooms where there are is hand washing facilities  |
| 4. Ensure that Personal Protective Equipment (PPE) is available – i.e. disposable gloves, aprons.  |
| 5. Ensure foot operated bins are in use and in working order  |
| **Reporting to the local health protection team**  |
| 6. **Early recognition of a diarrhoea and/or vomiting (D&V) outbreak amongst staff and/or pupils/student in a school setting is vital** (i.e. two or more cases linked by time and place).  |
| 7. **Outbreaks of D&V should be reported promptly to the local health protection team** for a full risk assessment and further guidance (even if the nursery/school is already aware of local diarrhoea and vomiting outbreak management guidelines).  |
| 8. Maintain high standards of record keeping in the event of an outbreak of diarrhoea and/or vomiting to help investigate the outbreak (i.e. list of staff and pupil cases incl. dates of birth, GP details, symptoms, date of onset of symptoms of the first case, total number of pupils in the school, location of cases).  |
| **Diarrhoea and/or vomiting outbreak control measures**  |
| 9. Immediate control measures to be put into place when an outbreak of D&V is recognised are: • Exclusion of cases for 48 hours after all symptoms have ceased, this includes nursery/school staff • Enhanced cleaning of the environment with a hypochlorite solution. • Effective hand washing with liquid soap and water.  |
| 10. Brief all staff on infection prevention and control measures during the outbreak e.g. during handover sessions throughout the day.  |
| 11. Inform the school nurse and local authority as per local protocol  |
| 12. Maintain high standards of record keeping to investigate the outbreak and help identify the source of the infection by keeping a log (i.e. list of staff and pupil cases including: symptoms and frequency, date of onset of symptoms of the first reported case, location of cases, number of pupils/staff at the school). These details may be requested if the outbreak is not resolving or bloody diarrhoea is reported.  |
| 13. Remove all alcohol gel in use in the event of a D&V outbreak, as this has limited effectiveness against diarrhoeal diseases  |
| 14. Discourage the sharing of communal toys/equipment. Encourage the cleaning of hands and objects when passing round shared objects/toys. Suspend use of communal soft toys (due to the problems with cleaning them adequately), water, soft dough and sand play. Do not allow children to share objects that may become contaminated.  |
| 15. Increase regular cleaning of surfaces, equipment and toys using normal detergent, particularly frequently touched surfaces – taps, door handles, stair rails, light switches, computer keyboards etc. Ensure stock rotation of toys to ensure clean toys always available. Cleaning is recommended twice daily as a minimum in an outbreak and as necessary.  |
| 16. Advise pupils/students/staff to seek advice from a healthcare provider and have stool (poo) samples taken  |
| 17. Send information to parents informing them that there is an outbreak of diarrhoea and/or vomiting at the nursery/school and reinforce exclusion criteria (48hours after last symptoms) and basic hygiene advice. Your local health protection team can support you in preparing the letter/information.  |
| 18. During an outbreak restrict visitors to the school as much as possible and any visitors should be advised of the outbreak and the need for thorough hand washing prior to leaving the school.  |
| 19. Consider suspending visits to other schools, school outings and any organised school events such as barbecues, sports days, plays and classroom parties including whole school assemblies until the outbreak is declared over (48 hours of no new cases at the school which includes both staff and pupils/students).  |