Waltham Forest

Ofsted Registered Early Year's and Childcare provision

Process flowchart: What to do if there is a suspected or confirmed case of COVID-19 in an Early Years setting – Last updated 17th September 2020

Scenario 1: Child or staff member develops symptoms of COVID- 19 * at home

Early years provider to advise that staff member or child should:

- Self isolate and follow guidance for COVID-19: guidance for households with possible coronavirus infection
- They should get tested as soon as symptoms start via the NHS testing website or calling 119.

Siblings of a symptomatic child would also need to be sent home.
Other children / staff in the bubble do NOT need to be sent home.

Scenario 2: Child or staff member develops symptoms of COVID- 19 * while at the early years setting.

They must be sent home and advised to follow the guidance for households with possible coronavirus infection. COVID-19: guidance for households with possible coronavirus infection

If child awaiting collection:

- Move to a room where can be isolated behind a closed door (If not appropriate due to age, staff to maintain 2m distance)
- Use PPE if staff caring for them cannot maintain 2m distance (due to age or complex needs)
- Open window for ventilation
- Child to use a separate bathroom (if needed)

Please see protective measures in education and childcare settings.

Early Years provider to:

- Follow guidance on cleaning (if child / staff was in the setting during infectious period (48 hours before symptoms started) and this was within the last 72 hours
- Inform WF Early Years, Childcare & Business Development by completing the weekly survey monkey accurately regarding attendance and Covid cases
- Ensure stock of PPE in case further symptomatic cases on site
- Await test results (48-72 hours)

Does the child / staff member test positive or negative for COVID-19?

Tested negative

Child / staff no longer needs to self-isolate if test is negative and they can return to the setting, as long as they feel well and anyone else in the household who had symptoms also tested negative. More information here.

Tested positive

The first step is for the setting to contact the Department for Education coronavirus helpline on **0800 046 8687** to inform them of the confirmed case. (Note: You no longer need to contact LCRC)

DfE helpline staff will work with the early years provider to:

- Undertake a risk assessment
- Identify and notify close contacts (e.g. children and staff within the relevant 'bubble') of the need to follow guidance for contacts of people with possible or confirmed coronavirus who do not live with the person including isolation for 14 days
- Provide letter templates for informing parents Identify any further actions needed

Setting to follow DfE helpline advice on cleaning, infection control and isolation of contacts.
If the confirmed case was in the setting during their infectious period (48 hours prior to symptoms starting and up to 10 days after) then they will advise on the isolation required for pupils and staff in that group. This will be for 14 days from the point of last contact.

Notify LBWF of all confirmed cases by emailing public.health@walthamforest.gov.uk

You must notify OFSTED through the usual notification channels www.gov.uk/guidance/report-a-serious-childcare-incident.

When a positive case can return: Once they have completed 10 days of self-isolation and they are well, and if they do not have symptoms other than cough or loss of sense of smell or taste. Household must isolate for 14 days.

Household contacts of case and any contacts identified from the bubble continue to self-isolate for 14 days from last point of contact with the case. Household members of the wider class / group do not need to self-isolate unless the person they live with in that group subsequently develops symptoms.

If there is a wait for advice from DfE staff, contact public.health@walthamforest.gov.uk for interim support.
The setting can start to gather the following:
- Was the staff / child in the setting whilst infectious? (In the 48 hours prior to symptoms starting or since OR in the 48 hours prior to test (if no symptoms) or since?
If YES:
- How long were they there / what rooms were they in?
- Collate a list of children and staff in the bubble meeting the definition of a contact (see box on right)
- How did they travel to the setting?

Scenario 3: Household member of a staff member or child that attends an early years setting develops symptoms of COVID- 19 *

The child or staff member must stay at home and not come to the early years setting. The symptomatic household member should get tested and everyone in the household should follow the guidance for COVID-19: guidance for households with possible coronavirus infection

If the household member tests negative, and the child or staff member is well, then the staff / child can return. More information here.

Does the child or staff member develop symptoms?

YES

NO

No further action.

Scenario 4: Staff member or child is a close contact of someone who has tested positive for COVID-19 (but does not live in the same household) and has been told to isolate via NHS Test and Trace

The child or staff member must stay at home and not come to the early years setting, and should follow Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person including isolation for 14 days.

Does the child or staff member develop symptoms?

YES

NO

No further action – after 14 days the child or staff member can return to the setting. They must complete the 14 day self-isolation, even if they have been tested and it is negative.

*The main symptoms of coronavirus (COVID-19) are:

1. A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
2. 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)
3. 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

What is a contact?

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- a person who has had face-to-face contact (within one meter), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one meter
  - having skin-to-skin physical contact, or
  - contact within one meter for one minute or longer without face-to-face contact
- a person who has been within 2 meters of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.

Any children or staff members who go on to develop symptoms should inform the setting as soon as possible and the setting should return to the start of this flowchart.

Public Health England, LBWF and DfE will work with the setting to implement any further measures. Any further confirmed cases should also be reported to DfE helpline, LBWF public.health@walthamforest.gov.uk and Ofsted. Public Health England will provide specialist advice for larger outbreaks or complex cases.

After 14 days, if children or staff members do not develop symptoms, they can return to the setting.