

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

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

### Scenario 3:

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

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

#### 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 30th December 2020

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.

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 <u>protective measures in</u> education and childcare settings.

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.

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 10 days.

#### Early Years provider to:

- Follow guidance on <u>cleaning</u> (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.

If there is a wait for

public.health@walth

amforest.gov.uk for

The setting can start

interim support.

- 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

- How long were

they there / what

- Collate a list of

rooms were they in?

children and staff in

the bubble meeting

contact (see box on

- How did they travel

the definition of a

to the setting?

to gather the

following:

since?

If YES:

advice from DfE

staff, contact

# \*The main symptoms of coronavirus (COVID-19) 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

#### Tested positive

The first step is for the setting to contact the Department for Education coronavirus helpline on **0800 046 8687** for advice on what to do. next

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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 10 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 / or the test if no symptoms 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 10 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 <a href="https://www.gov.uk/guidance/report-a-serious-childcare-incident">www.gov.uk/guidance/report-a-serious-childcare-incident</a>.

## 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:
  - o 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.

When a positive case can return: Once they have

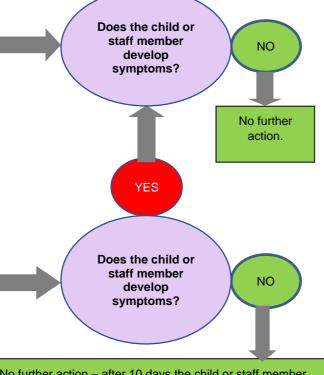
Household contacts of case and any contacts identified from the bubble continue to self-isolate for 10 days from last point of contact with the case. Household members of the wider class / group do not need to self-isolate unless the person they live with in that group subsequently develops symptoms.

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 10 days.

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 <a href="mailto:public.health@walthamforest.gov.uk">public.health@walthamforest.gov.uk</a> and Ofsted. Public Health England will provide specialist advice for larger outbreaks or complex cases.

After 10 days, if children or staff members do not develop symptoms, they can return to the setting.



YES

No further action – after 10 days the child or staff member can return to the setting. They must complete the 10 day self-isolation, even if they have been tested and it is negative.