

Covid-19 (Coronavirus) Action Plan

January 2021

Incident	Action	Who & By when
<p>Child falls ill with a temperature 37.8 or above, develops a new cough and is generally unwell when they are in session at the Centre</p>	<ul style="list-style-type: none"> - Child to be taken to a room away from other children with a staff member. - Parents contacted to collect asap - Staff member to sit with child and put on full PPE - Child to be kept comfortable – seeking medical advice if an emergency situation arises. (Follow sick child policy for any other illness/emergency except covid-19 related) - Parents informed to get a test for the child by calling 119 or going onto the test and trace app. Child can return to the setting if test result is negative. If test result is positive, child must remain at home and self isolate with all members of the household for 10 full days. Child may return to setting after 10 full days if they are well. - Staff to inform parent to contact nursery with any positive results. DL to be informed immediately and follow advice below. - Manager to contact Public Health England for further advice 03442254524 if necessary. PHTracing@wiltshire.gov.uk Manager to contact the Coronavirus helpline for advice if necessary – 0800 046 8687 Manager to contact Ofsted if a test result comes back positive Manager to contact Wiltshire Council with any positive cases. 	<p>Manager – DL</p> <p>In absence of manager – Playroom leader - JC</p> <p>All staff to monitor children each session and report any concerns.</p> <p>Manager to feed back any relevant information to staff</p>
<p>Parent contacts Centre to say they are self isolating due to a household member developing Covid 19 symptoms. Symptomatic person is not the child who attends the setting.</p>	<ul style="list-style-type: none"> - Manager to inform staff of the parent who is self isolating and establish if confirmed case or suspected from parent - Manager to establish who in the family is displaying symptoms and if they have taken or booked a test. - Child may not attend until the test result is negative or the household has isolated for 10 full days from the date of a positive test result. - For any positive test results on any other family member, no further action is needed in the DSC unless a child or staff member shows signs of Covid 19 within 48 hours of last attending the setting and tests positive. 	<p>Manager - DL Playroom leader - JC</p> <p>All staff to be vigilant and report any concerns noted by parents.</p>

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<p>Parent contacts Centre to say their child has developed one of the three Covid 19 symptoms overnight and child is not yet in the setting.</p>	<ul style="list-style-type: none"> - Parents informed to book a test either through 119 or the test and trace app. - Parents informed to self isolate all household members until the results of the test are known. - For a negative test result the child may return once they feel well again. - For a positive test result, the child may return after isolating for 10 full days from the positive test result and if they feel well. - Manager to contact Public Health England to gain advice on next steps following any child testing positive to Covid 19. - Manager to contact PHTracing@wiltshire.gov.uk to inform of positive case. - Manager to follow advice from Public health England regarding any centre closures or staff being told to isolate. - Manager to follow advice from Public Health England regarding informing other parents in bubble. - Manager to inform Ofsted of any positive Covid 19 cases. - Manager to inform Wiltshire council of any positive Covid 19 cases onsite. 	<p>Manager All staff</p>
<p>Staff member develops one of the symptoms of Covid 19 during a session.</p>	<ul style="list-style-type: none"> - Staff member to be sent home immediately and told to book a test via 119 or online. - Remaining staff to remain at work until result of test is known. - All areas and surfaces of Centre to be cleaned thoroughly and sprayed with disinfectant spray. - Staff to ensure they adhere to the social distancing guidelines as much as possible. - Staff to remain calm and professional. - Manager to look at staff ratios and liaise with room leader over any possible cover needed in future. 	<p>Manager</p>
<p>Staff member tests positive for Covid 19 after developing symptoms.</p>	<ul style="list-style-type: none"> - Staff member to inform Manager as soon as positive result is known and show email result. - Manager to contact PHE, Ofsted and Wiltshire council regarding positive result and follow PHE advice re: staff and children. 	<p>Staff member affected Manager All staff</p>

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	<ul style="list-style-type: none"> - All staff in Centre to self isolate for 10 days from positive test. - Manager will inform parents of children who have been in contact with staff member the need to self isolate for 10 days and to get a test if any symptoms appear. - Parents to inform Manager at any time during the 10 days of isolation if a child tests positive. - Staff to book a test if they develop symptoms and to let Manager know of result. - Centre to be deep cleaned before re-opening. 	
<p>Member of staff has to isolate due to a family member testing positive for Covid 19 or they have been informed by test and trace that they are a close contact of a positive case.</p>	<ul style="list-style-type: none"> - Staff member to inform the manager immediately - Staff member is to carry out the agreed isolation period of 10 days from the positive case before they are allowed back to work. - If a staff member then develops symptoms of Covid during the isolation period they are to get a test by going online. - The staff member must inform the manager if they then subsequently test positive for Covid. - If the staff member tests positive for Covid within 48 hours of last being in the setting then the manager will need to follow the guidance above for staff members testing positive. - The staff member is not required to get a test at the end of the isolation period in order to return to work unless they have any covid symptoms. - If staff member tests positive for Covid 19 they must give the reference number from the test and trace app to the manager in order to claim back SSP. 	
<p>Manager informed to self isolate for long periods due to health condition/high risk group. Staff members informed to self isolate for long periods due to health condition/high risk group.</p>	<ul style="list-style-type: none"> - Manager to work from home where possible. Staff to liaise with manager via phone/skype/messenger/facetime. - Inform committee - Inform Wiltshire Council - Ensure staffing ratios are covered in room daily. - Playroom leader in charge daily – to liaise with manager via phone - In absence of Room leader – either AM or BB to be in charge. 	<p>Manager Deputy leader</p>

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	<ul style="list-style-type: none"> - Posters to be displayed for parents, staff and children to wash hands and what to do if covid 19 is suspected. - Centre to be cleaned more thoroughly daily, all handles and regularly touched surfaces to be disinfected daily. - Staff to ensure full cleaning of toys and areas such as soft play and outside are carried out after each session. Any toys which cannot be successfully cleaned to be put away for a minimum of 72 hours before next use. - Centre to be deep cleaned at half term. - Centre to be deep cleaned per advice from DofE following an outbreak. 	
<p>Government closes Centre for an extended period of time</p>	<ul style="list-style-type: none"> - Parents to be informed via text message or call. - Notice put up on facebook of closure - Keep parents informed of any updates via facebook/text msgs - Give ideas sheet for parents on what to do with their child during any extended closure 	<p>Manager</p> <p>Deputy lead</p> <p>Planning lead / staff team</p>

Staff to follow all Covid risk assessments, action plans, Internal action card and Pandemic policy.