

## Guidance for Early Years Settings: Little Explorers Rainford

### COVID-19 Risk Assessment

The government planning guide for primary schools (14 May) states:

“We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. You should, therefore, work through the hierarchy of measures set out in implementing protective measures in education and childcare settings”.

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

All activity should be risk assessed and due consideration given to any adaptations to usual practice.

You must make sure that the risk assessment for your business addresses the risks of COVID-19. There are interactive tools available to support you from the Health and Safety Executive (HSE) at <https://www.hse.gov.uk/risk/assessment.htm>.

The following team representatives have contributed to this guidance: Donna Cullen (Early Years Team), Teresa Mercer (Environmental Health), Diane Arnold (Children’s Centre Daycare). Amended by Heather Lomas

**Hazard:** Spread of Covid-19, Coronavirus

**Who might be harmed:** Staff, children, visitors to the premises

| Activity   | Control Measure  | Risk Rating | Person responsible | References and notes  |
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| Preparation for opening and/or accepting additional children from 1.6.2020 | Follow guidance provided by the Department for Education |             | HL                 | <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-</a> |

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|   |  |  |    | <a href="#">opening-from-1-june-2020</a><br><br><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> |
| <b>Information and support for parents and carers</b> | <p>Provide information to parents/carers</p> <p>Communication to parents and staff to contact the nursery if they require support</p> <p>Regular contact with affected families and staff – wellbeing checks</p> |  | HL | <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a>   |
| <b>Key information</b>                                | Display key information posters  |  | HL | <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</a><br><br><a href="https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure.pdf">https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure.pdf</a>  |

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| <b>Premises</b>                | <p>Where premises have been temporarily closed, appropriate Health &amp; Safety checks should be conducted prior to reopening including legionnaires checks</p> <p>Gas safety<br/>Fire safety<br/>Kitchen equipment<br/>Security including access control and intruder alarm systems<br/>Ventilation</p>  | Medium | Church    | <p><a href="file:///C:/Users/cullend/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/MP123_FWE_COVID19_Leaflet_May2020_Final%20(1).pdf">file:///C:/Users/cullend/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/MP123_FWE_COVID19_Leaflet_May2020_Final%20(1).pdf</a></p> <p><a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p> |
| <b>Supplies and monitoring</b> | <p>The setting should ensure an adequate supply of essential supplies</p> <p>Contingency plans should be in place to minimise the impact of any shortages of supplies</p> <p>A monitoring system for the usage of PPE should be in place to ensure that a supply of stock is available to all who require it in line with Government guidance</p> | Medium | HL        |   |
| <b>Review of cleaning</b>      | Review cleaning arrangements with cleaning staff and make any   | Medium | All Staff |   |

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|  | <p>necessary changes</p> <p>Increase focus cleaning on touch points and tables</p> <p>Daily cleaning of rooms</p> <p>Preparations for deep clean if necessary</p>  |        |    |  |
| <b>Attendance of children and staff</b>              | <p>Only children and staff who are symptom free or have completed the requires isolation period should attend the setting</p> <p>Consideration will be given to limiting the number of staff in the nursery at any one time to only those required to care for the expected occupancy levels on any given day</p> <p>Attendance will be recorded and monitored</p> | Medium | HL |  |
| <b>Protection for vulnerable children and adults</b> | <p>Children and adults who are vulnerable e.g. underlying health conditions that may be affected by the current threat will be identified</p> <p>A discussion with parents and</p>   | Medium | HL |  |

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|                                       | adults will take place and key actions agreed re. isolation/seclusion   |        |           |   |
| <b>Visitors</b>                       | <p>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance)</p> <p>Where essential visits are required these should be made outside of the usual nursery operational hours where possible</p> <p>Consider allowing parents to enter the nursery for the purpose of settling in sessions if not doing so would cause a child distress. The provider should consider measures to minimise contact between the parent and other children and staff members</p> | Medium | All Staff |   |
| <b>Staff contingency arrangements</b> | <p><b>Conduct an audit to determine the availability of staff to work in the setting.</b></p> <p><b>Consider staff wellbeing, including any support that may</b></p>  | Medium | HL        | <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a> |

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|  | <p><b>be needed for those who have suffered bereavement.</b></p> <p>People who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised to rigorously follow shielding measures in order to keep themselves safe.</p> <p>If a staff member is clinically extremely vulnerable, they are advised not to attend the setting. If a staff member lives in a household with someone who is extremely clinically vulnerable, it is advised that they follow <a href="#">guidance on people who are shielding and living with other people</a>.</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">staying at home and away from others (social distancing) guidance</a> have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women.</p> |  |  |  |
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|                                | <u>The current shielding advice is available on GOV.UK.</u>   |        |           |   |
| <b>New and temporary staff</b> | <p>Induction of staff will continue either remotely or in setting in line with social distancing guidelines.</p> <p>New and Temporary staff will be provided with clear instructions and information, and adequate training, on how to work safely, including arrangements for infection control, social distancing, first aid, fire and evacuation.</p>                                    | Medium | staff     |   |
| <b>Arrivals and departures</b> | <p>Only parent who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child</p> <p>Only one parent/carer per family should accompany their child to and from nursery</p> <p>Arrange drop off and pick up at the nursery entrance to avoid parents entering the nursery unnecessarily</p> <p>Parents waiting to drop off or</p> | Medium | All Staff | <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</a></p> |

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|                                       | <p>collect their child should practice social distancing in a safe area</p> <p>Children dropped off and collected from parents a socially distance space from playground</p> <p>Time spend on handovers must be kept to a minimum to exchange necessary information regarding the well-being of children</p> |        |           |  |
| <b>Children entering the building</b> | <p>Children to use the correct door for their group</p> <p>Children to place lunchbox/bottle in tray at the door .</p> <p>Children to hang coat up and wash hands thoroughly before entering the room</p>  | Medium | All Staff |  |
| <b>Personal items</b>                 | <p>Children should not bring items from home into the setting unless absolutely essential for their wellbeing</p> <p>Where is this the case items will be appropriately cleaned upon</p>   | Medium | All Staff |  |

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| <b>Travel associated with setting</b> | <p>Wherever possible staff and parents should travel to the setting alone, using their own transport</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed</p> <p>Parents should be encouraged to ensure that they do not leave travel accessories including buggies, car seats, scooters in the premise but rather in external buggy areas if necessary</p> | Medium | All       | <a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a>   |
| <b>Social distancing</b>              | <p>2m social distancing will be maintained wherever possible, including while arriving at and departing from work, whilst in work and when travelling between sites. Where this is not possible a distance of 1 meter plus should be maintained.</p> <p>Social distancing must be</p>  | Medium | All Staff | <a href="https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-110520.pdf">https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-110520.pdf</a> |

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|                 | <p>maintained during breaks. This may be achieved by a range of strategies including staggering breaks and the subdivision of spaces</p> <p>Staff members must avoid physical contact with each other</p>   |        |    |   |
| <b>Grouping</b> | <p>Children will be organised into small groups or rooms</p> <p>Wherever possible these small groups should not mix during the day</p> <p>Wherever possible, staff should remain <b>with</b> the small group of children who they are allocated to and not come into contact with other groups</p> <p>Care routines including provision of meals, nappy changing and toileting should be within the space allocated to each group wherever possible</p> <p>The use of communal internal</p> | Medium | HL | <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a> |

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|                                       | <p>spaces should be restricted as much as possible</p> <p>The use of toilets will be monitored to reduce high numbers using them at any one time</p> <p>Windows doors open to ensure good ventilation</p> <p>Staff to remain at 2m distance from each other at all times</p> <p>Distancing of beds/cots should be facilitated wherever possible</p>                                     |        |    |  |
| <b>Room Partitions</b>                | <p>If partitions are used to separate rooms (and therefore bubbles of different groups of children), ensure that they extend from floor to ceiling. Partitions that do not reach the ceiling do not adequately prevent the mixing of air (and therefore germs), between different parts of the room. Rooms without partitions from floor to ceiling would be classed as one bubble.</p> | Low    | HL |  |
| <b>Children with additional needs</b> | <p>Make visuals to support their understanding</p>  | Medium | HL |  |

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|  | Offer choices where possible<br>1:1 support / supervision  |        |           |  |
| <b>Child has toilet accident and needs to be cleaned/changed</b> | Staff to use same PPE as before the virus ·<br><br>Wash hands with soapy water for 20 seconds before changing child<br><br>Position staff member side on to the child where possible<br><br>Wash hands with soapy water for 20 seconds before changing the child | Medium | HL        |  |
| <b>Children with intimate care needs</b>                         | Staff to use same PPE as before the virus<br><br>Wash hands with soapy water for 20 seconds before changing child<br><br>Position staff member side on to the child where possible<br><br>Wash hands with soapy water for 20 seconds before changing the child   | Medium | HL        |  |
| <b>Outdoor play</b>  | Staggered use of outdoor play areas  | Medium | All Staff |  |

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|                                 | <p>Boxes of outdoor play equipment will be allocated to each group and cleaned after use .</p> <p>Bikes/scooters will be cleaned between groups with detergent .</p> <p>Physical activities that require no or minimal contact will be planned</p> <p>Staff to remain at a 2m distance at all times .</p> <p>Tissues will be available outside .</p> |        |           |  |
| Visits to outdoor public spaces | <p>Settings should maximise use of private outdoor space.</p> <p><b>Prior to any outdoor visit, providers must check local restrictions.</b></p>   | medium | All staff |  |
| Well-being and education        | <p>Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue or their elbow</p> <p>Children should be supported to</p>  | Medium | All Staff |  |

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|                                       | understand the changes and challenges they may be encountering as a result of COVID-19 and staff must ensure that they are aware of their need for emotional support at this time   |        |           |   |
| <b>Equipment for staff</b>            | Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly   | Medium | HL        |   |
| <b>Children coughing and sneezing</b> | <p>Children will be taught ‘catch it, bin it, kill it”, how virus’ are spread and how to use tissues.</p> <p>Children will be taught to wash hands correctly with soap for 20 seconds</p> <p>Handwashing posters will be displayed in toilets</p> <p>Children supervised in these strategies and reminded often</p> <p>Supply of tissues in each classroom</p> <p>Lidded bins</p> | Medium | All Staff | <p><a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> |

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| <p><b>Hand Washing</b></p>                            | <p>All children and staff must wash their hands upon arrival at the setting.</p> <p>Children and staff members should be encouraged to wash their hands frequently</p> <p>Children will be supported to development maintain good hygiene habits</p> <p>Hand washing facilities with soap and water in place.</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> | <p>Medium</p> | <p>All Staff</p> | <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><a href="https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/">https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/</a></p> <p><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> |
| <p><b>Continuous provision/teaching resources</b></p> | <p>Children to stay in allocated group</p> <p>Children regularly supervised washing hands</p> <p>Children taught how the virus can be picked up from surfaces and therefore told not to put toys in mouth or to touch face/nose/mouth</p>  | <p>Medium</p> | <p>All Staff</p> |  |

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|                 | <p>Staff vigilant to children touching face/mouth and send children to wash hands/remove toys as necessary</p> <p>Toys/resources washed between sessions</p> <p>Boxes of toys/resources organised for each group/ cleaned at the end of each day. (pencils/pens/ paint brushes / construction/small world/craft)</p> <p>Boxes of books for each group (cleaned each day)</p> <p>Removal of toys that cannot be easily cleaned</p> <p>Books to be read in in nursery and cleaned/wiped after.</p> |        |           |   |
| <b>Cleaning</b> | <p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment</p> <p>Soap and hot water and paper towels available at all sink areas ·</p> <p>Detergent/clothes/anti bac</p>  | Medium | All Staff | <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> |

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|                        | <p>available in each room</p> <p>Communal areas, touch points and hand washing facilities must be cleaned and sanitised regularly</p> <p>Staff uniforms should be washed daily</p>   |        |           |   |
| <b>Laundry</b>         | <p>All items within the setting requiring laundering must be washed in accordance with government guidelines. Items such as towels, flannels and bedding must not be shared by children</p>  | Medium | All Staff |   |
| <b>PPE</b>             | <p>Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.</p> <p>PPE should continue to be worn as normal for nappy changing and the administration of first aid</p> | Medium | HL        | <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-care-should-be-taken-in-early-years-settings">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-care-should-be-taken-in-early-years-settings</a> |
| <b>Disposal of PPE</b> | <p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has</p>                     | Medium | HI        | <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>   |

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|  | symptoms of coronavirus, in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>   |        |    |  |
| <b>Accidents, security and other incidents</b> | <p>In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands</p> <p>Staff to use same PPE as before the virus · Wash hands with soapy water for 20 seconds before administering first aid · Position staff member side on to the child where possible</p> | Medium | HL | <p><a href="https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-110520.pdf">https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-110520.pdf</a></p> <p><a href="https://www.sja.org.uk/course-information/covid-19/#hse">https://www.sja.org.uk/course-information/covid-19/#hse</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> |
| <b>Provision of food</b>                       | In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced and normal food safety and hygiene processes are followed  | Medium | HL | <p><a href="https://www.food.gov.uk/business-guidance/safer-food-better-business">https://www.food.gov.uk/business-guidance/safer-food-better-business</a></p> <p><a href="https://www.food.gov.uk/business-guidance/safer-food-better-business-for-childminders">https://www.food.gov.uk/business-guidance/safer-food-better-business-for-childminders</a></p>  |

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|                                      | <p>Surfaces cleaned with soapy water/anti bac before snack</p> <p>Cleaning cloths/detergent/disinfectant/anti bac available in each room ·</p> <p>Staff to wash hands before preparing snack ·</p> <p>Children supervised washing hands before and supervised whilst eating</p> <p>Ensure all children and staff have their own drinking vessel</p> |        |           |  |
| <b>Packed lunches ( If required)</b> | <p>Allergen information need to be kept up to date.</p> <p>Each child to put their own lunch box on the rack</p> <p>The child to collect their own lunch box</p> <p>Where possible remain in the same room</p> <p>Handwashing before eating</p>   | Medium | All Staff | <p>Allergens information – <a href="https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses">https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses</a></p> <p>Cleaning - <a href="https://www.food.gov.uk/safety-hygiene/cleaning">https://www.food.gov.uk/safety-hygiene/cleaning</a></p> |

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|   | <p>Individual drinks bottle – parents asked to clean them daily OR use of disposable cups</p> <p>Packed lunch storage to be cleaned daily</p> <p>Packed lunches do not need to be refrigerated (safe to eat within 4 hours of being made) so a slight adjustment may be needed to the lunch time</p> |        |           |  |
| <b>Children accessing childcare across two settings</b> | <p>The advice from Public Health England is that children should only attend one setting wherever they can, but DfE recognises that's not always possible. The DfE has said this will be covered in the new guidance which is due out this week.</p>   |        | HL        | Information provided by the Local Government Association Early Years reference group 21.5.2020 |
| <b>Disposal of waste</b>                                | <p>To dispose of waste from people with symptoms of coronavirus:</p> <p>Put in a plastic rubbish bag and tie when full</p> <p>Place in a second plastic rubbish bag and tie it</p> <p>Put in a suitable and secure place</p>   | Medium | All Staff |  |

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|                            | <p>marked for storage for 72 hours</p> <p>Waste should be stored safely and securely away from children. Waste should be stored for 72 hours before putting in communal waste</p>                     |        |           |   |
| <b>Travel arrangements</b> | Ask parents to inform us of any close family member who is self-isolating following travel abroad   |        | All Staff |   |
| <b>Training</b>            | All staff members must receive information and/or appropriate instruction/training in infection control and the standard operating procedure and risk assessments within which they will be operating |        | All Staff |   |
| <b>Temperature check</b>   | Temperature checks will be taken for anyone who begin to feel unwell with a hand-held non-contact thermometer   | Medium | All Staff |   |
| <b>Suspected case</b>      | In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with NHS guidance            | Medium | All Staff | <p><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p><a href="https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/">https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/</a></p> |

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|                                   | <p>Whilst waiting for the child to be collected they should be isolated from others in a separate space. A window should be opened for ventilation</p> <p>The staff member responsible for the child during this time should be a staff member from their group. Suitable PPE should be available for this staff member</p> <p>The area should be thoroughly cleaned immediately</p> <p>The person responsible for cleaning of the area should wear suitable PP</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working, they should return home immediately and isolate at home in line with NHS guidance</p> |  |                  |  |
| <p><b>Coronavirus testing</b></p> | <p>Access to available. Education settings, as employers, can <a href="#">book tests through an online digital portal</a>. There is also an option for employees to book tests directly on the portal</p> <p>By the time settings open to</p>   |  | <p>All Staff</p> | <p><a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p><a href="https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-">https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-</a></p> |

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|                             | <p>wider cohorts of children and young people, all children, young people and other learners eligible to attend their education or childcare setting, and all children in social care settings, as well as their households, will have <u>access to a test</u> if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare settings should follow <u>guidance on implementing protective measures in education and childcare settings</u></p> |  |           | <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">111/<br/>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> |
| <b>Asymptomatic testing</b> | <p>Although not mandatory, with the availability of community based (Lateral Flow Tests) to detect asymptomatic cases, St Helens Public Health are now recommending that all staff get tested on a weekly basis to ensure that they are not asymptomatic carriers of COVID-19. If a positive case of COVID-19 has been confirmed within the previous 90 days, weekly testing is not recommended due to the likelihood of false positive cases</p>   |  | All staff |  |

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|                           | <p>from remaining viral fragments which are not infectious.</p> <p>If a positive result is detected in an asymptomatic case, staff members are requested to go for a booked PCR test to confirm if they are a true positive case. In the event of a positive case being detected, the staff member should then isolate for 10 full days, following the Stay at Home guidance from the onset of their positive test and inform personal contacts to self-isolate for 10 days. The manager, with the support of the Public Health Test and Trace team can follow up on potential contacts.</p> |  |           |  |
| <b>Confirmed case</b>     | <p>If they test positive, education and childcare settings should follow <u><a href="#">guidance on implementing protective measures in education and childcare settings</a></u></p>   |  | All Staff | <p><a href="https://www.gov.uk/government/publication/s/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publication/s/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> |
| <b>NHS test and trace</b> | <p>Settings must ensure they understand the NHS test and trace process and how to contact their local <u><a href="#">Public Health England health protection team</a></u>.</p> <p>Settings must ensure that staff members and parents/carers</p>   |  |           |  |

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|  | <p>understand that they will need to be ready and willing to:</p> <p><u>Book a test</u> if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents if using a home testing kit</p> <p>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by test and trace.</p> <p><u>Self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</p> <p>Settings should ask parents and staff to inform them immediately of the results of the test:</p> <p>If someone tests negative, and they feel well and no longer have</p> |  |  |  |
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|  | <p>symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.</p> <p>If someone tests positive, they should follow <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-</p> |  |  |  |
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|   | isolating in accordance with guidance.   |  |  |  |
| Managing confirmed cases of COVID-19 in the setting | <p>The settings will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will contact the local <b>Test and Trace team on 01744 676767</b>. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.</p> <p>The local test and trace team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The test and trace team will work with settings in this situation to guide them through the actions they need to take. Based on the advice from the team, settings should send home those people who have been in close contact with the person who has tested</p> |  |  |  |

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|  | <p>positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <p>Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</p> <p>Proximity contacts - Extended close contact (within 1-2m for more than 15 minutes) with an infected individual</p> <p>Travelling in a small vehicle, like a car, with an infected person</p> <p>We will keep a record of children and staff in specific groups/rooms (where applicable), and any close contact that takes places between children and staff in different groups/rooms. This will be a proportionate recording process.</p> <p>Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms</p> |  |  |  |
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|  | <p>themselves within their isolation period they should follow '<u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'.</p> <p>They should get a test, and:<br/> If the test delivers a negative result, they must remain in isolation for the remainder of the isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <p>If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms. Their household should follow '<u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'</p> <p>Settings <b>will not</b> request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Where there has been more than one positive test, settings must contact Public Health England on: 03442250562 (option 1)</p> |  |  |  |
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|  | The setting will contact St Helens Infection Control Team on 01744 457314 for advice if required. |  |  |  |
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