

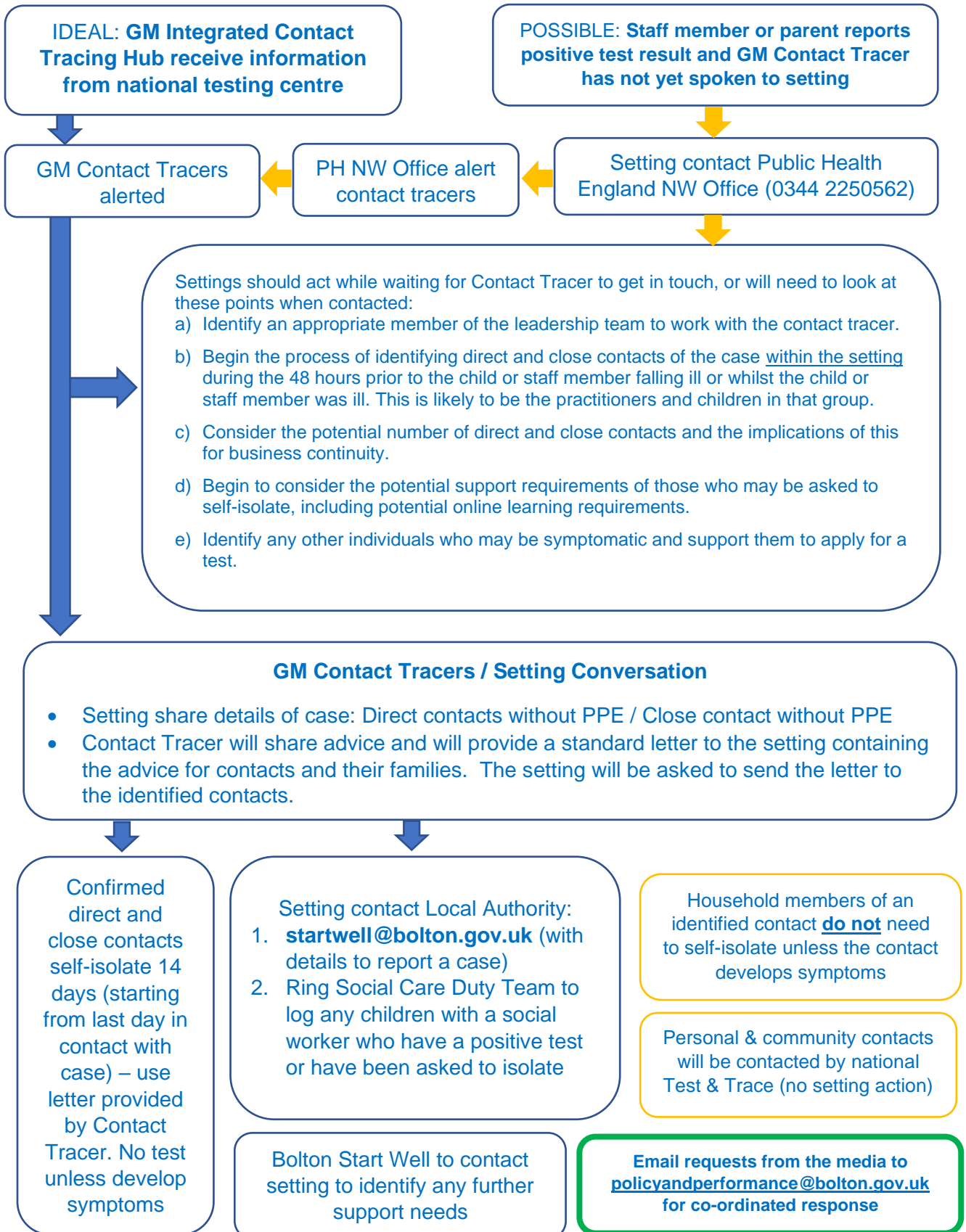
# **Action Cards for Dealing with a Positive Covid-19 Case in Early Years and Childcare Settings: Guidance for LA Teams**

**Last update: 30.6.2020**

# Covid-19 Positive Case Action Card for Early Years and Childcare Settings in Bolton

This action card has been established to support Bolton settings should a positive Covid-19 case be identified. It refers to the most recent guidance available as at 30.6.2020. It is recommended that you read the full note and think about these actions, and who may carry each out if a positive test for Covid-19 arose in your setting.

This is the process should a positive test be linked to your setting.



Action	Notes
<ul style="list-style-type: none"> <li>• Close the bubble/group that the child/staff is part of.</li> <li>• Parents to be contacted to collect asap. Isolate as a bubble until collected.</li> <li>• Ask staff not to speak to media – queries to Manager / Deputy and emailed to <a href="mailto:policyandperformance@bolton.gov.uk">policyandperformance@bolton.gov.uk</a> for co-ordinated LA response</li> </ul>	<p>Children and staff sent home must isolate for 14 days. Other family members in their households do not need to isolate. If any member of staff or a child has to self-isolate because their family member tests positive, but they do not have symptoms, the whole bubble does not need to self-isolate – unless that person develops symptoms, then the bubble would self-isolate for 14 days from last contact.</p> <p>Script for parents:  'There has been a confirmed COVID-19 case in your child xxx bubble. In line with current guidance your child will need to self-isolate for 14 days from today. The rest of your family do not need to isolate.'  (Note to staff making calls that no details about the person with the confirmed case are to be shared. )</p>
<ul style="list-style-type: none"> <li>• Close off the affected classroom/toilets etc and arrange a thorough clean and disinfect</li> </ul>	<ul style="list-style-type: none"> <li>• Once all other rooms are empty, arrange for a thorough clean and disinfect of all other rooms.</li> <li>• Re-assess impact of closed classrooms on other bubbles and adapt site plan as required (including any changes to fire procedure).</li> </ul>
<ul style="list-style-type: none"> <li>• Contact Public Health England – North West Office (0344 2250562)</li> </ul>	<ul style="list-style-type: none"> <li>• May have to speak to a member of staff and wait for a call back from a clinician.</li> <li>• Will need to provide the school postcode and the name of the person with the positive test.</li> <li>• Useful to have a copy of the risk assessment to hand and an awareness of the level of contact people in the affected bubble have had with each other.</li> <li>• Discussion around current actions and any further guidance as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Contact relevant Governance Structures</li> </ul>	<p>Owner/ Committee Chair / Regional Manager /Chair of Trust / CEO - <i>You may want to add their phone numbers here</i></p>
<ul style="list-style-type: none"> <li>• Report case to the local authority via <a href="mailto:startwell@bolton.gov.uk">startwell@bolton.gov.uk</a> – please give the listed information</li> </ul>	<ol style="list-style-type: none"> <li>1. Setting name</li> <li>2. Age group / Bubble (i.e. whether whole group or part of a separate age group that has closed)</li> <li>3. Estimated numbers asked to isolate</li> <li>4. Number of children with a social worker who have been asked to stay away from setting</li> <li>5. Expected reopening date</li> </ol>
<ul style="list-style-type: none"> <li>• Report any children with a social worker who will not be in school to Social Care (numbers below)</li> </ul>	<p>If closing any aspect of your provision results in a child with a social worker being asked to not attend the setting, please contact the relevant Social Care Duty Desk (numbers below) with the child's details to enable their Covid-19 Social Care risk assessment to be reviewed.</p>

Action	Notes
<ul style="list-style-type: none"> <li>Inform staff and parents of the situation by (emailed) letter</li> <li>Check in with all staff working in the building and provide support as necessary (staff welfare)</li> </ul>	<p>I am writing to inform you that we have had a confirmed case of COVID-19 in one of our bubbles in setting</p> <p>The DfE guidance advises:  'Where the child or staff member tests positive, the rest of their group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.'</p> <p>We have therefore closed the bubble and have commenced deep cleaning of the area. I have been in touch with Public Health England who have confirmed that all required steps have been taken and that there is no further action necessary to maintain the safety of the children and staff currently attending the setting.</p> <p>As always, if your child or anyone in your household is presenting with COVID-19 type symptoms, please stay at home and book a test immediately. If you need any help with booking a test, please don't hesitate to phone the setting and we can support you with this.</p>

## Additional Information

### Children's Social Care Duty Team Numbers

Team Names	Duty contact numbers
Children with Disability Team	01204 337414
Court Team 1 (Safeguarding)	01204 335523, 01204 337432, 01204 337433
Court Team 2 (Safeguarding)	01204 335523, 01204 337432, 01204 337433
Leaving Care Team	01204 337376
Looked After Children Team 1	01942 634530
Looked After Children Team 2	01942 634530
Looked After Children Team 3	01942 634530
Referral and Assessment Team 1	01204 331500
Referral and Assessment Team 2	01204 331500
Referral and Assessment Team 3	01204 331500
Safeguarding Team 1	01204 335523, 01204 337432, 01204 337433
Safeguarding Team 2	01204 335523, 01204 337432, 01204 337433
Safeguarding Team 3	01204 335523, 01204 337432, 01204 337433
Safeguarding Team 4	01204 335523, 01204 337432, 01204 337433
Safeguarding Team 5	01204 335523, 01204 337432, 01204 337433

### Who are 'direct' are 'close' contacts?

There are two main types of contact that the contact tracer will seek to identify:

- **Direct** contacts without PPE:
  - being coughed on, or
  - having a face-to-face conversation within 1 metre, or
  - having unprotected skin-to-skin physical contact, or
  - travel in a small vehicle with the case, or
  - any contact within 1 metre for 1 minute or longer without face-to-face contact
- **Close** contact without PPE:
  - Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

## Covid-19 Positive Case Action Card for LA

This action card has been established to support Bolton Council staff to support settings should a positive Covid-19 case be identified within their setting. It refers to the most recent guidance available as at 30.6.2020.

### Setting emails [startwell@bolton.gov.uk](mailto:startwell@bolton.gov.uk) with the following information:

- Setting name
- Year group / Bubble (i.e. whether whole year group or part of a year group / bubble that has closed)
- Estimated numbers asked to isolate
- Number of children with a social worker who have been asked to stay away from the setting
- Expected reopening date
- Information forwarded to [policyandperformance@bolton.gov.uk](mailto:policyandperformance@bolton.gov.uk)

### Policy & Strategy log information in Share Point list

<https://boltoncouncilcloud.sharepoint.com/sites/CVD19SCHOOLS/SitePages/Home.aspx>  
(separate lists by setting/ school phase)

### Policy & Strategy email details (first removing personal or sensitive information) provided by school to:

- Paul Rankin
- All Start Well Strategic Leadership (Helen Sharer, Dawn France, Laura Wright and John McSwiggan)
- Bolton Public Health Single Point of Contact (SPOC) ([Covid19contacttracing@bolton.gov.uk](mailto:Covid19contacttracing@bolton.gov.uk))

Start Well Service linked officer to contact setting to check if any support is needed – action as relevant

Information requests to be dealt with by:

1. Guidance document / Action note for Schools
2. Contact Public Health SPOC

### Single Point of Contact (SPOC) to:

- Log with other Borough wide positive test cases
- Contact Infection Control to identify any infection control concerns / actions
- Consider case by case any additional activity that might need to happen / any emerging trends of positive cases across sectors / the Borough

**Children's Social Care (Duty)** will be alerted directly by the setting should a child with a social worker no longer be in the provision. Child / family risk assessments to be updated

**GM Integrated Contact Tracing Hub** will contact Public Health **SPOC** should there be more than 2 cases (an outbreak) in one single establishment to discuss action