

Bolton COVID-19 'step by step' guidance for EYC settings

VERSION 3.1

UPDATED 15th September 2020

ABOUT THE GUIDANCE

The DfE has set out in various guidance documents, what settings should do in the event of a child or a member of staff becoming unwell, showing symptoms, or testing positive for coronavirus.

The information below brings the various pieces of guidance together and provides links to national guidance and includes Bolton specific information. It also contains helpful information for early years and childcare settings including template letters and contact details. This guidance must be used alongside the national guidance;

- [Covid-19 Guidance for Education Schools & Other Childcare Settings.](#)
- [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

Please note that this information has been collated following changes to government guidance. As you are aware, guidance is changing constantly, and so it is strongly advised that in order to have the most up to date information, leaders and managers are advised to check the relevant website/links for updates on a regular basis. The Council will endeavour to update this guidance whenever possible. Please ensure that reference is made to the most current guidance and any reference documentation is updated.

Version control

Date	Update	Contributor	Version number
29th June 2020	First draft to include <ul style="list-style-type: none">• Step by step guidance• Collation of FAQs• Exemplar action sheet• Model letter templates• Track and trace information	Marie Bisset Alison Hart Joanna Atherton	V1.0
2 nd July 2020	Second draft amended for EYC providers.	Helen Shearer Laura Wright Dawn France John McSwiggan	V1.2
13 th August 2020	Amended following changes to the self-isolation period for persons showing symptoms of COVID-19	John McSwiggan Cathy Growney	V1.3
26 th August 2020	Amended to update advice on coronavirus symptoms	John McSwiggan Susan Holden	V1.4
10 th September 2020	Amended government guidance in several areas	Lyndsey Longworth Pamela Graveson Jane Howarth Susan Holden Cathy Growney Rebecca Albrow	V2
15 th September 2020	Amended with local guidance from Public Health	Bryony O'Conner	V3
15 th September 2020	Amended with GM Contact Tracing Hub details	Helen Shearer	V3.1

LOCAL AREA KEY CONTACTS

For COVID-19 queries related to early years and childcare settings

Bolton Start Well

General Enquiries:

01204 33 8149

Startwell@bolton.gov.uk

Bolton Public Health Team:

General Enquiries:

01204 336004 (Single Point of Contact)

Covid19contacttracing@bolton.gov.uk

or call PHE (number below)

Bolton Infection Prevention and Control Team:

01204 390982

CommunityInfectionPrevention&Control@boltonft.nhs.uk

(9-5pm – out of hours please call PHE contact)

Environmental Cleaning (Bolton SLA)

Jane Barber

Jane.barber@bolton.gov.uk

01204 336952

Samantha Hess

Samantha.hess@bolton.gov.uk

01204 336950

Health and Safety (Bolton SLA)

chst@bolton.gov.uk

01204 336968

To notify suspected outbreaks Public Health England North West Health Protection Team

Monday – Friday (0900 – 1700)

0344 225 0562

Out of Hours PHE Contact:

Public Health England first on call via the Contact People

0151 434 4819

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1. Key messages

What are the symptoms?

The main symptoms of COVID-19 are listed on:

[NHS – Coronavirus symptoms in adults](#)

[NHS - Coronavirus symptoms in children](#)

What to do if a child is displaying symptoms:

[What to do if a child is displaying coronavirus symptoms \(covid-19\)](#)

2. Managing symptoms/ possible case of Covid-19

If a child/adult in a childcare setting shows symptoms of COVID-19	
<p>2.1 If a child or member of staff is unable to attend setting because they have COVID-19 symptoms</p>	<p>Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend the setting and should follow the steps below.</p> <ul style="list-style-type: none"> • Notify the setting of their absence by phone • Setting should record and keep a minimum dataset (see suggested template in Appendix 1) • Direct to Stay at home guidance for isolation advice for child/member of staff and their households. <p>Advise that the child/ member of staff should get tested via NHS UK or by phoning NHS 119 .This would also apply to any parent or household member who develops symptoms.</p> <p><i>NOTE: Keep in touch with family/ member of staff whilst awaiting test results. If test is positive, refer to section 3 of this document.</i></p>
<p>2.2. Child/ member of staff tests negative.</p>	<p>When the child, young person or member of staff tests negative, they can return to their setting providing they are feeling well. Fellow household members can end their self-isolation, unless they have been contacted separately by NHS test and trace as a contact of someone who has tested positive.</p> <ul style="list-style-type: none"> • NHS Test and Trace: How it works
<p>2.3 Considering other children/ members of staff in the assigned group where someone has become unwell.</p>	<p>Refer to guidance below:</p> <ul style="list-style-type: none"> • Actions for early years and childcare providers during coronavirus (covid-19) <p>Child</p> <ul style="list-style-type: none"> • If a child has become unwell (see below for action required for symptomatic child) at this stage, children in the assigned group can remain in the setting and remain within their assigned group where possible. • A letter should be prepared and sent to the parents of other children within the assigned group. (Please see model letter template Appendix 2.1). <p>Adult</p> <ul style="list-style-type: none"> • If a member of staff has become unwell, arrangements should be made to find a replacement to cover the assigned group. • A letter should be prepared and sent to the member of staff and the parents of the children within the assigned group. (Please see model letter template Appendices 2.2 and 2.1). <p>Advise that the child/ member of staff should get tested by booking via NHS UK or phoning NHS 119 This would also apply to any parent or household member who develops symptoms.</p>

If a child/adult in a childcare setting shows symptoms of COVID-19

<p>2.4 If a symptomatic child in the setting is awaiting collection.</p>	<p>Refer to the guidance below:</p> <ul style="list-style-type: none"> • What to do if a child is displaying symptoms of coronavirus (covid-19). • Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) • The setting should record and keep the details of the incident in case it is needed for a future case or outbreak management (see suggested template in Appendix 1). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
<p>2.5. If a member of staff has helped someone with symptoms.</p>	<p>Refer to guidance below:</p> <ul style="list-style-type: none"> • What to do if a child is displaying symptoms of coronavirus (covid-19). See action point 4 • Actions for early years and childcare providers during the coronavirus (covid-19 outbreak) See Section 3.3.1 – System of controls
<p>2.6. Cleaning an area after someone with suspected coronavirus (COVID-19) has left.</p> <p>Cleaning of public areas where a symptomatic individual has passed through and spent minimal time.</p>	<p>Refer to guidance below:</p> <ul style="list-style-type: none"> • Actions for early years and childcare providers during the coronavirus (covid-19 outbreak) • See section 3.3.1 - System of controls <p>Refer to: COVID-19:</p> <ul style="list-style-type: none"> • Cleaning of non-healthcare settings guidance <p>Refer to: COVID-19:</p> <ul style="list-style-type: none"> • Guidance on isolation for residential educational settings • Area should be cleaned following current setting risk assessment • If using a cleaning contractor, they should be informed of the suspected coronavirus case.
<p>2.7. Use of PPE for cleaning an area when there has been a possible or confirmed coronavirus (COVID-19) case</p>	<p>Refer to guidance:</p> <ul style="list-style-type: none"> • COVID-19: personal protective equipment use for non-aerosol generating procedures • Donning & Doffing Posters • Cleaning of non-healthcare settings guidance

3. Managing a positive case of Covid-19

If there has been a confirmed case of COVID-19 in a childcare setting	
<p>3.1 Child/member of staff tests positive.</p>	<p>Refer to guidance:</p> <ul style="list-style-type: none"> • Covid 19 Positive case action card for Early Years and Childcare settings in Bolton • <p>Further advice can be found in the guidance below:</p> <ul style="list-style-type: none"> • Actions for early years and childcare providers during the coronavirus (covid-19 outbreak) • Stay at home guidance <p>Note: <i>The local health protection team will provide definitive advice on who must be sent home. (Action for early years above, Systems of controls prevention 3.3.8)</i></p> <p>A template letter will be provided to settings on the advice of the local Health protection team, to send to parents/ carers and staff if needed (Please see model letter template Appendix 2.3).</p> <p>Please be aware that during busy periods this may take some time due to the possible high volume of cases.</p>
<p>3.2. Test and trace.</p>	<p>If a child or member of staff tests positive for COVID-19, the setting may be contacted by a contact tracer, parent or member of staff.</p> <p>Refer to guidance:</p> <ul style="list-style-type: none"> • Covid 19 Positive case action card for Early Years and Childcare settings in Bolton • Action for Early years and Childcare providers during the coronavirus (Covid-19) <p>There are two main types of contacts that the contact tracer will seek to identify:</p> <p>Direct contact without PPE:</p> <ul style="list-style-type: none"> • being coughed on, or • having a face-to-face conversation within 1m, or • having unprotected skin-to-skin physical contact, or • travel in a small vehicle with the case, or • any contact within 1m for 1 minute or longer without face-to-face contact <p>Close contact without PPE:</p> <ul style="list-style-type: none"> • Extended close contact (between 1m and 2m for more than 15 minutes) with a case <p>The Contact Tracer will guide the manager with further actions (See link above to Positive case action card)</p> <p>If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested by visiting NHS UK or by phoning NHS 119. This would also apply to any parent or household member who develops symptoms.</p>

If there has been a confirmed case of COVID-19 in a childcare setting	
3.3. Arrangements for management of a possible outbreak	<p>Refer to PHE Early outbreak action card:</p> <ul style="list-style-type: none"> • PHE - Reporting an outbreak education action cards <p>Further outbreak management guidance can be found below:</p> <ul style="list-style-type: none"> • Gov.uk Covid 19 early outbreak management • Action for Early years and Childcare providers during the coronavirus (Covid-19) <p>See 3.3.8: “If settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak, and must contact their local health protection team who will be able to advise if additional action is required”</p> <ul style="list-style-type: none"> • Notify Ofsted (see below)
3.4. If closing a bubble because of a positive case	<p>Contact the local authority Startwell@bolton.gov.uk and give this information:</p> <ul style="list-style-type: none"> • Setting • Year group / Bubble (i.e. whether whole year group or part of a year group that has closed) • Estimated numbers asked to isolate • Number of children with a social worker who have been asked to stay away from setting (please report specific details of these children) • Expected reopening date <ul style="list-style-type: none"> • Early years providers must also contact OFSTED <p><i>“Notify Ofsted swiftly through the usual notification channels of any confirmed case of coronavirus (Either a member of staff or child). Also notify Ofsted if the setting is advised to close as a result”. (DfE - What to do if a child is displaying symptoms of coronavirus (covid-19))</i></p>
3.5. Vulnerable children with a social worker	<p>If closing any aspect of the setting results in a child with a social worker being asked to not attend the setting, please contact Startwell@bolton.gov.uk to report the child’s details and enable their Covid-19 Social Care risk assessment to be reviewed.</p>

Appendix 1: Template to record setting absences

In the event of a COVID-19 outbreak, this table will ensure that important information is recorded in one place and is easily accessible.

Date	Name	Class/ group	Reason for absence*	Date of onset of symptoms	Symptoms **	Has the child/member of staff been assessed by GP, NHS 111 etc? Y/N/NK	Has the child/member of staff been tested? Y/N/NK	Is the child/ member of staff reporting a positive test result? Y/N/NK	Is the child/ member of staff in hospital? Y/N/NK

Reason for absence*: Ill, Household member ill, Contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

Symptoms ** T = Temp, C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

Appendix 2 - Model letter templates

Appendix 2.1: Child/member of staff showing symptoms within assigned group

SETTING HEADER, ADDRESS ETC

DATE

Dear XXX,

I am writing to inform you that a child/member of staff within your child's assigned group has been sent home today/yesterday due to becoming unwell.

DfE guidance says that at this time your child should continue to attend setting as arranged. Please be assured that the setting is continuing with social distancing measures and cleaning and hygiene arrangements are in place throughout the day.

If a child in your child's assigned group tests positive for COVID 19 you will be notified by the NHS test and trace service via text message, email or phone. The setting will contact you and inform you of the next steps. See information below from the national guidance:

- If you have been informed that your child is a contact of a person who has had a positive test result for coronavirus (COVID-19), medical advice is clear: your child must immediately self-isolate at home for 14 days from the date of their last contact with them. There is no requirement for other members of your household to self-isolate unless anyone in your household starts to develop symptoms.
- Your child must not go to their setting.

If your child becomes unwell with new COVID symptoms, follow the government guidance [COVID-19: guidance for households with possible coronavirus infection guidance](#) and outlined below:

- Your child must stay at home for at least 10 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- You should arrange for your child to be tested by visiting [NHS UK](#) or by phoning NHS 119. This also applies to any household member who develops symptoms. If anyone else in the household displays [symptoms](#), they need to get tested within the first five days via [NHS UK](#) or by phoning NHS 119, regardless of what day they are on in the original 14 day isolation period.

If you have any concerns, please contact XXX who can discuss further.

Appendix 2.2: Employee letter where a member of staff is sent home with symptoms

SETTING HEADER, ADDRESS ETC
DATE

Dear xxxxx,

I am sorry to hear that you are unwell.

As you are aware we requested that you return home on xxxxx in line with government guidance which outlines that if anyone in a childcare setting becomes unwell with new COVID-19 [symptoms](#), they must be sent home and advised to follow the guidance in the link below: [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Please make sure that you book a COVID-19 test immediately via [NHS.uk](#) or call 119. This is because the test is most accurate in the first 5 days of having symptoms.

You should isolate yourself if you have any of the symptoms and only leave your house when going to get your test.

There are various local options in Greater Manchester for getting a test via the national booking system which you will be directed to, including a site in Bolton. If you are unable to find a suitable test slot/site, please try again after a few minutes.

XXXX will be in touch in the next few days, however please do hesitate to contact me if you wish to discuss the above or have any concerns.

Appendix 2.3: Letters to all parents when a child/ member of staff has tested positive

SETTING/ HEADER, ADDRESS ETC

DATE

Dear XXX,

I am writing to inform you that a child/ member of staff within this setting has tested positive for coronavirus. In line with advice from Public Health England, the setting will now (close/partially close) for a deep clean. (If partially closing) Whilst I understand that you may have concerns with regards to the above, I can assure you that this setting will continue with social distancing measures and cleaning and hygiene arrangements will remain in place throughout the day.

If your child is within the relevant assigned group where there has been a positive test result, we will contact you and inform you of the next steps. Those children outside of the assigned group should continue to attend their setting as normal (if closing outline opening date).

At the setting we will continue to remind children to frequently wash their hands with soap and water for 20 seconds and dry thoroughly, use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'), we encourage parents to continue with these reminders.

If your child does become unwell with new [symptoms](#), please alert the setting and do not send your child into the setting. Follow the government guidance [COVID-19: guidance for households with possible coronavirus infection guidance](#) and outlined below:

- Your child must stay at home for at least 10 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- If anyone else in the household displays [symptoms](#), they need to get tested within the first five days via [NHS.uk](#) or call 119, regardless of what day they are on in the original 14 day isolation period

For most people, coronavirus (COVID-19) will be a mild illness. However, if you develop symptoms you must self-isolate at home and arrange to have a test to see if you have COVID-19 – visit [NHS.UK](#) to arrange or phone NHS 119 .

As soon as you start having symptoms, you and anyone in your household must follow the [Stay at Home: Guidance for households with possible or confirmed coronavirus \(COVID-19\)](#).

Please inform the setting of positive results. If you have any concerns, please contact XXX who can discuss further.

Appendix 2.4: Parents of children in the assigned group where pupil/ member of staff has tested positive

SETTING HEADER, ADDRESS ETC

DATE

Dear XXX,

I am writing to inform you that a child/ member of staff within this setting has tested positive for coronavirus. In line with advice from Public Health England, the setting will now (close/partially close) for a deep clean.

(If partially closing) Whilst I understand that you may have concerns with regards to the above, I can assure you that the setting will continue with social distancing measures and cleaning and hygiene arrangements will remain in place throughout the day.

Your child however has been in contact with someone who has tested positive for the virus and in line with government guidance, we are asking that you keep your child at home to self-isolate for 14 days and follow the guidance below.

[COVID-19: guidance for households with possible coronavirus infection guidance](#)

You should have been notified by the NHS test and trace service via text message, email or phone that your child is a contact. See information below from the national guidance:

- If you have been informed that your child is a contact of a person who has had a positive test result for coronavirus (COVID-19), medical advice is clear: your child must immediately self-isolate at home for 14 days from the date of their last contact with them. There is no requirement for other members of your household to self-isolate unless anyone in your household starts to develop symptoms.
- Your child must not go to their setting.

For most people, coronavirus (COVID-19) will be a mild illness. However, if you or your child develop [symptoms](#) you must self-isolate at home and arrange to have a test– visit [NHS.UK](#) or phone NHS 119 to arrange a test.

Please inform the setting of any positive result.

XXX will be in touch with you to discuss XXX returning to the setting and the relevant arrangements toward the end of the isolation period (information about provision of learning materials for home learning can be included here)

Please contact XXX if you have any concerns,

Appendix 2.5: Letter to a member of staff who has tested positive/negative

SETTING, ADDRESS ETC
DATE

Dear xxxxx,

Thank you for informing me of your positive/negative test result. I know that this may be a distressing time for you and your family; we are all thinking about you and send our very best wishes.

If the member of staff tests positive

Please remember that you and everyone in your household must continue to follow the government guidance on isolation set out in the [COVID-19: guidance for households with possible coronavirus infection guidance](#), as I outlined in my last letter to you on xxxxxxx.

Please make sure that you rest during this period of isolation and do contact me or (provide any contact details for employee assistance programmes etc.) if needed. I appreciate that this may be a worrying situation for you and if you require any support please do not hesitate to let me know.

You will be contacted shortly by xxxxxx who can discuss next steps and provide any welfare advice and guidance.

If you have any questions, please contact me on xxxxxxxxxx

If the member of staff tests negative

The government guidance for those who test negative is that you can return to work providing you feel well and fellow household members can end their self-isolation. However, I am mindful that you were sent home due to feeling unwell and as such, XXXX will be in contact with you over the next few days to discuss how you are feeling and your return to work.

If you have any further questions, please contact xxxxxxx

TEMPLATE 6: Preventative messages for parents

COVID-19 Test & Trace

Dear Parent/Carer

COVID-19 test and trace

You may be aware that, as part of the ongoing steps being taken to stop the spread of coronavirus, the government has launched a test and trace programme. This will include contact tracing for people who test positive for COVID-19 to ensure they are isolating, and to find out who they have come into close contact with who may also need to isolate.

I know this is a difficult time for many of you and your children for various reasons. While the delay to opening the setting to more of our children may have come as a disappointment, I would like to reassure you that we have worked hard to ensure the necessary safety measures are in place and are ready to welcome our children back just as soon as is safe and sensible to do so. The rise in the 'R number' in the Bolton area - which identifies if the spread of the virus is under control - means we must all play our part, now more than ever, to protect our families and our community. This will help ensure we can continue to progress in welcoming back children and return to our more normal ways of life.

Working together to protect our community

It remains vital that we all continue to socially distance ourselves from anyone that we do not live with by keeping 2m apart. Regular and good handwashing with soap and water is also one of the most effective ways we can prevent the spread of the virus along with good hygiene by catching coughs and sneezes in a tissue and binning it. This will support a reduction in the R number and protect the wellbeing of everyone.

As part of the government programme, testing is now available for everyone who is symptomatic and so I would like to remind you all that should you display any new [symptoms](#), you must self-isolate for 10 days (other household members for 14 days from when you started having symptoms) and not leave the house for any reason other than to go for a test.

If symptomatic, you should order a home testing kit or book a drive-through test at one of the regional testing centres immediately at [NHS.uk](https://www.nhs.uk) or call 119.

If you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that they can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of the NHS contract tracers. If you are contacted by the NHS test and trace service, you will never be asked to provide any passwords, bank account details or pin numbers so please do be alert to any possible bogus calls. We advise that you store the NHS Test and Trace number to your phone, so you know that it is this is the official number contacting you; the number is 0300 013 5000.



Avoid becoming a contact

While it is not always possible to avoid being a contact, especially with household members, there are steps that we can continue to take to limit our close contact with other people such as:

- Maintain social distancing by keeping at least 2m away from others
- Avoid travelling in the same vehicle as other people from outside your household
- Wear a face covering in enclosed spaces and avoid sitting/standing close to others on public transport (where possible)

If you are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus you must begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important we all play our part and do this when alerted, even if we don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days.

Direct contact without PPE:

- being coughed on, or
- having a face-to-face conversation within 1m, or
- having unprotected skin-to-skin physical contact, or
- travel in a small vehicle with the case, or
- any contact within 1m for 1 minute or longer without face-to-face contact

Close contact without PPE:

- Extended close contact (between 1m and 2m for more than 15 minutes) with a case

Local Restrictions

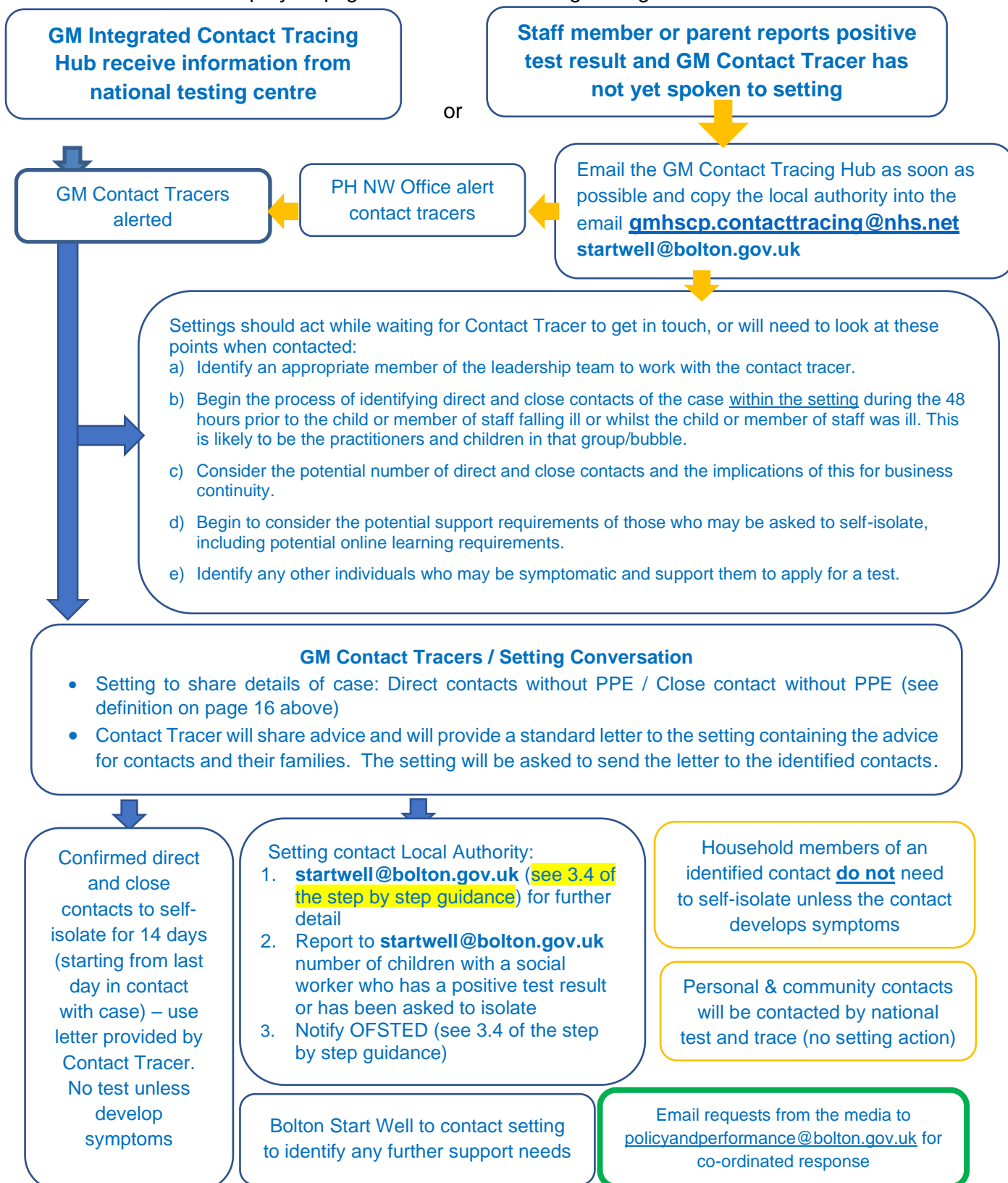
When the rate of infections rise across the community local restrictions will come into place. Make sure you are up to date with local restrictions by checking out the FAQs on the council website.

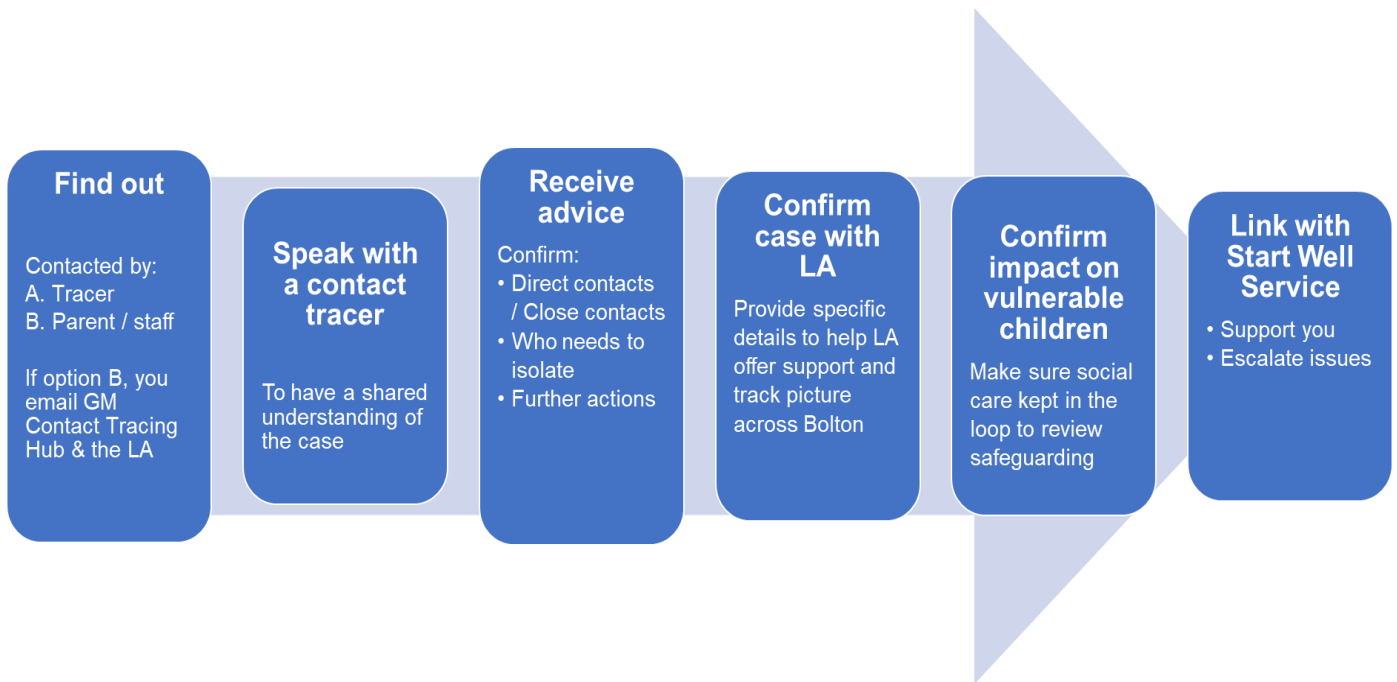
<https://www.bolton.gov.uk/coronavirus-support-1/local-restrictions-cannot?documentId=648&categoryId=20119>

Covid 19 – Positive case action card for Early Years and Childcare settings in Bolton

This flow chart has been developed to support Bolton settings should a positive Covid-19 case be identified in your setting.

It refers to the most recent guidance available as at 10.9.2020. It is recommended that you read the Bolton COVID-19 'step by step' guidance for EYC settings alongside this flow chart.





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